

Attendance Policy 2022-2023

Your child MATTERS to us at CVA and we want them at SCHOOL!

Students who attend school regularly have been shown to achieve at higher levels than students who do not have regular attendance. This relationship between attendance and achievement may appear early in a child's school career. Some other positives are:

- Regular attendance fosters a classroom community between teachers and children.
- Students who attend school are more likely to succeed academically.
- Students gain background knowledge from discussions while learning in school.
- Attending school also provides time for social interactions with peers.

The State of Colorado requires by law for compulsory school attendance of all children between the ages of 7 and 16. CVA strongly encourages strong student attendance. The responsibility for compliance with Colorado law belongs to the parents, but the school is obligated to keep an accurate record of daily attendance. This attendance record is a piece of your student's permanent file and will follow them throughout the K-12 school experience. Absences will be labeled **excused or unexcused**.

- An **excused** absence is due to illness, doctor appointment, serious illness, or death of a family member and parents make contact with the school with an explanation.
- An **unexcused** absence is when a student is out of school (absent from) with no knowledge shared with the school.
- An **explained** absence is excused as the parent takes the student out of school with the principal's prior knowledge/approval. (3 or more consecutive days of absences)

ALL vacations/trips (**explained** absence) that are for 3 days or longer MUST be pre-approved by the principal. Classroom teacher(s) MUST be made aware in order for them to provide any required classwork. A minimum of 5 days notice is requested in order for pre-approval to happen.

CVA's FAMILY attendance policy is as follows:

- We request that parents/guardians notify CVA of a student's absence by 9:00 am on the day of the absence. Please contact the school at 303-774-9555 or email the attendance clerk at karrlee.stratton@cvamail.com to report your child's absence.
- CVA's Attendance clerk will reach out by the end of the day to make contact with parents/guardians (if no contact has been made) to learn more about the specific reason for the absence in order to label it excused.
- If CVA does not receive information from a parent or guardian by 9:00am of an absence, the district's Infinite Campus (IC) system will automatically notify the parents of the absence via phone call and email.
- The absence will remain unexcused if no contact is shared from the parent/guardian with CVA.
- Students or parents/guardians are expected to connect with teacher(s) for any missing work that will be needed to be made up during the absence. Students receive 1 day per absence to make up work.

As a way to maintain our attendance policy, CVA will send out attendance letters to keep you updated throughout the school year. The goal of this communication will be a way to help prevent truancy from happening.

- You will receive the first attendance letter after your child's 6th excused or unexcused absence. This letter is informational in nature with the hope of your child's attendance becoming more consistent once the letter has been received.
- You will receive a second letter after your child's 10th excused or unexcused absence. Included in the letter CVA will be requesting a meeting with you and the attendance clerk to together build an attendance plan that gets your child to school consistently.
- Any student having more than 15 excused or unexcused absences during a semester will receive a letter that includes information on

how to set up a meeting with our attendance clerk, the teacher, and the principal.

- After 20 or more excused or unexcused absences a letter will be sent home and a meeting with the attendance clerk, the teacher, the principal, and the SRO (School resource Officer) will become necessary.

Teacher expectations with attendance and tardies:

Elementary teachers must take attendance within the first 10 minutes in the morning then again within the first 10 minutes after students return from lunch/recess.

Middle school/elective teachers must take attendance within the first 10 minutes of each class.

Students have 1 day per absence to make up work. (excused or unexcused) Please only assign relevant work that is essential to the learning. Practice work on the Chromebook is always an option to practice prior learning.

Vacations/trips are required to be pre approved 3 days prior to the trip. A Pre-Approved Absence form will be given to the students from the Attendance clerk to be completed by both you and parents/guardians. This form is available on our website and at our front desk. Please return the form to Karrlee Stratton's mailbox for filing. Parent/guardian will also receive a copy of this form.