



Attendance Policies

Colorado Requirements

The goal of every student should be perfect attendance. To comply with Colorado compulsory attendance statutes (CRS 22-33-104) CILA must record and hold students and parents/guardians accountable for absences. To be in good standing at the end of the year a student must have no unexcused absences and 9 or less excused absences. Absences due to extended illness will be handled on a case-by-case basis in concert with parents/guardians. The following accountability procedures are mandatory.

School Day

School promptly begins at 7:55 am and students are dismissed at 3:15 pm. These hours are required to meet state standards of attendance. A morning assembly will be held in the student center beginning at 7:55 a.m. each morning. Parents are welcome to attend.

Absences

Parents/Guardians please call the school before 8:30 a.m. to report absences.

The following absences shall be considered **excused**.

- Temporary Illness-a student missing 1-2 days (doctor's note required for 3+ days or upon request of school) Parents call the school to excuse the absence.
- Family emergency
- Student is removed from school for disciplinary reasons
- Extracurricular activities (must be approved by the school)
 - The student must be in good academic standing with no unexcused absences and 9 or fewer absences for the year.

All other absences that are not covered in the above excused section will be unexcused (special circumstances will be considered on a case by case basis). If your student is going to be absent for more than one day, please stop by the front desk and complete a Request for Extended Absence form. If you anticipated only one day's absence and it turns out to be longer, you need to call the school each successive day. Cumulative attendance will be reported. Please note that CILA follows Colorado State Policy with regards to attendance concerns. After 9 unexcused absences students will be reported as truant to Child Protective Services.

Tardies

- **Students will be marked tardy at 8:01 am.**
- Students arriving after 8:00 a.m. **must** be signed in by a parent or guardian at the front office.