



Colorado International Language Academy

Attendance Policy

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 8:00 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 over the school's PA system beginning at 7:55 a.m. each morning. School assemblies on special occasions will be held in the Student Center and 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
- Therapy, medical, legal, or victim services related to an incident of harassment or discrimination
- Student is removed from school for disciplinary reasons

- A student who is absent for an extended period due to physical, mental or emotional disability.
- A student who is pursuing a work-study program under the supervision of the school.
- A student who is absent in observance of an established religious holiday.
- 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.

If a student in an out-of-home placement (as that term is defined by C.R.S. § 22-32-138(1)(e), is absent due to court appearances and participation in court-ordered activities, such absences shall be excused. The student's assigned social worker shall verify the student's absence was for a court appearance or court-ordered activity.

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 three days, please stop by the front desk and complete a Request for Extended Absence form. Requests for Excused Absences will only be approved if a plan to make up missed learning is proposed. Please be advised that teachers are not required to provide school work if the requested absence exceeds one school week..

If you anticipate 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 4 unexcused absences in one month or 10 unexcused absences in a school year, students are declared as habitually truancy and may be reported as truant to Child Protective Services and/or referred to truancy court proceedings.

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.