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## STUDENT ATTENDANCE POLICY

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### SECTION 1. BEN FRANKLIN ACADEMY

#### MISSION

The mission of Ben Franklin Academy is to develop young adults with character like America's founding Renaissance man, Benjamin Franklin: well-read, scientifically curious, and civically engaged.

#### VISION

Our students will excel academically through a challenging, sequenced curriculum that emphasizes math, science, the arts, and literacy. We will be a data-driven institution, focusing on individual students. Our students, teachers, parents, staff, and leaders will be held accountable for the success of our school. Finally, we recognize that an education is incomplete without fostering social emotional development, character, sports, and nature.

#### PURPOSE

Ben Franklin Academy (BFA) values student attendance. In order to maximize student learning, students need to be in school and have a low percentage of absences and tardiness. Regular attendance will ensure that a student excels academically and has the potential to advance to the next grade.

### SECTION 2.

#### ATTENDANCE

State law requires school attendance by every child between the ages of seven (7) and sixteen (16) years. Attendance in class is an integral part of the successful educational process. Students are required to be in attendance every day school is in session during each academic school year. Parents, guardians, and legal custodians of students between the ages of seven (7) and sixteen (16) are obligated by state law to ensure the child's attendance.

#### REPORTING ABSENCES AND TARDIES

All absences and tardies must be called in to the attendance line at 720-432-9239, submitted through the BFA App, or emailed to [attendance@bfacademy.org](mailto:attendance@bfacademy.org) by 8:30 a.m. The name of the person reporting the absence/tardy, the student's name, the teacher's name, and the reason for the absence/tardy should be reported. Absences and tardies must be called, submitted via the BFA App, or emailed to the attendance line/email even if the teacher was notified directly.

#### EXCUSED ABSENCES

Excused absences are those resulting from temporary or extended illness, injury, physical, or emotional disability; family emergencies; planned absences approved by the administration; or absences which occur when a student is in custody of a court of law enforcement authority.

If a student is absent due to illness for more than three (3) consecutive days, a note from a medical doctor stating the medical reason for the absence may be required for that absence to be excused by the school.

#### ABSENCES DUE TO PLANNED TRIPS OR VACATIONS

If an absence of three (3) or more days is planned, parents/guardians must provide written notification to the front office at least one (1) week prior to the first day of the planned absence. Failure to provide written notification for this type of absence may forfeit the opportunity to make up the missed work for credit.

Make-up work will not be provided prior to the planned absence. It will be provided once the student returns to school and must be completed in the timeframe identified in the Missed/Make Up Classwork and Homework section below.

### **UNEXCUSED ABSENCES**

Unexcused absences are absences (with or without prior knowledge and approval of the parents) that are not acceptable to the administration. An absence is classified as unexcused if a parent/guardian fails to properly notify the school of the absence. Unexcused absences also include those resulting from out-of-school suspensions and expulsion.

### **TARDINESS**

Tardiness to school is a failure to appear on time in the first class of the day and is considered a form of absence. All tardies are recorded daily, and chronic tardiness to school will result in a warning letter and, eventually, a parent/guardian meeting with administration.

The front doors of the school are locked at 8:10 a.m., and students will be tardy if they are not in the building. After 8:10 a.m., students will be required to enter through the front office where they will receive a tardy slip. Students will also be considered tardy if they are not in their classroom, settled in, and ready to learn by 8:15 a.m.

### **MISSED/MAKE UP CLASSWORK AND HOMEWORK**

Students are expected to make up any classwork and homework missed during absences. Students will be given two (2) days for each day absent to complete and turn in missing assignments. Alternative assignments may be given when appropriate. The two (2) days begin the day the student returns to school. A homework plan may be developed by the teacher for any absence of five (5) or more consecutive days.

If the absence occurs near the end of a grading period, all work must be turned in within five (5) school days of the end of the grading period in order to receive credit. The student's report card may be delayed for up to two (2) weeks in order for make-up work to be graded. For the third trimester, all work must be handed in by the last day of school, and there may be a delay in the report card.

The student must still complete the work missed during an unexcused absence. However, the student will not receive credit for the work, thus negatively affecting the academic standing of that student.

### **LONG-TERM ASSIGNMENTS AND TESTS**

Due dates for long-term assignments assigned more than seven (7) days prior to the absence will be due the day the student returns to school. Test dates announced more than seven (7) days prior to the absence will remain the same. If the student misses a test due to an absence, the test will be made up within two (2) school days upon return. Exceptions will be made if students have missed content or instruction included in that test. Teachers will work with students to catch up on materials missed and schedule an appropriate test date.

### **HABITUALLY TRUANT STUDENTS**

Habitually truant students are those who have four (4) or more unexcused absences within a one (1) month period or ten (10) or more unexcused absences during one (1) school year. Once a student is deemed habitually truant, the school administration shall notify the student's parent/guardian in writing. In cooperation, the parent/guardian, teacher, and school administration will develop a plan to prevent any further unexcused absences. As a last resort, court action may be initiated by the school administration when necessary to enforce attendance requirements. If students have ten (10) unexcused consecutive

absences, without any communication with the school, the student may be withdrawn from school.

BFA tracks attendance and tardies very closely. Each time a student has five (5) absences or seven (7) tardies within a single trimester, either excused or unexcused, the Assistant Principal will send home a letter informing the parent/guardian of the situation. If there are an additional five (5) absences or five (5) tardies in the same trimester, whether excused or unexcused, another letter will be sent requesting a conference with the parent/guardian, the Assistant Principal, and the classroom teacher.

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