

# Aspen Creek K-8 Attendance Procedures

**Aspen Creek Attendance Line – 720-561-8002 (24 hours/7 days a week)**

At Aspen Creek K-8 we value education and promote full participation to ensure optimal educational experiences. Our goal at Aspen Creek is to support our family members in having a productive education experience. We will do our best to help families overcome obstacles to enable a healthy attendance rate and look forward to partnering with your families.

## Notification regarding a student's absence:

- A parent or guardian has the responsibility to call the attendance line at 720-561-8002 by 9:00 a.m. the day of the absence. If a parent does not call in with an explanation of the student's absence(s), the student will be marked unexcused. Dr notes are encouraged when applicable.
- At 9:15 am, a computer generated phone call will go out to any family that has a student marked absent and no phone call has been received from a parent or guardian.
- Pre-arranged absences must be done one week in advance by a parent or guardian contacting the attendance secretary with the reason and date of the student's absence. The student then picks up a prearranged absence form and must see an administrator for signed approval. After the administrator has approved the prearranged absence, the student must take the form to all of his/her teachers for signatures and assignments. (see note below for more details)

## Attendance Practices at Aspen Creek K-8:

- After 8 excused absences, we will send a friendly reminder through a mailed letter that will include details on current absence status. Families with school-approved documented absences may be exempt; ex- physicians note.
- After 10 absences, guardians are no longer able to excuse absences. When appropriate, school-approved documented will be required for subsequent absences.
- If multiple absences are unexcused, a staff member will call the guardian and may then send a formal notification of unexcused absences. A conference with appropriate parties may be appropriate.
- If unexcused absences continue, an attendance contract may be developed in conjunction with the family. This contract will be developed to assist the family with various supports in the school setting to help while the student is at school.

## Please note:

- **If vacations are taken, these days will be accounted for within the 10 days allowed to be excused by guardians, even with a prearranged absence.**
- **A truancy officer will become involved in cases when unexcused absences continue. Our goal is to work with our families to avoid truancy battles.**

## Tardy Policy

The tone of each day (elementary) and period (middle level) is set during the first few minutes of class and an important portion of the daily lesson is presented during this same precious time. Students should be in their seats and ready for instruction at the assigned time. If a student is late to school and it is before 8:50 a.m., she/he should report directly to class and will be marked tardy by the teacher. If a student is tardy and it is after 8:50 a.m., she/he should report to the office to get an admittance slip before reporting to class. We appreciate parent/guardian support in this matter as all students benefit from a timely start. If tardiness becomes a serious problem, a referral to the school administration will be made and appropriate consequences imposed.

### Excused Tardies

1. Medical appointments
2. Temporary illness
3. Inclement weather
4. Extenuating circumstances

### Unexcused Tardies

- Some examples of an unexcused tardy are:
1. Oversleeping, alarm failing to go off, walking too slow
  2. Missing the bus due to getting up late
  3. Parents stopping for coffee on the way to school

## Checking In/Leaving School Early

If a student will be leaving during the day, he/she should bring a note to the office before school and get a blue slip in order to leave school during the day. Parents may call the main office in order to get a blue slip to their student. We request that these calls be made at least one hour prior to the students' departure. **Any time a student arrives after 8:50 a.m. or leaves early, he/she must sign in or out of the office. The school office will contact parent/guardians of students who have not been excused.**

Whenever a student is picked up at school, the receptionist will ask for current picture identification and will check emergency contact names if the adult is someone other than a parent/guardian.