



GVA-DC Attendance Policy (2026–2027)

Purpose and Attendance Requirements

Regular and punctual attendance is one of the most important factors in a student's success at Global Village Academy – Douglas County (GVA-DC). Frequent absences may lead to poor academic performance, limited social development, and potential academic failure. Consistent attendance supports school engagement, social adjustment, and academic achievement. No single factor interferes with student progress more quickly than chronic tardiness or absence.

Except as otherwise allowed by Colorado state law, Law requires every child age 6-17 (reached age 6 by Aug 1) to attend: Public Schools, Independent/Parochial Schools, Home-based education programs. Parents are legally responsible for ensuring this attendance. At GVA-DC, students, parents, and guardians share responsibility for ensuring that students arrive on time and ready to learn each day.

Excessive absences disrupt continuity in learning and social interactions. Missed work often cannot be adequately made up. Students with strong attendance typically earn higher grades, enjoy school more, and are better prepared for future opportunities.

To remain in good standing at the end of the year, a student must have **no unexcused absences** and **nine (9) or fewer excused absences**. Absences due to extended illness will be handled on a case-by-case basis in collaboration with parents/guardians.

Attendance Procedures and School Schedule

Reporting Absences or Tardies: Parents/Guardians must call the school before 8:00 AM to report absences or tardiness.

 **School Attendance Line:** 720-476-8044 (Option 2)

School Day Hours:

- Start Time: 8:00 AM
- Dismissal Time: 3:30 PM (Elementary and Middle School)

These hours meet Colorado state attendance standards.

1. Attendance Recording

1.1 Elementary Level

At the elementary level, attendance is recorded after the school day begins (8:00 AM).

1.2 Secondary Level

At the secondary level, attendance is recorded after the beginning of each class period. Students are required to arrive on time for every period. Teachers will record attendance for each period—including tardies and absences—with the exception of the initial tardy, which will be recorded by the front desk when a student enters the building late.

1.3 General Rule

All students not present at the time attendance is taken will be marked absent by the classroom teacher. Students arriving at the building after 8:00 AM must sign in at the front office, where their arrival will be recorded. Attendance records are part of the official student record and are subject to district and state reporting requirements.

2. Excused Absences

2.1 Excused absences may include:



- Illness or injury
- Family emergency (e.g., death or serious illness of an immediate family member)
- Legal obligations
- Suspension or expulsion
- Religious observations
- Absences related to physical, mental, or behavioral health
- Weather or safety-related events
- Absences excused by the principal through prior requests of parents or guardians

2.2 Absences due to participation in school-sponsored activities are considered *exempt* and will not negatively impact attendance records.

2.3 To excuse an absence, a parent/guardian or medical professional must notify the school by 8:00 AM on the day of the absence, or no later than two (2) school days (48 hours) after the first day of the absence. Notices submitted after 48 hours will not be accepted, even if the absence meets the excused criteria.

2.4 Bereavement absences are excused for up to **five (5) days**. Any additional days missed beyond the five days will be counted as excused personal absences.

2.5 For absences of three (3) or more consecutive days due to illness, a doctor's note may be required.

2.6 After ten (10) or more excused absences for illness in a school year, additional documentation (such as a doctor's note) may be required for further illness-related absences to be excused.

2.7 Absences due to Illness

2.7.1 Students should stay home (or be sent home) if they exhibit any of the following:

- Undiagnosed skin eruptions/rashes
- Nausea, vomiting, or diarrhea
- Severe abdominal pain
- Fever of **100°F or higher**

2.7.2 When Can a Child Return to School? After 24 hours of medication for the following conditions:

- Strep throat
- Infected skin eruptions
- Other conditions requiring antibiotics
 - *Exception:* If being treated for **Pertussis**, the student must be on antibiotics for **5 full days** before returning.

After being symptom-free for at least 24 hours (without the use of medication):

- Fever
- Vomiting and/or diarrhea in the absence of other symptoms of illness

After being symptom-free for at least 48 hours:

- Vomiting and/or diarrhea **when accompanied by other symptoms of illness**

2.8 State-Mandated Assessments

If a parent opts their child out of state-mandated testing, the child will be marked *excused* with the comment: "*Parent excused, state-mandated testing.*"



2.9 Snow Days

Student Data & Enrollment Services (SDS) works with SDS Education to designate snow days as non-instructional days, which removes any attendance previously recorded.

2.10 Snow Days During Suspension

The days of suspension are *not extended* in the event that a snow day occurs during a student's suspension. If the suspension is pending expulsion, a snow day may be considered a non-student contact day for hearings or other timely expulsion-related matters.

3. Exempt Absences

The following absences are considered *exempt* and will not count against attendance records:

- Participation in school-sponsored or educational activities with prior approval (e.g., GVA-DC related sports, testing, field trips)
- Work-study or internship programs supervised by the school
- Counseling or outside therapy sessions
- School closure days
- In-house detention
- Time in the school office

4. Unexcused Absences

Unexcused absences are those that do not meet the criteria for excused or exempt absences.

4.1 Unexcused absences will be recorded in the student's attendance record, and parents/guardians will be notified. Consequences may include school-based interventions and the development of an attendance plan. Academic penalties will not be assigned.

5. Habitual Truancy

5.1 A student is considered habitually truant if they have:

- Four (4) unexcused absences in one month, or
- Ten (10) unexcused absences in one school year

5.2 Habitually truant students may be placed on attendance intervention plans, referred for district-level intervention, or referred to truancy court if necessary.

6. Chronic Absenteeism

6.1 A student is considered chronically absent if they miss 10% or more of the scheduled school days in a school year (excused or unexcused).

6.2 Individual student needs and disabilities will be considered when planning interventions.

7. Tardies and Early Departures

7.1 Tardies and early departures are subject to the same *excused/unexcused* criteria as full-day absences.

7.2 Tardies

- A tardy is defined as arrival (entering the building) after the start of class (**8:00 AM**).
- Parents/guardians must sign students in at the front desk and give a reason, where staff will record the tardy(excused or unexcused).



- Students arriving between **8:01–8:20 AM** will be marked as *tardy*.
- If there is still a pattern of more than two (2) tardies per week after receiving the Tardy Warning Letter, subsequent tardies will be changed to absences (excused or unexcused, depending on the reason) to account for missed instructional minutes.
- Students arriving **after 8:20 AM** will be marked *absent* (excused or unexcused, based on the criteria in Section 2.1). The time of arrival will also be recorded in the system.

7.3 Early Departures

- An early departure is defined as leaving school before **3:30 PM** and not returning.
- Early departures are counted as *absences*, with the exact time of departure recorded in the system to calculate missed instructional time.

7.4 Missed Instructional Minutes

All minutes missed due to tardiness or early departure are recorded and count toward the student's total absenteeism record. Excessive tardies or early departures may result in the development of a school-based attendance plan.

8. Pre-Arranged Absences

8.1 Planned, non-emergency absences (e.g., regular medical/dental appointments, vacations) should be scheduled outside of school hours whenever possible.

8.2 For pre-arranged absences lasting three (3) or more school days, parents/guardians must complete a GVA-DC Extended Absence Request Form. The form must be submitted at least two weeks prior to the absence and requires administrative approval. By signing the form, families acknowledge that instruction missed cannot be fully replicated outside the classroom and accept responsibility for ensuring all assignments are completed and submitted on the first day back.

8.3 For pre-arranged absences for 10 or more than 10 days, the student's enrollment will be paused and re-enrolled after return. Under the State's date and mobility reporting guidelines, an absence of 10 or more days - either excused or unexcused - triggers a temporary administrative "exit" from the school.

8.4 All absences—including excused, unexcused, and pre-approved extended absences—will count toward a student's total absenteeism record.

9. Makeup Work

9.1 Students may make up work for excused absences, including suspension.

9.2 Students have the same number of days to make up work as the number of days they were absent (excused).

9.3 For pre-arranged absences for non-emergency reasons (e.g. vacations), students are expected to complete work during the absence and submit it immediately upon return.

9.4 Credit for work missed during unexcused absences may be reduced or denied at the teacher's discretion.

9.5 Teachers may assign alternate tasks when labs or group projects cannot be replicated.

10. Absences and Extracurricular Activities

10.1 Students absent for all or part of a school day may be restricted or prohibited from participating in extracurricular activities or after-school events on that day.

11. Attendance Recognition

11.1 Perfect attendance is defined as having no absences, tardies, early departures.

11.2 Schools may also establish additional criteria for exemplary attendance recognition.

12. Withdrawal for Non-Attendance



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12.1 Under the State's date and mobility reporting guidelines, an absence of 10 or more days - either excused or unexcused - triggers a temporary administrative "exit" from the school. A student who misses ten (10) or more consecutive school days will be reported to the District Attendance Officer.

12.2 Withdrawal will occur after ten (10) or more consecutive days of non-attendance, provided the school has attempted to re-engage the student.

12.3 Students under age 17 must have official records requested by a new school before withdrawal can be finalized.

12.4 Withdrawn students may not return to campus without administrative permission.

13. Homebound Instruction for Medical Needs

13.1 If a student is anticipated to be absent for more than twenty (20) school days due to verified medical, physical, or emotional conditions, parents may request homebound instruction through the school. Required documentation and communication waivers must be submitted for eligibility.