



The Classical Academy	Policies and Procedures
Policy Name:	Habitual Unexcused Absence (Truancy)
Policy Number:	JHB-TCA
Original Date:	4/20/2005
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Category:	DAS
Author:	Principals
Approval:	Director of Academic Services

Colorado statute states if a student is absent without an excuse signed by the parent/guardian or if the student leaves school or a class without permission of the teacher or administrator in charge, the student shall be considered truant. "Habitual truant" shall be defined as a student who has reached age six by August 1 and is under age seventeen and who has four total days of unexcused absences from school in any one month or ten total days of unexcused absences during any school year. Absences due to suspension or expulsion shall not be counted in the total of unexcused absences for purposes of defining a student as "habitually truant."

### **“Habitually Truant” Definition by TCA Program**

#### **Students Enrolled in TCA Traditional Program**

If a student is enrolled at TCA Central Elementary, TCA East Elementary, TCA North Elementary, TCA Junior High, or TCA High School, the student is considered to be enrolled in a TCA traditional program. If a TCA traditional program student is absent from school four unexcused absences from class or school in one month (or the equivalent of four school days) or ten unexcused absences from class or school during a school year (or the equivalent of ten school days), the student may be considered truant.

#### **Students Enrolled in the TCA Cottage School Program**

If a TCA Cottage School Program student is absent from school two unexcused absences from class or school in one month (or the equivalent of two days of class time) or five unexcused absences from class or school during a school year (or the equivalent of five days of class time), the student may be considered truant.

#### **Students Enrolled in TCA College Pathways**

If a TCA College Pathways student accrues four absences (or the equivalent of eight hours of in-class time) in a semester or eight absences (or the equivalent of sixteen hours of in-class time) in a school year, the student may be considered truant.

The school shall establish a system of monitoring individual unexcused absences. consistent with ASD20 Policy JH Student Excuses and Absences. The submission of a prearranged absence form for absences does not negate the classification of habitually truant.

In order to reduce truancy, parents/guardians of all students shall be notified in the student handbook at the beginning of each school year of their obligation to ensure that all children of

compulsory attendance age attend school. When a student fails to report on a regularly scheduled school day and school personnel have received no indication that the parent/guardian is aware of the absence, school personnel shall make a reasonable effort to notify the parent/guardian.

An attendance plan shall be developed for a student who is at risk of being declared habitually truant with the goal of assisting the child to remain in school. When practicable, the student's parent, guardian, or legal custodian shall participate with administrative staff during the development of the plan. Appropriate school staff shall make reasonable efforts to meet with the parent or guardian to review and evaluate the reasons for the student's truancy.

If a student is deemed to be habitually truant, a meeting between administration and the parents should be called to determine the direct facts and circumstances and to evaluate a course of action that would be in the best interests of the child's educational process. School personnel shall make a reasonable effort to notify the parent/ guardian.

In accordance with law, TCA may impose appropriate penalties that relate directly to classes missed while truant.

This policy replaces ASD20 Policy JHB.

**Legal References:**

- C.R.S. 22-14-101, et seq. (dropout prevention and student re-engagement)
- C.R.S. 22-33-104 (compulsory school attendance)
- C.R.S. 22-33-105 (suspension/expulsion)
- C.R.S. 22-33-107 (enforcement of compulsory school attendance)
- 1 CCR 301-67, Rule 2.01 (7) (definition of "dropout" student)
- 1 CCR 301-78 Rules 1.00 et seq. (standardized calculation for counting student attendance and truancy)

**Cross References:**

- ASD20 JE Student Attendance
- ASD20 JH Student Absences and Excuses
- ASD20 JFC Student Withdrawal from School/Dropouts
- TCA Policy JF-TCA Withdrawal Procedure

**Policy Revision History**

Date	Revision Details	Revised By
3/18/2013	Reformatted policy into new template. Completed annual review.	Registrar
6/11/2014	Updated and completed annual review.	Registrar and Director of Academic Services
6/5/2019	Updated and completed annual review. Changed from an Ops/Registrar policy to a DAS policy.	Director of Academic Services and Compliance Specialist
2/17/23	Updated policy.	Director of Academic Services