



## **Mountain Song Community School Attendance Policy**

In compliance with Colorado's Compulsory Attendance Law, *C.R.S. 22-33-104(1)*, children between the ages of age 6 (on or before August 1 of each year) through 17 must be registered and attending school. As a public charter school, Mountain Song Community School (MSCS) is accountable for and must report student attendance to the Colorado State Department of Education (CDE). The school, therefore, maintains accurate attendance records.

For in-person learning, students must be in their classrooms by the start of the school day to be counted present and not tardy. Students are required to be in school except in cases of emergency, illness, or religious observance. It is the family's responsibility to inform the attendance office by 9:30 a.m. of absences or tardies.

For remote or hybrid model learning, they are still held fully accountable for meeting all state-mandated attendance requirements. Attendance is expected to be recorded by the parent or caregiver daily and is verified by teachers to ensure the school is properly calculating and adequately monitoring that students complete a minimum of 14.5 hours per week or 450 hours per year in half-day kindergarten, 900 hours per year in full-day kindergarten, 990 hours per year for students in grades 1-5, and 1,080 hours per year for students in grades 6-8 based on an 160 instructional day school calendar year.

These hours are accumulated through a variety of methods including:

- Completion of lessons assigned through the learning management system as documented with student login and lesson participation;
- Completion of assignments provided through external sites with access and login only available through direct links;
- Completion of offline work documented by parent;
- Attendance at a synchronous live session;
- In-person or remote testing such as CMAS, MAP, or other required state exams;
- Online assessments accessed through student accounts;
- In-person attendance in which attendance is taken by the teacher on-site;
- Phone calls or virtual sessions with instructional staff; and/or
- Other methods that account for the technology and methodology available to the student and school.

Definitions of excused and unexcused absences, as well as operational implementation of the attendance policy, shall be outlined in Mountain Song's Parent Handbook each year.