

STUDENT ABSENCES AND EXCUSES

One criteria of a student's success in school is regular and punctual attendance. Frequent absences may lead to poor academic work, lack of social development and possible academic failure. Regular attendance is of utmost importance for school interest, social adjustment and scholastic achievement. No single factor may interfere with a student's progress more quickly than frequent tardiness or absence.

According to state law, it is the obligation of every parent/guardian to ensure that every child under their care and supervision receives adequate education and training and, if of compulsory attendance age, attends school.

Continuity in the learning process and social adaptation is seriously disrupted by excessive absences. Students who have good attendance generally achieve higher grades, enjoy school more and are more employable after leaving school. For at least these reasons, the Board believes that a student must satisfy two basic requirements in order to earn full class credit: (1) satisfy all academic requirements and (2) exhibit good attendance habits as stated in this policy.

Excused Absences:

- A student who is temporarily ill or injured (including medical appointments)
- A student whose absence is approved by administration (family trips, etc)
- A student who is absent for an extended period due to physical, mental, or emotional disability
- Suspensions (in school or out of school)
- School Activity (field trip, school athletic participation etc)
- Court mandated appointments or appearances
- A student who is pursuing a work-study program under the supervision of the school

Unexcused absences

An unexcused absence is defined as an absence that is not covered under Excused absences. Each unexcused absence shall be entered on the student's record. The parents/guardians of the student receiving an unexcused absence shall be notified orally or in writing by the district of the unexcused absence.

In accordance with law, the district may impose appropriate penalties that relate directly to classes missed while unexcused. The administration shall develop regulations to implement appropriate penalties. Students and parents/guardians may petition the Board of Education for exceptions to this policy or the accompanying regulations provided that no exception will be sustained if the student fails to abide by all requirements imposed by the Board as conditions for granting any such exception.

The maximum number of unexcused absences a student may incur before judicial proceeding are initiated to enforce compulsory attendance is ten (10) days during any

calendar year or school year.

Any student who has been absent from class for six consecutive weeks or more in any one school year, except for reasons of expulsion, excused long term illness or death, is considered a “dropout” and shall be reported to the Department of Education by the school district. However, if the student is in attendance at the end of the school year, or enrolled in another school, home study course or on-line program, such student is not considered a dropout and shall not be reported.

Chronic absenteeism

When a student has an excessive number of absences, these absences negatively impact the student’s academic success. For this reason, a student who has 17 total absences in a school year, whether the absences are excused or unexcused, may be identified as “chronically absent” by the principal or designee. Absences due to suspension or expulsion shall not be counted in the total number of absences considered for purposes of identifying a student as “chronically absent.”

If a student is identified as “chronically absent,” the principal or designee shall develop a plan to improve the student’s attendance. The plan shall include best practices and research-based strategies to address the reasons for the student’s chronic absenteeism. When practicable, the student’ parent/guardian shall participate in the development of the plan.

Nothing herein shall require the principal or designee to identify a student as “chronically absent” prior to declaring the student as a “habitual truant” and pursuing court proceedings against the student and his or her parents/guardians to compel the student’s attendance in accordance with state law.

Make-up work

Make-up work shall be provided for any class in which a student has an excused absence unless otherwise determined by the building administrator or unless the absence is due to the student’s expulsion from school. It is the responsibility of the student to pick up any make-up assignments permitted on the day returning to class. There shall be one day(s) allowed for make-up work for each day of absence. Make-up work shall be allowed following an unexcused absence or following a student’s suspension from school with the goal of providing the student an opportunity to keep up with the class and an incentive to attend school. However, this work may receive only 80%.

Unless otherwise permitted by the building administer, make-up work shall not be provided during a student’s expulsion. Rather, the district shall offer alternative education services to the expelled student in accordance with state law. The district shall determine the amount of credit the expelled student will receive for work completed during any alternative education program.

Tardiness

Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that a class begins. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy student to uninterrupted learning, appropriate penalties may be imposed for excessive tardiness. Parents or guardians shall be notified of all penalties regarding tardiness.

In an unavoidable situation, a student detained by another teacher or administrator shall not be considered tardy provided that the teacher or administrator gives the student a pass to enter his next class. Teachers shall honor passes presented in accordance with this policy.

The provisions of this policy shall be applicable to all students in the district, including those above and below the age for compulsory attendance as required by law.

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LEGAL REFS.:

C.R.S. 22-14-101 et seq. (dropout prevention and student re-engagement)
C.R.S. 22-32-109 (1)(n), (Length of school year, instruction & conduct time)
C.R.S. 22-32-109.1 (2)(A) (conduct and discipline code)
C.R.S. 22-32-138 (6) (*excused absence requirements for Students in out-of-home placements*)
C.R.S. 22-33-101 et seq. (School Attendance Law of 1963)
C.R.S. 22-33-105 (3) (d) (III) (opportunity to make up work during suspension)
C.R.S. ~~22-33-108~~ (judicial proceedings to enforce school attendance laws)
C.R.S. 22-33-203 (educational alternatives for expelled students and determination of credit)
CCR 301-78 Rules 1.00 et seq. (standardized calculation for counting attendance and truancy)

CROSS REFS.: EBCE, School Closing and Cancellations
 IC/ICA, School Year/School Calendar
 JEA, Compulsory Attendance Ages
 JFABE*, Students in Foster Care
 JFC, Student Withdrawal from School/Dropouts
 JHB, Truancy
 JK, Student Discipline
 JKD/JKE, Suspension/Expulsion of Students
 JLIB, Student Dismissal Precautions