

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. In most situations, the work missed cannot be made up adequately. 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

The following shall be considered excused absences:

1. A student who is temporarily ill or injured or whose absence is approved by the administrator of the school of attendance on a prearranged basis. Prearranged absences shall be approved for appointments or circumstances of a serious nature only which cannot be taken care of outside of school hours.
2. A student who is absent for an extended period due to physical, mental or emotional disability.
3. A student who is pursuing a work-study program under the supervision of the school.
4. A student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration.

The district may require suitable proof regarding the above exceptions, including written statements from medical sources.

Unexcused absences

An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions. Each unexcused absence shall be entered on the

student's record. *An online record of absences is available for the parent/guardian/-custodian to view. Parents are encouraged to check attendance records regularly.*

In accordance with law, the district may impose academic penalties which 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 shall 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 proceedings are initiated to enforce compulsory attendance is 15 days or during any calendar year or school year.

Prearranged Unexcused absences

The District understands that at times it is necessary to take students out of school for reasons that are not listed as "excused." These "unexcused" absences may be for family trips, extended vacations, church group trips, or any other reasons that are not caused by school field trips, illness, or emergency. In most cases, parents plan these trips well in advance of the absence.

The Board feels that frequently these absences are positive experiences for the students and their families. However, because the Board also believes that students gain greater understanding by physically attending classes, the maximum grade for makeup possible will be 95%, unless the work is made up prior to the absence.

If such an absence will be fewer than four school days,

1. Students may complete assignments in advance for up to 100% credit.
2. Students may hand in assigned work by 8:00A.M. on the day they return from the absence for up to 95% credit.
3. In the event that students do not turn in work by 8:00A.M. on the day they return, they will earn only up to 80% credit.

If such an absence will be more than four school days,

1. Students may complete assignments or exams in advance for up to 100% credit.
2. Students may send assignments to teachers via e-mail, postal service, or fax on or before the designated due date for up to 95% credit. It is preferable to use e-mail or fax. If using postal service, assignments must be postmarked on or before due date. If the students miss an exam, they will take the exam on the day they return from the absence for up to 95% credit.
3. In the event that students do not turn in work on the designated due date, they will earn only up to 80% credit.

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. It is the responsibility of the student to pick up any make-up assignments permitted on the day he returns to class. There shall be one day allowed for make-up work for each day of absence. Make-up work shall be allowed following an unexcused absence with the goal of providing the student an opportunity to keep up with the class and an incentive to attend school. However, this work will receive only partial credit, which is the consequence for an unexcused absence.

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, penalties shall be imposed for excessive tardiness. Parents/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.

If a student is in out-of-home placement (as that term is as defined by C.R.S. 22-32-138(1)(e)), absences due to court appearances and participation in court-ordered activities shall be excused. The student's assigned social worker shall verify the student's absence was for a court appearance or court-ordered activity.

Adopted: August 15, 2000

Amended: November 12, 2004

Revised: January 20, 2009

LEGAL REFS: C.R.S. 22-2-114.1 (3)(a) (definition of "dropout" student)
C.R.S. 22-32-109 (1)(n) (length of school year, instruction & contact 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)

CROSS REFS.: IC/ICA, School Year/School Calendar/Instruction Time
JEA, Compulsory Attendance Ages
JHB, Truancy
JK, Student Discipline
JKD/JKE, Suspension/Expulsion of Students
JLIB, Student Dismissal Precautions