

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.

Initially, the responsibility to attend school rests with the students. Ultimately, however, the responsibility to ensure that the student has good attendance rests with the parent/guardian. According to state law, it is the obligation of every parent/guardian to ensure that every child under compulsory attendance age attends school. The school will inform the parents/guardians if a student's education is being jeopardized by poor attendance.

Students are required to have actual teacher-pupil instruction and contact time of 1,056 hours for secondary students and 968 hours for elementary students during each school year.

Excused Absences

The principal or designee will grant excused absences with substantiated reason for the following:

1. A student who is temporarily ill or injured
2. Physical, mental or emotional disability
3. Religious observances when requested by a parent or guardian
4. Serious illness or death in the family
5. Family emergencies or hardship
6. Educational experiences
7. Pre-arranged family vacations*

** Family vacations during the school year are strongly discouraged. If a student is in poor academic standing and/ or has poor attendance, administration may deny excused absences for vacation purposes.*

Absent students will be granted two school days for each day absent to complete make-up work. Time allowed for make-up work may not extend beyond the end of the grading period except by special permission of the principal or designee. Students with pre-arranged absences must make arrangements prior to absence for completing make-up work.

Unexcused Absences

An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions. Students who are suspended or dismissed shall be considered unexcused. Each unexcused absence shall be entered on the student's record. The parents or guardians of the student receiving unexcused absences shall be notified orally or in writing by the principal or designee.

Parents/guardians shall be required to furnish an explanation for student absenteeism either in writing or orally. Absences not explained within two days after returning to school shall be recorded as unexcused absences unless unusual or extenuating circumstances exist as determined by the principal.

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

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 or guardians shall be notified of all penalties regarding tardiness.

Excessive tardiness shall be referred to the administration for consideration as an attendance problem. For the purpose of attendance, five unexcused tardies are equal to one unexcused absence.

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/her next class. Teachers shall honor passes presented in accordance with this policy.

Consequences

Consequences for unexcused absences may include administrative conferences, detention, suspension, or violation strikes. A reasonable attempt to contact parents/guardians will be made by school personnel.

Make-up work shall be provided for any class in which a student has an excused absence or is suspended unless otherwise determined by the principal or designee. Students who are

suspended can make up work for reduced credit in accordance with law and policy T-JKD/JKE. The teacher will provide missed assignments after the student returns.

After five excused or unexcused absences per school year, a doctor's note or a parent conference in person or by phone will be required with the principal/designee. Each absence thereafter without a phone call, doctor's note or parent conference resulting in principal/designee approval may result in a violation strike.

- The total time missed for each suspension period will be counted as one unexcused absence for purposes of attendance calculation.
- Reasonable effort will be made by the principal or designee to contact students and parents/guardians after unexcused absences to inform them of the penalties that may occur with further unexcused absences. The principal or designee will keep a record of contacts made or attempted.
- All students are expected to make up schoolwork because of absenteeism.
- Parents/guardians may request a conference with the principal to discuss a decision related to the attendance policy and these regulations. The conference must be requested within one week of notification.

Cross Ref:

TJKD/JKE, Suspension of Students
T-IC/ICA, School Year/School Calendar
JHB, Truancy
T-JK, Student Discipline

Legal Refs:

C.R.S. 22-2-114.1(3)(a)
C.R.S. 22-32-109 (1)(n), (w)
C.R.S. 22-33-101 et seq. (School Attendance Law of 1963)
C.R.S. 22-33-104 (Compulsory School Attendance)

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