

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
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 an activity of an educational nature with advance approval by the superintendent including family trips which have an educational component.
5. A family emergency or an absence approved in advance by the superintendent for an appointment or circumstances of a serious nature which cannot be taken care of outside school hours.

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

Make-up work shall be provided for any class in which a student has an excused absence unless otherwise determined by the superintendent. It is the responsibility of the student to request any make-up assignments permitted on the day returning to class. There shall be 2 days allowed for make-up work for each day of excused absence that was not pre-arranged. After the 2 days per day of excused absence, it will be considered "late work" and graded down one letter grade (10 percentage points) for each school day the work is late.

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. The parents/guardians of the student receiving an unexcused absence shall be notified orally or in writing by the district of the unexcused 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. It is the responsibility of the student to request any make-up assignments permitted on the day returning to class. In accordance with law, the district may impose academic penalties which relate directly to classes missed while unexcused. Make-up work after an unexcused absence will receive only 50% credit. Students are encouraged to complete such make-up work as soon as possible to avoid falling further behind. Students and parents/guardians may petition the Board of Education for exceptions to this policy 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 proceeding are initiated to enforce compulsory attendance is 10 days during any school year.

Pre-arranged absences

If a family knows in advance they are going to be gone for an extended period of time, the student or parent needs to pick up a "pre-arranged absence" form in the office (JH-E). The form shall be requested a week before the absence unless the nature of the absence does not allow a week's notice. The superintendent shall indicate on the form whether or not the absences shall be excused.

Assigned work The student shall take the form to each teacher and request assignments prior to the absence. All assigned work requested for a pre-arranged absence shall be due the day the student returns to class. Assigned work after a pre-arranged excused absence will receive full credit if turned in the day of return. After the day of return, it will be graded down one letter grade (10 percentage points) for each school day the work is late. Late work turned in later than 4 days will receive half the percentage grade it would have earned if turned

in on time. Assigned work after a pre-arranged unexcused absence is due the day of return and will receive 50% credit.

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.

Adopted May 4, 1982

Revised to conform with practice: date of manual adoption

Revised October 11, 2000

Revised June 22, 2005

Revised May 24, 2007

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. 22-33-101 *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
JEA, Compulsory Attendance Ages
JHB, Truancy
JK, Student Discipline
JKD/JKE, Suspension/Expulsion of Students
JLIB, Student Dismissal Precautions