

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. **Written statements from medical sources may be required after five consecutive absences.**
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.
5. A student who is attending funeral services for a family member.

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. 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 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.

Truancy: Judicial proceedings for missing 10 or more full days of school

The maximum number of unexcused absences a student may incur before judicial proceedings are initiated to enforce compulsory attendance is 10 full days during any calendar year or school year. The additional high school policy (below) is in place to address students who miss ten or more individual classes.

High School Attendance: Course Credit

Students in grades 9 – 12 who accrue ten or more unexcused absences in any course during a semester will not receive credit for the class.

Make-up work

Make-up work shall be provided for any class in which a student has an **excused absence** unless other-wise determined by the building administrator. 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 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 may 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.

Adoption date: June 12, 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/Instruction Time
JEA, Compulsory Attendance Ages
JHB, Truancy
JK, Student Discipline
JKD/JKE, Suspension/Expulsion of Students
JLIB, Student Dismissal Precautions

Note 1: The law requires the local board of education to designate an attendance officer for the district to enforce the provisions of the compulsory attendance law, counsel students and parents and investigate the causes of non-attendance and report those findings to the board.

NOTE 2: Penalties in addition to those referred to in this sample policy may be approved by the Board or administration.

NOTE 3: State law requires that the attendance policy specify the maximum number of unexcused absences that it takes to trigger enforcement of compulsory attendance. In determining that number, which can be expressed either in hours or days, it may be helpful to refer to C.R.S. [22-33-107](#) (3) which defines "habitual truant" as a child age 7-16 who has four unexcused absences from school in a month or 10 during the school year.

NOTE 4: It is up to the local Board to allow, deny or give partial credit for makeup work completed following an unexcused absence (including a period of suspension or expulsion). CASB recommends that the district's philosophy regarding make up work be consistent throughout the attendance and discipline policies. In accordance with state law on educational opportunities during suspension, the objective should be to reintegrate the student back into the classroom after sufficient remediation opportunities are provided. The academic penalty should not be so severe as to limit the student's ability to succeed academically in the future. See C.R.S. [22-33-105](#) (3)(d)(III).

[Revised April 2007]