

If a student is absent without an excuse signed by the parent/guardian or the student leaves school or a class without permission of the teacher or administrator in charge, the student shall be considered truant. A “habitual truant” shall be defined as a student of compulsory attendance age who has four total days of unexcused absences from school in any one month or 10 total days of unexcused absences during any school year. Absences due to suspension or expulsion shall not be counted in the total of unexcused absences for purposes of defining a student as a “habitual truant.”

In order to reduce the incidence of truancy, parents/guardians of all students shall be notified in writing at the beginning of each school year of their obligation to ensure that all children of compulsory attendance age attend school. Parents/guardians shall be required to acknowledge, in writing, awareness of their obligations and to furnish a school with a telephone number or other means of contacting them during the school day. (See JHB-E)

The school shall establish a system monitoring individual unexcused absences. When a student fails to report on a regularly scheduled school day and school personnel have received no indication that the parent/Guardian is aware of the absence, school personnel or volunteers under the direction of school personnel shall make a reasonable effort to notify the parent/Guardian by telephone.

The building principal shall delegate to the school secretary and to the school counselor, the following responsibilities:

1. In the case of a student absence(s), the secretary or counselor will attempt to make contact with the parent/guardian of the student, reminding them that an absence from school requires a written, signed note from the parent/guardian outline the reason(s) for the absence. Phone calls will not suffice as an excuse or replace a written note.
2. The principal or assistant principal shall examine the note and make a declaration regarding the legitimacy of the absence and whether the reason qualifies for an excused absence. Only the principal or assistant principal shall make this determination. The principal or assistant principal shall then notify the secretary/counselor as to the determination and the secretary/counselor will annotate whether the absence was excused or unexcused.
3. The secretary/counselor will maintain all copies of notes, in the student’s academic record file, after the principal/assistant principal have made their respective determination of the nature of the absence.
4. The secretary/counselor will maintain a written log or record of student absences, noting when a student has received his/her third unexcused absence in a month or when a student has received his or her ninth unexcused absence in a year. In the case of secondary students, absences will be recorded by instructional periods. The secretary/counselor will immediately notify the principal or assistant principal of these targets and the principal/assistant principal will notify the parent/guardian of the potential truancy issue through a registered letter/with return receipt.
5. An Attendance Review Committee meeting will be initiated with the student and the student’s parent/guardian to discuss future ramifications for “habitual truancy” and a plan will be put in place regarding future attendance issues. The parent/guardian must be notified of potential violations of the compulsory attendance law and will be given an opportunity to explain the number of unexcused absences documented.

Attendance Review Committee:

- The committee will be composed of the following individuals: 1). Principal or Assistant Principal, 2). School Attendance Clerk (Secretary), 3). School Counselor, 4).Teacher from respective building 5). Secondary Student in good standing

Attendance Review Committee Guidelines: Appropriate school personnel shall make reasonable efforts to meet with the parent or guardian to review and evaluate the reasons for the child's truancy. The student will be given an opportunity to appear before the Attendance Review Committee (with his/her parent/guardian) to present materials and evidence to the Committee as to the legitimacy of his/her absence(s). After considering all relevant information, the Attendance Review Committee will make a recommendation to the Principal regarding whether "habitual truant" charges should be pursued.

A plan shall be developed by the Committee for a student who is at risk of being declared habitually truant with the goal of assisting the child to remain in school. The plan shall also include strategies to address the reasons for the truancy. When practicable, the student's parent or guardian shall participate with school personnel during the development of the plan.

In accordance with law, the district may impose appropriate penalties that relate directly to classes missed while truant. Penalties may include a warning, school detention, or in school- suspension. Academic penalties, out-of-school suspensions or expulsion shall not be imposed for any truancy.

The administration shall develop regulations to implement appropriate penalties for truancy:

- 1st Unexcused absence of month or year- Warning issued to student and parent/guardian
- 2nd Unexcused absence of month or year- Warning issued along with one day of after school detention.
- 3rd Unexcused absence of month- Initiation of warning letter via registered mail and initiation of Attendance Review Committee Meeting- Placement of student in ISS for one day.
- 3rd Unexcused absence of the year- Placement of student in after school detention for one day.
- 4th Unexcused absence of the month- Initiate Attendance Review Committee findings and assign 2 days of ISS.
- 4th, 5th, or 6th Unexcused absence of the year- Placement of student in ISS for 2 days for the 4th day, 5th day, and 6th day, respectively.
- 7th or 8th day of the year- Placement of student in ISS for 3 days for the 7th or 8th day of the year, respectively.
- 9th day of the year- Initiation of warning letter via registered mail and initiation of Attendance Review Committee Meeting- Placement of student in ISS for 3 days.
- 10th day and beyond of year- Initiate Attendance Review Committee finds and assign 5 days of ISS for each subsequent truancy.

Failure of the parent/guardian/custodian of the student to attend the Attendance Review Committee meeting and the accumulation of 4 days of unexcused absences in a month or 10 in a school year will result in the filing of charges against the parent/guardian regarding violations of the compulsory attendance law, C.R.S. 22-33-104.

Students whose age does not fall within the parameters of the compulsory attendance law, i.e., seventeen (17) years of age or older may be dropped from the school's rolls as a "habitually truant" student.

LEGAL REFS: C.R.S. 22 – 14 – 101 et seq. (dropout prevention and student re-engagement)
C.R.S. 22 – 33 – 104 (compulsory school attendance)
C.R.S. 22 – 33 – 105 (suspension/expulsion)
C.R.S. 22 – 33 – 107 (enforcement of compulsory school attendance)
1 CCR 301 – 67, Rule 2.01 (7) (definition of “dropout” student)
1 CCR 301 – 78, Rules 1.00 et seq. (standardized calculation for counting student attendance and truancy)

CROSS REFS: IHBG, Home Schooling
JEA, Compulsory Attendance Ages
JFC, Student Withdrawal from School/Dropouts
JH, Student Absences in Excuses

ADOPTED: June 14, 2012