

JH-R

Student Absences and Excuses

One criteria of a student 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 to ensure that every child under his care and supervision receive adequate education and training and, if of compulsory attendance age, attend school. (C.R.S. 22-33-104 (5) (a))

Each year, the board establishes the school attendance, by adopting the school calendar. Students are required to have actual teacher – pupil instruction and contact time of 1056 hours for secondary students and 968 hours for elementary students during each school year. (C.R.S. 22-33-104)

Continuity in 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 garments in order to earn full class credit: (1) satisfy all academic requirements and (2) exhibit good attendance habits as stated in this policy.

In accordance with state law, the district may impose academic penalties which relate directly to classes missed while absent. (C.R.S. 22-33-104 (4) (a).) After ten (10) unexcused absences per semester in any class, a student shall forfeit credit for the class. The administration shall develop regulations to implement appropriate penalties. Students and parents will be notified, in writing, when six (6) unexcused days of absence per semester have occurred, and again when nine (9) unexcused days of absence per semester have occurred. Documentation of extremely unusual circumstances may be presented as an appeal to this policy, to the building principal. The building principal shall develop regulations to implement appropriate penalties. Students and parents may petition Attendance Review Committee for exceptions to this policy. Exceptions may be given provided that the student abides by all requirements imposed by the Committee.

Attendance Review Committee

The committee shall be composed of the following individuals: school attendance clerk, one teacher, one student, a counselor, and a principal or his or her designee.

Attendance Review Committee Guidelines

Student will be given an opportunity to appear before the Attendance Review Committee (with his/her parents/guardian) to present materials in evidence to the Committee as to the legitimacy of his absence(s), after forfeiture of credit. The Committee will be held once, at the end of each

semester. After considering all relevant information, Attendance Review Committee will make a recommendation to the Principal. The Principal will then make a decision about award or forfeiture of credit, with the Board of Education serving as the final decision-making body, upon parental appeal.

Excused Absences and Unexcused Absences

Excused absences are classified as:

- any student who is temporarily ill or injured,
- any absence that is prearranged (prearranged absences shall be approved for appointments or circumstances of a **serious nature only** that cannot be taking care of outside of school hours),
- absences resulting from physical, mental or emotional disability
- any student who is pursuing a work – study program under the supervision of the school,
- any student who is attending a school – sponsored activity or activities of an educational nature with advanced approval school administration.

The district requires suitable proof regarding the above exceptions, including written statements from medical sources. (C.R.S. 22-33-105 (2) (a)(c)(g)).

And 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 maximum number of unexcused absences a student of compulsory school attendance age may incur before judicial proceedings are initiated to enforce compulsory attendance laws is four (4) unexcused absences in a month or ten (10) unexcused absences during any school year. (C.R.S. 22-33-107 (3) (a))

Make-up Work

Make-up work shall be provided for any class in which a student is absent unless otherwise stipulated by the building administrator. His responsibility of the student to pick up any makeup assignments permitted, on the day returning to class. There shall be one (1) day allowed for make-up work for each day of absence. Makeup work will be eligible for 100% credit.

Tardiness

Tardiness is defined as the appearance of a student without proper excuse after the scheduled time the class begins. Due to the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy student to un-interrupted learning, penalties shall be imposed for excessive 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. Tardies of more than 10 minutes are considered to be absences. These absences may be considered trancies when a student who has been in regular attendance is more than 10 minutes tardy to a class without an excuse. The truancy policy shall be in effect for these absences. Three unexcused tardies in a class, in a semester, shall constitute one unexcused absence and shall be included in the absence count and toward final exam totals.

LEGAL REFS: C.R.S. 22-12-101 et seq. (dropout prevention and student re-engagement)
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 requirement 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)
C.R.S. 22-33-203 (educational alternatives for expelled students and determination of credit)
1 CCR 301-67, Rule 2.01 (7) (definition of “dropout” student)
1 CCR 301-78 Rule 1.00 et seq. (standardized calculation for counting student attendance and truancy)

CROSS REFS: IC/ICA, School Year/School Calendar/Instruction Time
JE A, Compulsory Attendance Ages
JF – R, Admission and Denial of Admission (Procedures for Students in Out-of-
Home Placement)
JFC, Student Withdrawal from School/Dropouts
J HB, Truancy
JK, Student Discipline
JKD/JKE, Suspension/Expulsion of Students
JLIB, Student Dismissal Precautions

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