

STUDENT ATTENDANCE, 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 to insure that every child under his/her care and supervision receives adequate education, training, and if of compulsory attendance age, attends school.

Each year the Board establishes the school attendance period by adopting a school calendar. Secondary students are required to be in attendance 1,056 hours and elementary students 968 hours during each school year.

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 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.

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.
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 of the administration.

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 or 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 or 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 the requirements imposed by the Board as conditions for granting any such exception.

The maximum number of unexcused absences a student may incur before judicial proceedings are initiated to enforce compulsory attendance is four (4) in a month or ten (10) during any calendar year or school year.

Make-up Work

Make-up work may be allowed for excused absences only. Make-up work shall be provided for any class in which a student has an excused absence unless otherwise determined by the building administrator. It is the responsibility of the student to pick up and make-up assignments permitted on the day that he/she returns 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 will receive only partial credit, which is the consequence for an unexcused absence. This work may receive full or partial credit, to the extent possible as determined by building administrator.

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 right 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. 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. 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.

LEGAL REFS.: CRS 22-32-109 (1) (n) , (w)
CRS 22-33-101 et seq. (School Attendance Law of 1963)

ADOPTED: 2/82

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