

SECTION 400 – STUDENTS

STUDENT ATTENDANCE

POLICY 402

ARTICLE 1 COMPULSORY ATTENDANCE

- A. Each child who has attained the age of six years and who is under the age of seventeen shall attend school for at least one thousand fifty -six (1056) hours if in a secondary school, nine hundred sixty -eight (968) hours if in an elementary school, nine hundred (900) hours if in a full-day kindergarten program and four -hundred fifty (450) hours if in half -day kindergarten program during each school year with such exceptions as provided by law including excused absences. The 1056 hours required of secondary students may be translated into a minimum of 120 clock hours for a one (1) credit high school course.
- B. When a student fails to attend for the required hours specified in paragraph A of this Article, the Principal, after reviewing the student's academic/performance records and conferring with the student's teachers and parent or guardian, shall determine if the student will be promoted to the next grade level or if credit shall be awarded. The Principal may base promotion or awarding of credit on completion of compensatory requirements such as summer school or additional course work.
- C. Absences from school shall be "excused" or "unexcused". Students with excused absences shall be afforded the opportunity to fulfill missed requirements without penalty. Students with unexcused absences shall be subject to academic penalties.
- D. Parents/guardians shall be notified of student absences unless they have provided information showing they are aware of the absence.

ARTICLE 2 EXCUSED ABSENCES

- A. Absences shall be excused for the following reasons:
 - 1. Illness or injury prohibiting attendance . The Principal may require a written statement from a physician indicating that the student is unable to attend school and indicating the approximate number of days the student will be required to be absent .
 - 2. Physical, mental or emotional disability prohibiting attendance . The Principal may require a written statement from a mental health professional or physician.
 - 3. Counseling, dental or medical appointments scheduled by a parent or guardian or illness or death of a family member. Family travel may be an "excused absence" if approved in advance by the principal based upon educational requirements to be completed during the period of absence.
 - 4. Participation in a school -sponsored activity or work-study program, or approved visitations to colleges .

References:

C.R.S. 22-2-114.1 Dropout reporting
C.R.S. 22-32-138 (6) Excused absence requirements for students in out-of-home placements
C.R.S. 22-32-110 (m) Board Establishes Attendance Boundaries
C.R.S. 22-33-101 et seq. School Attendance
C.R.S. 22-33-104 Compulsory School Attendance – attendance hours requirements
C.R.S. 22-33-104.5 Home-based Education
C.R.S. 22-33-107 Enforcement of compulsory school attendance
C.R.S. 22-33-107.1 Written notice of dropout status
C.R.S. 22-33-203 & 204 Services for expelled and at-risk students
Adopted: 2/6/02; Revised 10/6/04, 10/2/06, 5/07/07, 12/08/08

SECTION 400 – STUDENTS

STUDENT ATTENDANCE

POLICY 402

5. Court appearances and participation in court -ordered activities when the student is in an out-of-home placement . The student's assigned case worker shall verify that the student's absence was for a court appearance or court -ordered activity.

References:

C.R.S. 22-2-114.1 Dropout reporting
C.R.S. 22-32-138 (6) Excused absence requirements for students in out-of-home placements
C.R.S. 22-32-110 (m) Board Establishes Attendance Boundaries
C.R.S. 22-33-101 et seq. School Attendance
C.R.S. 22-33-104 Compulsory School Attendance – attendance hours requirements
C.R.S. 22-33-104.5 Home-based Education
C.R.S. 22-33-107 Enforcement of compulsory school attendance
C.R.S. 22-33-107.1 Written notice of dropout status
C.R.S. 22-33-203 & 204 Services for expelled and at-risk students
Adopted: 2/6/02; Revised 10/6/04, 10/2/06, 5/07/07, 12/08/08

SECTION 400 – STUDENTS

STUDENT ATTENDANCE

POLICY 402

- B. The parent/guardian and student shall be responsible for providing confirmation or verification that a student's absence meets one of the above criteria for being excused. Until such confirmation is received an absence shall be classified as unexcused.
- C. Upon return, students shall minimally be provided one day for each day of excused absence to turn in missed assignments, complete makeup work or to take missed tests.

ARTICLE 3 UNEXCUSED ABSENCES

- A. An unexcused absence is defined as an absence not covered as an excused absence in Article 2 of this policy. A suspension or expulsion shall be considered an unexcused absence. Student "ditch" days shall be considered as unexcused absences.
- B. The school shall notify the appropriate court or parole board if a student fails to attend all or any portion of a school day when the school has been notified that the student is required to attend school as a condition set by the court.
- C. Academic penalties may be imposed for unexcused absences. However, suspended students must be provided opportunity to make up work (C.R.S. 22-33-105 (d)(III)).

ARTICLE 4 HABITUAL TRUANCY

- A. Students who have four unexcused absences in one month or ten unexcused absences during any school year shall be considered as habitually truant. Suspensions shall not be considered unexcused absences in designating a student as habitually truant.
- B. When a student is habitually truant, a plan shall be developed with the goal of assisting the child to remain in school. The parent/guardian, when practicable, shall be involved in developing the plan.
- C. The Principal or Assistant Principal shall determine further actions to be taken including initiation of judicial proceedings when an unexcused absence occurs following implementation of the plan described in paragraph B of this Article.

ARTICLE 5 ENFORCEMENT OF COMPULSORY ATTENDANCE

- A. According to Colorado law, it is the obligation of every parent/guardian to ensure that every child under their care receives adequate education and, if of compulsory attendance age, attends school. The court may issue orders against the child or child's parent compelling the child to attend school or the parent to take reasonable steps to assure the child's attendance.
- B. The Principal or Assistant Principal at each school shall serve as the school's attendance officer and is delegated responsibility for enforcing the provisions of the compulsory attendance law, counseling students and parents, investigating the causes of non-attendance.

References:

C.R.S. 22-2-114.1 Dropout reporting
C.R.S. 22-32-138 (6) Excused absence requirements for students in out-of-home placements
C.R.S. 22-32-110 (m) Board Establishes Attendance Boundaries
C.R.S. 22-33-101 et seq. School Attendance
C.R.S. 22-33-104 Compulsory School Attendance – attendance hours requirements
C.R.S. 22-33-104.5 Home-based Education
C.R.S. 22-33-107 Enforcement of compulsory school attendance
C.R.S. 22-33-107.1 Written notice of dropout status
C.R.S. 22-33-203 & 204 Services for expelled and at-risk students
Adopted: 2/6/02; Revised 10/6/04, 10/2/06, 5/07/07, 12/08/08

SECTION 400 – STUDENTS

STUDENT ATTENDANCE

POLICY 402

ARTICLE 6 DROPOUT DESIGNATION

- A. Any student who has been absent from class for six consecutive weeks or more in any one school year, except for excused absences or expulsion, and who is not enrolled in another educational program shall be considered a “dropout.”
- B. When a student is designated as a dropout, the Principal shall assure that his /her parents or legal custodian are notified in writing of the student’s status. The notice shall stress the importance of obtaining a high school diploma and encourage the student to return to school to resume his/her program.

ARTICLE 7 TARDINESS

- A. 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, teachers may impose academic penalties or require makeup time. Parents/guardians shall be notified of their child’s tardiness and penalties imposed.
- B. A student detained by a teacher or administrator shall not be considered tardy provided that the teacher or administrator gives the student a pass to enter her/his next class. Teachers shall have passes presented in accordance with this policy.

ARTICLE 8 STUDENTS’ PHYSICAL PRESENCE

- A. Students shall remain on school premises throughout the school day including the lunch period unless their programs are located at a different site or the Principal or designee has given permission for the student to leave.

ARTICLE 9 AUTHORIZATION TO LEAVE SCHOOL PREMISES

- A. No staff member shall permit a student to leave school in the custody of a person other than a staff member completing assigned responsibilities, a law enforcement officer taking custody, or an individual who has written permission of the student’s parent/guardian. The authorization must include the name of the individual, address, phone number and relationship of the person to the student.

References:

C.R.S. 22-2-114.1 Dropout reporting
C.R.S. 22-32-138 (6) Excused absence requirements for students in out-of-home placements
C.R.S. 22-32-110 (m) Board Establishes Attendance Boundaries
C.R.S. 22-33-101 et seq. School Attendance
C.R.S. 22-33-104 Compulsory School Attendance – attendance hours requirements
C.R.S. 22-33-104.5 Home-based Education
C.R.S. 22-33-107 Enforcement of compulsory school attendance
C.R.S. 22-33-107.1 Written notice of dropout status
C.R.S. 22-33-203 & 204 Services for expelled and at-risk students
Adopted: 2/6/02; Revised 10/6/04, 10/2/06, 5/07/07, 12/08/08