

STUDENT ATTENDANCE

1.0 A significant part of a student's educational experience is derived from classroom participation, activities, discussion and relationships. Regular and punctual daily attendance is a critical factor in a student's ability to attain the maximum benefit from the educational process.

2.0 Except as otherwise allowed by state law, all children between the ages of six (6) and seventeen (17) must enroll in and attend school.

3.0 Students who are absent for part or all of a school day may be restricted or prohibited from participation in after school or extra-curricular events on the day of the absence.

3.1 Elementary. At a minimum, attendance at the elementary level shall be recorded within 10 minutes after class begins in the morning and within 10 minutes after class resumes after lunch.

3.2 Secondary. Attendance at the secondary level shall be recorded within the first 10 minutes of each class period.

4.0 Excused Absences.

4.1 Excused absences are defined as absences caused and excused due to one or more of the reasons defined in this section. For an absence to be excused a telephone call or signed note from the custodial parent/legal guardian, medical practitioner(s), or other authorized official must be submitted within two (2) school days of the school day absent. In the case of multiple consecutive absences, the excuse must be submitted within two (2) school days of the last school day absent.

4.2 A verified illness, injury, or physical, mental and/or emotional disability.

4.3 A religious observance generally recognized by an established and bona fide religious organization.

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4.4 Absence required by a legal body (court, juvenile authorities or police).

4.5 A family emergency such as a serious illness or death of an immediate family member.

4.6 Vacations or non-emergency activities should be scheduled for days or times when students are not in school. Requests for absences to be excused due to vacation or for other non-emergency reasons will be approved if the student has a 95% or higher attendance rate over the prior two (2) grading periods, and if the student is otherwise meeting academic performance expectations as determined by school administration.

4.7 Student absences for participation in school-sponsored or authorized activities are not considered absences from school.

4.8 Absences due to suspension.

4.9 Acceptable reasons for excused absences may be restricted, or additional documentation may be required beyond the guidelines established in this policy by the building administrator or district attendance officer. Additional documentation requirements typically apply to students with a history of habitual truancy, including students on school attendance contracts or under truancy court orders.

5.0 Excessive Excused Absences.

5.1 Excessive excused absences are defined as excused absences in a number that negatively impacts the student's achievement and/or ability to complete make-up work comparable to in-class activities missed.

5.2 Excessive excused absences may result in teachers and/or administration initiating a required conference with the parent and student to develop an attendance contract to address the concern. Continued absences in violation of an attendance contract may be designated as unexcused.

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6.0 Unexcused Absences.

6.1 All absences that are not excused as defined elsewhere in this policy will be considered to be unexcused.

6.2 A student that has four (4) unexcused absences in one (1) month or ten (10) unexcused absences in a calendar year is considered habitually truant. If school and/or district intervention efforts fail, sanctions for habitual truancy may include a referral to the Truancy Court of the 17th Judicial District and / or a referral to a social service agency.

6.3 The Colorado Department of Education defines “habitually truant” as a student who is at least the age of six on or before August 1 of the year in question and under the age of seventeen years having four total days of unexcused absences from public school in any calendar month or ten total days of unexcused absences from public school during the reported school year.

6.4 Students who are on campus but truant from a scheduled class pose a safety and supervision concern. Students on campus but truant who refuse to comply with staff directives to attend class are considered defiant and are subject to sanctions as described in the student discipline policy.

7.0 Tardies and Partial Absences.

7.1 A tardy is defined as the student entering or departing a class within 10 minutes of the scheduled start or end time. Excessive tardies may result in consequences at the discretion of school officials.

7.2 A partial absence is defined as a student entering or departing class ten (10) or more minutes from the scheduled start or end time of the class. Partial absences will be determined to be either excused or unexcused according to the same criteria as all other absences.

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7.3 Excessive partial absences, defined as partial absences in a number that negatively impacts the student's achievement and/or ability to complete make-up work comparable to in-class activities may result in consequences at the discretion of school officials, and may include the initiation of an attendance contract.

8.0 Attendance Recognition Criteria. Perfect attendance is defined as having no tardies or absences. Individual schools may recognize perfect attendance of students who demonstrate positive attendance habits that are short of the perfect attendance criteria established in this policy.

9.0 Withdrawal for Non-Attendance.

9.1 In rare situations it may be appropriate for a non-expelled high school student who is under the age of seventeen (17) to temporarily withdraw from school until the beginning of the next grading period. Such withdrawals may only occur by joint approval of the school's principal and the parents, and only with written permission of District administration. In such cases a "Temporary Withdrawal with Intent to Return" contract must be developed which must specify, at minimum, the student's intended date of return and the educational or vocational activities planned during the period of withdrawal.

9.2 Students who are seventeen (17) years of age or older may legally drop out of school. Such students should not be formally withdrawn until school administration has attempted to contact parents or guardians by phone and in writing to discuss educational options that may be available, or until otherwise approved by the District Attendance Officer.

9.3 A student of any age missing ten (10) consecutive days without prior approval of school administration shall be reported to a District Attendance

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Officer for investigation. The Attendance Officer may direct the school to implement truancy action and/or to withdraw the student from school when warranted.

9.4 Students who are withdrawn for non-attendance should not be on campus without administrative approval.

9.5 Students under the age of 17 who are seeking to withdraw with a stated intent of enrolling in a different school or educational program may not be officially withdrawn until educational records have been requested from the receiving school.

10.0 Eligibility for Homeschooling (Home-Based Education).

10.1 Students with a history of habitual truancy within the last six (6) months of enrollment are not eligible to withdraw from school for the purpose of homeschooling until parents have fully satisfied application and planning requirements described in District homeschool policy and in state law.

11.0 Eligibility for Homebound or Out-of-School Support Services. Parents of a student who is anticipated to be absent for more than fifteen (15) school days due to a physical, mental or emotional disability may request assessment by district staff to consider whether homebound instruction or other out-of-school education support services may be appropriate. Specific documentation and appropriate confidentiality waivers allowing physicians treating the child to communicate with district officials are required in order for a student to be considered for out-of-school educational support services.

LEGAL REFERENCE:

State Of Colorado Mandatory Attendance Law
C.R.S. 22-33-104
C.R.S. 22-33-107

CROSS REFERENCE:

Code 5025