

Student Absences and Excuses

One criteria of a Student Success and 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/guardian to ensure that every child under their care and supervision received adequate Education and Training and, if of compulsory attendance age, attendance school.

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. **A "habitual truant" shall be defined as a student of compulsory attendance age who has 4 total days of unexcused absences from school in any one month or 10 total days of unexcused absences during any school year** (CRS 22.33.107 (3) (I). 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 requirements in order to earn full class credit: (1) satisfy all academic requirements and (2) exhibit good attendance habits as stated in this policy.

Excused absences

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.
2. A student who is absent for an extended period due to physical, mental or emotional disability.
3. A student who is attending any school-sponsored activity or activities of an educational nature with the advanced approval by the administration.
4. A student who is in in school suspension, suspended or expelled.
5. A student will be excused for a doctor's appointment, medical condition, or bereavement.
6. Parents will receive 4 (PAA's) Parent Approved Absences per semester, which could be for student illness, hunting, or other reasons that a parent deems important. After 4 PAA's the student absence will be unexcused unless approved by the school administrator.

As applicable, the District may require suitable proof regarding the above exceptions, including written statements from medical sources.

If a student is in out-of-home placement (as that term is defined by C.R.S. 22-32-138(1)(e)), absent due to court appearance and participation in court ordered activity shall be excused. The student

assigned social worker must verify the student's absence was for a court appearance or court-ordered activity.

Unexcused absences

An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions. Each unexcused absence Shelby entered on the student's record. The parent / guardian of the student receiving an unexcused absence shall be notified orally or in writing by the District of the unexcused absence.

A student and parent/guardian may petition the Board of Education for exceptions to the policy or the accompanying regulation provided that no exceptions shall be sustained if the student fails to abide by all 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 10 unexcused absences during any school year. Attendance letters will be sent to a student's parent/guardian beginning with the 3rd unexcused student absence.

Makeup work

Makeup 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 any makeup assignments permitted on the day returning to class. There shall be one day allowed for makeup work for each date absent.

Makeup work shall be allowed following an unexcused absence or following a student suspension from school with the goal of providing the student an opportunity to keep up with the class and an incentive to attend school. This work may receive full or partial credit to the extent possible as determined by the building administrator.

Unless otherwise permitted by the building administrator, makeup work shall not be provided during a student's expulsion. Rather, the district shall offer alternative education services to the expelled student in accordance with state law. The district shall determine the amount of credit the expelled student will receive for work completed during any alternative education program.

Tardiness

Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that a class begins. Because of the destructive nature of tardiness and the detrimental effect upon the rights of the non-tardy student to uninterrupted learning, appropriate penalties may be imposed for excessive tardiness. Parents / Guardians shall be notified of all penalties regarding tardiness. A student detained by another teacher or administrator shall not be considered tardy.

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LEGAL REFS.: C.R.S. 22-14-101 *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) (*excuse absence requirements 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 Rules 1.00 *et seq.* (*standardized calculation for counting student attendance and truancy*)

CROSS REFS.: IC/ICA, School Year/School Calendar/Instruction Time
JEA, Compulsory Attendance Ages

JF-R, Admission and Denial of Admission (Procedures for Students in Out-of-Home Placements)
JFC, Student Withdrawal from School/Dropouts
JHB, Truancy
JK, Student Discipline
JKD/JKE, Suspension/Expulsion of Students
JLIB, Student Dismissal Precautions