

Policy JE-R- Student Attendance Procedures

I. DEFINITIONS

A. An excused absence will be absence with permission of the parent/guardian and school principal. Such absences include those that are the result of the following:

1. temporary illness or injury
2. physical, mental, or emotional disability or condition

B. An unexcused absence will include those that are the result of suspension and expulsion, except as provided in Sections II-B, II-B 4, II-B 5 and II-C below, or those that are with permission of the parent/guardian but without permission of the school principal

C. A truancy will be absence without the permission of the parent/guardian and the school principal

D. A habitually truant student is defined as a pupil who has four unexcused absences or truanancies in any month or ten unexcused absences or truanancies during any school year and is between the ages of seven or sixteen, if enrolled in the first grade or above, and sixteen; for the purpose of defining a habitually truant student, absences due to suspension or expulsion will be considered excused

E. A school service absence will include those pupils who are participating in school activities authorized and pre-approved by the school administration; pupils will be counted as present in the school regardless of the location of the activity

II. PROCEDURES TO ENCOURAGE DAILY SCHOOL ATTENDANCE

A. Each school and teacher is responsible for keeping accurate records of student absences, tardies, and truanancies.

B. School procedures and rules will include, but need not be limited to, the following:

1. Notification to the parents/guardians of each enrolled child, annually at the beginning of each school year or upon enrollment, of the following:

- a. That it is the obligation of the parent/guardian and child to ensure that the child attends school daily and complies with school attendance rules in order to receive an appropriate education

- b. School rules and procedures regarding attendance

2. A method for notifying the parent/guardian of the child's absence from school if the school has received no indication that the child's parent is aware of such absence; notification will be by telephone on the day of absence, if possible, in writing, or by some other method

3. Consequences for truancies, unexcused absences, and unexcused tardies that may include lower grades or loss of academic credit

4. Providing for development of a plan, which may be in writing, to assist the habitually truant student in remaining in school; such procedures must provide opportunities for the full participation of the parent/guardian in the plan's development; the plan, at a minimum, must identify the reasons for the absences and measures to overcome them

Initiation of judicial proceedings, which will be according to the professional judgment of the school principal and staff, except that such proceedings must be initiated if the student has more than thirty (30) truancies or unexcused absences during a school year; for the purpose of this subsection, absences due to suspension or expulsion will be counted as excused

5. Provision of make-up work for suspended students upon the request of the parent/guardian or student, which may include the granting of full or partial credit for such work, if satisfactorily completed in a timely manner

6. A means to ensure that rules are consistently applied to all students

C. Withdrawal, in a timely manner, of pupils over 16 years of age if they have been absent for a twenty (20) consecutive school days and absences are unexcused or truancies; for the purpose of this section, absences due to suspension will be considered as excused

Provided, however, that no student shall be withdrawn after twenty (20) consecutive school days until the school has made a substantial effort to contact the pupil and/or parent by telephone or home visit for the purpose of identifying the reasons for non-attendance and developing strategies to address them; appropriate school personnel, including the social worker and counselor, should be involved in this effort

This requirement does not prevent withdrawal of a student who has been absent for less than twenty (20) consecutive school days

D. In accordance with CRS 22-33-107.1, the District will notify the parent/guardian of high school dropouts who are not subject to the compulsory attendance requirements. This notice will have the goal of attempting to return the student to school and of conveying the long-term ramifications to the student of dropping out of school.

III. PUPIL AND SCHOOL ATTENDANCE PLANS

A. The district will develop a model plan to improve the attendance of students who are identified as habitually truant

B. The district will develop a model attendance ladder that may be adopted by schools as part of a plan to encourage daily attendance

Adopted: September 5, 1996
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Approved by the Superintendent
Date: October 14, 2005

LEGAL REFS.: CRS 22-33-107.1

CROSS REF.: JE, Student Attendance