



Boulder Valley School District

File: JH

Adopted: October 24, 1985

Revised: September 26, 1996, June 26, 2007, June 25, 2013

Associated Regulation: JH-R

STUDENT 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/guardian to ensure that every child under their care and supervision receives adequate education and training and, if of compulsory attendance age, attends school.

Continuity in the learning process and social adaptation is seriously disrupted by excessive absences. In most situations, the missed classroom experience cannot be adequately replicated. Students who have good attendance generally achieve higher grades, enjoy school and are college and career ready after leaving school.

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 on a prearranged basis. Prearranged absences may be approved for appointments or circumstances 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 by the administration.
5. A student who is suspended or expelled.
6. Religious holidays.
7. Court appearances or court-ordered activities.

The building administrator may require acceptable documentation regarding the above exceptions.

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 school shall establish a system of monitoring individual unexcused absences. Single period absences are unexcused unless documented i.e. court appearance, medical reasons, or with advance approval by a building administrator. When a student fails to report on a regularly scheduled school day and school personnel have received no indication that the parent/guardian is aware of the absence, school personnel shall make a reasonable effort to notify the parent/guardian by telephone.

The number of unexcused absences a student may incur before judicial proceedings may be initiated to enforce compulsory attendance is four days during any one month or ten days during any school year.

Missed work

Missed work shall be provided for any class in which a student has an absence or following a student's suspension from school with the goal of providing the student an opportunity to keep up with the class and an incentive to attend school. It is the responsibility of the student to pick up make-up work. In the case of unexcused absences, the teacher may deny on an individual basis acceptance of class work and/or assessments missed due to unexcused absences. In the case of excused absences, the building administrator may deny on an individual basis acceptance of class work and/or assessments missed due to absences.

Unless otherwise permitted by the building administrator, make-up 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 number of credits 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 disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy students to uninterrupted learning, appropriate penalties may be imposed by the building administration for tardiness.

Truancy

If a student is absent without an excuse by the parent/guardian or if the student leaves school or a class without permission of the teacher or administrator in charge, the student shall be considered truant. A "habitual truant" is defined as a student of compulsory attendance age who has the equivalent of four (4) total days of unexcused

absences from school in any one month or the equivalent of ten (10) total days of unexcused absences during any school year.

Parents/guardians of all students shall be notified in writing at the beginning of each school year of their obligation to ensure that all children of compulsory attendance age attend school. Parents/guardians shall be required to acknowledge in writing awareness of their obligations and to furnish the school with a telephone number or other means of contacting them during the school day.

Appropriate school personnel shall make reasonable efforts to meet with the parent/guardian to review and evaluate the reasons for the student's truancy. An attendance plan shall be developed for a student who is at risk of being declared habitually truant with the goal of assisting the child to remain in school. When practicable, the student's parent, guardian or legal custodian shall participate with district personnel during the development of the plan.

LEGAL REFS.:

- C.R.S. [22-14-101](#) et seq. (dropout prevention and student re-engagement)
- C.R.S. [22-33-104](#)
(compulsory school attendance)
- C.R.S. [22-33-105](#) (suspension/expulsion)
- C.R.S. [22-33-107](#) (enforcement of compulsory school attendance)
- 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) (excused 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. [22-33-108](#) (judicial proceedings to enforce school attendance laws)
- 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
- Truancy Flowchart, Attendance folder located in the common folder

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