

Student Absences and Excuses

The school principal or designee(s) shall act as attendance officer(s) in the respective schools.

Excused and unexcused absences

The following guidelines shall be used when considering excused or unexcused absence. At the elementary level the difference between the two categories of absences has limited impact on how absences are addressed by the classroom teacher. At the middle/junior high school and high school level, unexcused absences may result in loss of the opportunity to make up work for full credit.

The parents or guardians of a student who is absent will be notified of the absence by the school of attendance.

The following shall be considered excused absences:

1. Excused absences as defined by Board policy JH.
2. At the high school level only:
 - a. A student who is pursuing a work-study program under the supervision of the school.
 - b. Any absence prearranged by the parent and approved by the school administration up to a total of six days per school year (recommended three days per semester) will be allowed without consequences.

Make up work

1. Make up work shall be provided for any class in which a student has an absence unless otherwise determined by the building administrator. It is the responsibility of the student to pick up any missed assignments permitted when the student returns to class. The teacher will make appropriate provision for completion of such class make up work. Students must complete make up work according to the time-line required by the building administrators.

2. Building administrators will determine the type of make up work required, how long students have to complete make up work and will determine how much credit this work will receive.
3. At the middle school level, unexcused absences may result in lost credit.
4. At the high school level, no credit for class work missed due to truancy will be allowed.
5. No academic penalty will be invoked for excessive absences due to temporary illness or injury or for absences due to physical, mental, emotional disability or genuine family emergencies.

Tardiness

1. At the elementary level, tardies may result in a detention, a parent conference, and/or other appropriate actions.
2. At the middle school or high level, tardies will be recorded by individual classroom teachers who may invoke a penalty. Further disciplinary action may be taken and parents contacted.
3. At the high school level, tardies will be recorded each period by each teacher. Teachers will assign detention in their classrooms for tardy students unless tardiness is habitual at which time a referral will be sent to the appropriate administrator, a detention will be assigned, and parents will be informed.

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Garfield School District No. Re-2, Rifle, Colorado