



Boulder Valley School District

File: JH

Adopted: October 24, 1985

**Revised: September 26, 1996, June 26, 2007, June 25, 2013,
March 12, 2024**

STUDENT ABSENCES AND EXCUSES

One factor in a student's school success is regular and punctual attendance. Research indicates that an absenteeism rate of 10% results in an increased likelihood that a student will struggle academically and potentially drop out of school. 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.

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 by attending school when they are of compulsory attendance age which Colorado establishes as children who have attained the age of six years on or before August 1 of each year and under the age of 17.

Definitions

1. **Absence** means a student is not present for a portion or all of a scheduled school day.
2. **Chronically absent** means a student absent 10 percent or more of the days enrolled during the school year including unexcused and excused absences.
3. **Excused absence** means a student is absent from school or a class with a valid and verifiable excuse by the parent/guardian consistent with this Policy or permission of authorized school staff.
4. **Habitually truant** means a student of compulsory attendance age having four total days of unexcused absences in any one calendar month or ten total days of unexcused absences during the school year.
5. **Partial absence** means a secondary student entering class more than 5 minutes after the scheduled start time or departing class more than five minutes before the scheduled end time or an elementary student entering class more than 60 minutes after the scheduled start time or departing class more than 60 minutes before the scheduled end time.
6. **Tardy** means a secondary student entering or departing a class less than 5 minutes after the scheduled start or departing less than 5 minutes before the

scheduled end time or an elementary student entering a class less than 60 minutes after the scheduled start time or departing a class less than 60 minutes before the scheduled end time.

7. **Unexcused absence/truant** means a student is absent from school without a valid and verifiable excuse by the parent/guardian consistent with this Policy or the student leaves school or a class without permission of authorized school staff.

Attendance Taking

All teachers shall take attendance twice a day for elementary school classes and other classes that schedule by day, and each new class period for secondary and other classes that schedule by period. Attendance should generally be taken within the first ten (10) minutes of class beginning or resuming after lunch.

Excused and Unexcused Absences

The following shall be considered excused absences:

1. A student who is temporarily ill or injured
2. A student who is absent for an extended period due to physical, mental or emotional disability
3. A student who has a medical or dental appointment
4. A student who is pursuing a work-study program under the supervision of the School District
5. A student who is suspended or expelled
6. A student who is observing a religious holidays
7. A student who is attending a court appearance or court-ordered activities
8. A student who is participating in interviews, tours, information sessions, or
9. other official activity or event with college admissions officials or career employer representatives
10. A student who is participating in family activities
11. A student who is experiencing extenuating circumstances as determined by the building administrator.

Students who are excused from attendance shall not be on campus during the excused periods.

A student who is attending a school-sponsored activity of an educational nature with advance approval by the administration will not be considered absent. Such circumstances include but are not limited to student council, field trips, athletic events, other school activities, and counselor or administrator appointments.

All other absences are unexcused.

Extended Absences and Leaves

All absences that extend beyond 10 days become considered leave and must be approved by the principal so a plan can be developed for the student's education. The School District is not able to guarantee ongoing enrollment at a particular site during or following a student's extended absence or leave.

Tardiness and Partial Absences

Because of the disruptive nature of tardiness and partial absences, appropriate consequences consistent with this Policy may be imposed by the School when a student accumulates multiple tardies or partial absences. Generally, three (3) unexcused partial absences or five (5) tardies will equal one unexcused absence.

A student detained by another teacher or administrator will not be considered tardy or partially absent.

Notification and Documentation

All schools shall document student attendance in the School District's student information system that shall make this information available to parents/guardians.

As soon as possible and no later than two school days following the student's return, the parent/guardian shall contact the school and provide appropriate documentation or the absence will remain unexcused. Whenever possible, students and families are asked to provide advance notice of expected absences and to communicate in advance with teachers about make-up work.

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 of the absence. Schools will also notify parents/guardians of their students' tardiness/partial absences and any penalties assigned.

Missed Work

Students are responsible for meeting academic content standards that are addressed instructionally during their absences. The goal of make-up work is to provide the student the opportunity to keep up with the class, incentive to attend school, and the ability to achieve a passing grade upon completion of missed work. In an effort to re-engage the student in school and in their learning, make-up work shall be provided as follows:

For both excused and unexcused absences:

1. Make-up work will be provided upon request. It is the responsibility of the student or parent to retrieve make-up work from the online platform or to

request make-up work no later than the second school day after returning to class or school from an absence.

2. Students shall be given at least the same number of days they were absent plus one additional day to make up assignments. The make-up period begins on the next school day following the student's return to school.
3. Individual teachers may be asked by administration to grant extra time for make-up in hardship cases and special circumstances.
4. Students will not receive credit for make-up work not completed or completed after the designated deadline.
5. Teachers must provide an alternative assignment or assure no penalty for missed in-class or group activities, including but not limited to labs, presentations, or assessments.

Teachers shall not assign academic penalties for excused absences. For unexcused absences, teachers may reduce credit to 75% of the earned score on the missed assignment or assessment (e.g. If a student scores 80 points on a 100 point assignment, the teacher could reduce the student's credit by 25% for a score of 60 points). Teachers are encouraged to consider restorative approaches to attendance concerns, and shall assure that any academic penalties assigned are implemented equitably.

Interventions

When students are experiencing disruptions in attendance that may affect the student's educational progress, appropriate school personnel shall develop an attendance plan, aligned with the Multitiered Systems of Support (MTSS) process, with the goal of assisting the student to attend school. The plan will include best practices and research-based strategies to address the reasons for the student's chronic absenteeism or truancy. When practicable, the student's parent/guardian shall participate with School District personnel in the development of the plan.

If the student's attendance continues to be a significant concern, the Board designates the School District's attendance support team and school principals to enforce the provisions of the compulsory attendance law, counsel students and parents, investigate the causes of nonattendance, and report those findings to the Board. When necessary and appropriate, the Board designates legal counsel to represent the School District in judicial proceedings to enforce compulsory attendance.

Consequences

In accordance with law, the School District may impose appropriate penalties that relate directly to classes missed while unexcused. Penalties may include a warning, school detention, or in-school suspension. Academic penalties other than as provided in this Policy, out-of-school suspensions, and expulsion will not be imposed for attendance violations.

Appeal

Students and parents/guardians may petition their student's school (and appeal under Board Policy KE) for exceptions to this policy.

LEGAL REFS.:

- C.R.S. [22-14-101](#) et seq. (student engagement)
- C.R.S. [22-32-109](#) (1)(n) (school year, instruction & contact time)
- C.R.S. [22-32-109.1](#) (2)(a) (conduct and discipline code)
- C.R.S. [22-32-110](#) (1)(mm) (board may authorize school employee to represent school district in judicial proceedings to enforce compulsory attendance)
- C.R.S. [22-32-138](#) (6) (excused absence for students in out-of-home placements)
- C.R.S. [22-33-101](#) et seq. (School Attendance Law of 1963)
- C.R.S. § 22-33-104 (compulsory school attendance)
- C.R.S. § 22-33-105 (suspension/expulsion)
- C.R.S. [22-33-105](#) (3)(d)(III) (opportunity to make up work during suspension)
- C.R.S. § 22-33-107 (enforcement of compulsory school attendance)
- 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)
- 1 CCR [301-78](#) Rules 1.00 (counting student attendance and truancy)

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