Policy: JH

Section: Section J - Students

Student Absences And Excuses

STUDENT ABSENCES AND EXCUSES

The Colorado Springs School District 11 Board of Education (**"the Board"**) believes that one criterion of a student's success in school is regular and punctual attendance. Frequent and chronic absences may lead to poor academic work, lack of social development, and possible academic failure. Students who have good attendance achieve higher grades, enjoy school more, and are more employable after leaving school.

Daily attendance for each student shall be kept in accordance with guidelines outlined in Colorado law.

According to state law, it is the obligation of every parent/guardian (parent) to ensure that every child K-12, under his or her care and supervision, receives adequate education and training. It is the obligation of every parent of every K-12 student to notify school officials of changes in phone numbers, addresses, and contact information as soon as possible.

To minimize the effects of absenteeism, parents should limit appointments and other non-school-related activities to outside school hours. When appointments must be made during school hours, or whenever a student must be absent from school for any portion of the school day, it will be the responsibility of the parent to notify school officials in writing or by telephone, stating the reason for their child's absence.

EXCUSED ABSENCES

Absences due to severe weather conditions may be considered excused on a case-by-case basis at the administrator's discretion. Parents exercising their best judgment may keep their child home from school because of severe weather conditions.

In cooperation with the Interstate Compact on Educational Opportunity for Military Children, principals are encouraged to allow up to at least ten school days of excused absences for students visiting with a parent on leave from military deployment.

If a student is in out-of-home placement (as that term is defined by C.R.S. 22-32-138 (1)(h)), absences due to court appearances and participation in court-ordered activities will be excused. The student's 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. A student's absence will be recorded unexcused when the student is absent from school without the prearranged permission of the parent or documented permission has not been received from the parent within 48 hours from the start of the absence. Each unexcused absence will be entered on the student's record. The parents of the student receiving an unexcused absence will be notified orally or in writing by the district of the unexcused absence.

In accordance with law, the district may impose appropriate penalties that relate directly to classes missed while unexcused. The administration will develop procedures to implement appropriate penalties.

The maximum number of unexcused absences a student may incur before judicial proceedings may be initiated to enforce compulsory attendance is 4 days in any month or 10 days during any school year.

CHRONIC ABSENTEEISM

When a student has an excessive number of absences, these absences negatively impact the student's academic success. For this reason, a student who is absent 10% or more of the days enrolled in public school during the academic year, whether the absences are excused or unexcused, may be identified as chronically absent by the principal or designee. Absences due to suspension or expulsion will not be counted in the total number of absences considered for purposes of identifying a student as "chronically absent."

If a student is identified as "chronically absent," the principal or designee may develop a plan to improve the student's attendance. The plan will include best practices and research-based strategies to address the reasons for the student's chronic absenteeism. When practicable, the student's parent will participate in the development of the plan.

Nothing herein will require the principal or designee to identify a student as "chronically absent" prior to declaring the student as a "habitual truant" and pursuing court proceedings against the student and his or her parents to compel the student's attendance in accordance with state law.

MAKE-UP WORK

Make-up work will be provided for any class in which a student has an excused absence unless otherwise determined by the building administrator or unless the absence is due to the student's expulsion from school. It is the responsibility of the student and/or parent to request, access, and/or obtain make-up work assignments on the day returning to class. A student will receive full credit for work missed as the result of an excused absence.

Make-up work will be allowed following an unexcused 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. 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, make-up work will not be provided during a student's expulsion. Rather, the district will offer alternative education services to the expelled student in accordance with state law. The district will 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 disruptive 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 will be notified of penalties regarding tardiness.

In an unavoidable situation, a student detained by another teacher or administrator will not be considered tardy, provided that the teacher or administrator gives the student a pass to enter the next class. Teachers will honor passes presented in accordance with this policy.

LEGAL REFS.:

C.R.S. 22-14-101 et seq. (dropout prevention and student re-engagement)
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. 22-33-105 (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)
C.R.S. 22-33-107
C.R.S. 22-32-109 (1)(n)
C.R.S. 22-33-101 et seq. (School Attendance Law of 1963)
1 CCR 301-78 Standardized Calculation for Counting Student Attendance and Truancy
Interstate Compact on Educational Opportunity for Military Children

CROSS REFS.:

IC/ICA, School Year/School Calendar
JEA, Compulsory Attendance Ages
JH-R-1, Student Absences, and Excuses Regulation
JH-R-2, Online School Student Participation and Absences
JHB, Truancy
JK, Student Discipline
JKD/JKE, Student Suspension/Expulsion Denial of Admissions
JLIB, Closed Campus/Student Dismissal Precautions

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