

## SECTION 400 – STUDENTS

### STUDENT ATTENDANCE

### POLICY 402

#### ARTICLE 1 COMPULSORY ATTENDANCE

- A. Each child who has attained the age of six years on or before August 1 of each year and who is under the age of seventeen shall attend school for at least one thousand fifty-six (1056) hours if in a secondary school, nine hundred sixty-eight (968) hours if in an elementary school, nine hundred (900) hours if in a full-day kindergarten program and four-hundred fifty (450) hours if in half-day kindergarten program during each school year with such exceptions as provided by law.

#### ARTICLE 2 EXCUSED ABSENCES

- A. Absences for the reasons listed in this Article, including exceptions to Colorado's Compulsory Attendance law, shall be considered excused absences when verified by the student's parent or guardian. Absences not verified within two school days following the last date of absence shall be considered unexcused unless the Principal or designee rules the absence excused based upon a special circumstance or situation that legitimately prevented the parent/guardian from complying with the two school day limit. If an agreement with the Principal or designee is completed in advance, a student who is 18 years of age or older may report his/her excused absence.
- B. The following list of excused absences applies to a child:
1. Who is temporarily ill or injured;
  2. Who is absent for an extended period due to physical mental, or emotional disability;
  3. Who has been suspended, expelled, or denied admission;
  4. Who is in the custody of a court or law enforcement authorities;
  5. Who has a court appearance and/or must participate in court-ordered activities when the student is in an out-of-home placement as verified by the assigned case worker;
  6. Who is participating in a school-sponsored activity, work-study program or approved college visitations or being instructed at home (approved home schooling or home-bound instruction);
  7. Who has a counseling, dental or medical appointment or procedure scheduled by a parent or guardian;
  8. Who is engaged in a religious observance;
  9. Who is temporarily absent due to an illness or death of a family member;
  10. Who has an absence approved by the Principal or designee on a pre-arranged basis. Pre-arrangements may include educational requirements to be completed during the period of absence (e.g. family travel).
- C. Students with excused absences shall be afforded the opportunity to fulfill missed requirements without penalty. Upon return, students shall minimally be provided one day for each day of excused absence to turn in missed assignments, complete makeup work or to take missed tests. Failure to meet missed requirements or failures on tests/examinations are not "penalties" for excused absences.
- D. Schools may establish incentives and awards for school attendance. It is not an academic penalty when students with excused absences do not meet the criteria for the established incentive and/or award.

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#### References:

C.R.S. 22-2-114.1 Dropout reporting  
C.R.S. 22-32-138 (6) Excused absence requirements for students in out-of-home placements  
C.R.S. 22-32-110 (m) Board Establishes Attendance Boundaries  
C.R.S. 22-33-101 et seq. School Attendance  
C.R.S. 22-33-104 Compulsory School Attendance – attendance hours requirements  
C.R.S. 22-33-104.5 Home-based Education  
C.R.S. 22-33-107 Enforcement of compulsory school attendance  
C.R.S. 22-33-107.1 Written notice of dropout status  
C.R.S. 22-33-203 & 204 Services for expelled and at-risk students  
Adopted: 2/6/02; Revised 10/6/04, 10/2/06, 5/07/07, 12/08/08, 09.13.10

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#### ARTICLE 3 UNEXCUSED ABSENCES

- A. An absence is unexcused when the absence does not meet the criteria of “excused” as listed in Article 2. Students with unexcused absence shall be subject to academic penalties (eg. no opportunity to turn in missed assignments or to take missed tests).
- B. The Principal or designee shall notify the parent or guardian when an absence is considered unexcused pursuant to this policy.
- C. The Principal or designee shall notify the appropriate court or parole board if a student fails to attend all or any portion of a school day when the school has been notified that the student is required to attend school as a condition set by the court.

#### ARTICLE 4 HABITUAL TRUANCY

- A. Students who have four unexcused absences in one month or ten unexcused absences during any school year shall be considered as habitually truant.
- B. When a student is habitually truant, an attendance plan shall be developed with the goal of assisting the child to remain in school. The parent/guardian, when practicable, shall be involved in developing the plan. However, failure of the parent to participate, shall not negate the plan.
- C. The Principal or designee shall determine further actions to be taken including initiation of judicial proceedings when an unexcused absence occurs following implementation of the plan described in paragraph B of this Article.
- D. When an unexcused absence occurs following implementation of the attendance plan, the Principal or designee, after reviewing the student’s academic/performance records and conferring with the student’s teachers and parent or guardian, shall determine if the student will be promoted to the next grade level or if credit shall be awarded. The Principal may base promotion or awarding of credit on completion of compensatory requirements such as summer school or additional course work.
- E. The District shall report each year to the Colorado Department of Education the number of Habitually Truant students as required by Colorado law.

#### ARTICLE 5 ENFORCEMENT OF COMPULSORY ATTENDANCE

- A. According to Colorado law, it is the obligation of every parent/guardian to ensure that every child under their care receives adequate education and, if of compulsory attendance age, attends school. The court may issue orders against the child or child's parent compelling the child to attend school or the parent to take reasonable steps to assure the child's attendance. Each school must inform parents, in writing, of their obligation and request that the parent acknowledge in writing awareness of such obligation.
- B. The Principal or designee at each school shall serve as the school’s attendance officer and is delegated responsibility for enforcing the provisions of the compulsory attendance law, counseling students and parents, and investigating the causes of non-attendance.

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- C. Annually at the beginning of the school year and upon any enrollment during the school year, each school shall obtain from the parent of each child a telephone number or other means of contacting such parent during the school day.
- D. Each school shall establish a system of monitoring individual unexcused absence of children which shall provide that, whenever a child who is enrolled in a public school fails to report to school on a regularly scheduled day and school personnel have received no indication that the child's parent is aware of the child's absence, school personnel or volunteers under the direction of school personnel shall make a reasonable effort to notify by telephone such parent. Any person who, in good faith, gives or fails to give notice pursuant to this requirement shall be immune from any liability, civil or criminal, which might otherwise be incurred or imposed and shall have the same immunity with respect to any judicial proceeding which results from such notice or failure to give such notice.

#### ARTICLE 6 DROPOUT DESIGNATION

- A. Any student who has been absent from class for six consecutive weeks or more in any one school year, except for excused absences or expulsion, and who is not enrolled in another educational program shall be considered a "dropout."
- B. When a student is designated as a dropout, the Principal or designee shall assure that his/her parents or legal custodian are notified in writing of the student's status. The notice shall stress the importance of obtaining a high school diploma and encourage the student to return to school to resume his/her program.

#### ARTICLE 7 TARDINESS

- A. 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, teachers may impose academic penalties or require makeup time. Parents/guardians shall be notified of their child's tardiness and penalties imposed.
- B. A student detained by a teacher or administrator shall not be considered tardy provided that the teacher or administrator gives the student a pass to enter her/his next class. Teachers shall have passes presented in accordance with this policy.

#### ARTICLE 8 STUDENTS' PHYSICAL PRESENCE

- A. Students shall remain on school premises throughout the school day including the lunch period unless their programs are located at a different site, or the Principal or designee has given permission for the student to leave.

#### ARTICLE 9 AUTHORIZATION TO LEAVE SCHOOL PREMISES

- A. No staff member shall permit a student to leave school during the school day in the custody of a person other than a staff member completing assigned responsibilities, a law enforcement officer taking custody, or an individual who has written permission of the student's parent/guardian (See Policy 605, Article 1)

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