

Attendance Policy

Regular daily attendance in class is of prime importance in the educational process. All students are expected to attend school for all days of the established school calendar as approved annually by the Board of Education and in compliance with the Colorado School Attendance Law. **Vacations and appointments should be scheduled outside the student's scheduled classes.**

Attendance is the responsibility of the student, parents, and the school. The importance of regular, daily attendance as a basis for academic achievement cannot be overemphasized. All absences have a negative effect upon instructional continuity, regardless of the attempts to make up work. The regular contact of students with one another in the classroom and their participation in a well planned instructional activity under the tutelage of a competent teacher are vital to this purpose. Absences resulting from temporary illness, injury, extended disability of the student, or family emergencies will, under normal circumstances, be acceptable reasons for a parent/guardian to verify a student's absence. However, students who choose to not attend school without a verifiable reason will face the appropriate consequences.

This policy defines absences of twelve (12) **between August-December or January-May** as being excessive. Every student and his/her parent/guardian are encouraged to establish a goal to have perfect attendance; however, on a more practical level, the goal should be to not allow more than eight (8) absences **between August-December or January-May**.

The provision of this policy shall be applicable to all district students, including those above and below the age for compulsory attendance as required by law.

Strasburg High School Attendance Procedures:

TYPES OF ABSENCES: (Please note: the term "per semester" is defined as either August-December or January-May).

EXCUSED (EXC) – Do not count toward the 12 absences allowed per semester. These include the following: illness with doctor's excuse, appointments for orthodontist or doctor (with proper paper work), and funerals.

ACTIVITY (ACT) – Do not count toward the 12 absences allowed per semester. These include absences due to a school sponsored activity (ie: school sponsored field trips, music concerts, sports trips, speech contests, etc.).

VERIFIED (VER) – Count toward the 12 absences allowed per semester.-These are absences verified by the parent, but do not fall under the guidelines as set above for excused absences (i.e., illness without doctor's excuse, trips, appointments, and prearranged absences for personal reasons, etc). Prior verification before the absence is preferred.

UNVERIFIED (UNV) - Count toward the 12 absences allowed per semester. The nature of the absence has not been determined.

UNEXCUSED (UNX) – Count toward the 12 absences allowed per semester. These are absences that are not excused by the parent and school. (The student was truant for that period).

SUSPENSIONS- Count towards the 12 absences allowed per semester. (In-school suspensions will be recorded as ISS and out-of-school suspensions as SUS).

ATTENDANCE GUIDELINES:

- Each time an unverified absence is recorded, the attendance office will call the home. If you receive such a call, contact the attendance office as soon as possible to verify the absence.
- If a student misses at least **8** days or classes in a semester (excluding excused or activity absences), a personal letter will be mailed to the parent/guardian.
- If a student misses 10 days or classes in a semester (excluding excused or activity absences), the attendance office will contact the parent by letter, notifying the parent/guardian that the student has at least 10 absences. **An attendance contract will be established between the student, parent/guardian, and the school after 10 absences.**
- **If a student misses at least 12 days or classes in a semester** (excluding excused or activity absences), **the student's grade will likely be negatively affected and the student will be in danger of not receiving credit for the class for the semester.**
- **If a student misses at least 14 days or classes in a semester** (excluding excused or activity absences), **the student will receive no credit for that specific class for the current semester.** Exceptions can only be made with the principal's approval and will only be made in extreme circumstances.
- Appeals must be made directly to the principal. Exceptions will be considered based upon legitimate medical reasons or extreme hardships encountered in the family.
- A parent/guardian must verify all absences by telephone or written note.
- Parents/Guardians should contact the attendance office if a student arrives late or leaves early.
- **Students in the high school who are over 10 minutes late to class will have an unexcused absence unless there is an excuse for the student arriving late.**
- Students will not be excused from one class to work on assignments for another course unless explicit permission is given by the instructor(s) and/or administration.
- **A parent/guardian must notify the office (303-622-9211) within 24 hours of each absence if the absence is to be verified or excused.**

Condensed /Attendance Info

Each unverified/unexcused absence will generate a phone call from the attendance office. The following procedures will apply per semester: 1) After eight absences in any one class, a letter will be sent home. 2) After ten absences, the office will contact the parent by letter and/or phone call and an attendance contract will be administered. 3) After twelve absences, the student's grade will likely be negatively affected. 4) After 14 absences no credit for the class will be given. *Exceptions to be made only with principal's approval in extreme circumstances.*

This attendance policy excuses absences for school related activities, funerals, and doctor or dental appointments. The school will require medical verification or other documentation to excuse these absences. Verified absences will be excused by the administration only if they fall under the above reasons. **Excused and activity absences will not count towards the number of absences considered for receiving no credit for a class and/or appropriate authorities being contacted.**

UNEXCUSED ABSENCE POLICY

An unexcused absence occurs when a student is absent from class without a verifiable excuse from the parent and school. When a student is unexcused, he/she is considered truant. The administration is the final judge as to whether an absence is verified/excused or unexcused. In making this determination, the principal shall consider the best interests of the student and the school. An absence is unexcused or truant under the following conditions:

- An unauthorized absence- the student misses class without parental and school permission.
- A student is more than 10 minutes late to class without being excused by the parent and school.
- An unauthorized absence that is not cleared by the parent within 24 hours after the absence.
- A student leaves school without permission from the office and parent.

CONSEQUENCES FOR UNEXCUSED ABSENCES/TRUANCY:

- First unexcused absence- 1 hour detention; 2nd and subsequent unexcused absences- 2 hours of detention per unexcused class.
- **Students who have an unexcused absence may not be able to participate in a minimum of one extra-curricular activity at the discretion of administration.**
- **Students will lose his/her open campus privileges after multiple unexcused absences.**
- If a student is unexcused for ½ day or more, the consequence shall be at least one day of in-school suspension or multiple hours of detention.
- Multiple unexcused absences will result in in-school suspension and/or multiple hours of detention at the discretion of administration. These students will not be able to participate or attend extra-curricular activities at the discretion of administration. Also, students will be placed on an attendance contract that will monitor their attendance and restrict their time out of class.
- Multiple cases of truancy will result in either a different educational placement or recommendation of expulsion from Strasburg Senior High School.
- Any work that is due when a student is unexcused will be considered late when it is turned in (refer to grading procedures for consequences).

RETURNING AFTER AN ABSENCE

Parents should call the school if a student is absent for any reason. It is best to call the school before 8:00 am on the day of an absence. Parents may call the school at any time and leave a message regarding an absence. The school must be notified within 24 hours after an absence occurs or the absence becomes unexcused. Once an absence is verified then there is no need for a student to go to the office for an admit slip. Teachers shall not admit students to class if the absence is not verified.

TARDY POLICY:

Strasburg School students are expected to be in class on time. Initially, the teachers will address tardiness and give appropriate classroom consequences. A student is tardy if he/she is not in the room or seat when the bell rings per the teacher's classroom procedures.

CONSEQUENCES FOR TARDIES PER QUARTER FOR EACH CLASS:

- 1st 3 tardies- see teacher classroom policy
- 4th tardy – referral and one hour detention.
- 5th and subsequent tardies- referral and 2 hours of detention.

Hemphill Middle School

When your child is absent from school, you should call the attendance office, prior to 9:00 am on the day of the absence. The following information should be given: the date, name of the person calling and relationship to the student, student's name, grade, and reason for absence or tardy. If the absence is not excused within 24 hours, the absence will become unexcused. Students must be in attendance for ½ of the school day (or by 11:30 am) in order to participate in school sponsored activities. Students that are absent for more than ½ a day, will not be eligible for athletic/activities after school on that day unless that absence has been pre-arranged (such as a doctor's note, dental appointment, family emergency).

Parents may request a pre-arranged absence when it is known in advance that a student will be out. Arrangements for this type of absence must be made by telephone or written note.

In the event absences become excessive, a letter will be sent to notify parents of the school's concern and the need for a plan of improvement. The school has the option to require a physician's verification for absence due to illness. It is the duty of the attorney for the school district, the attendance office, and board of education to initiate, when appropriate, procedures for the enforcement of the Colorado Compulsory Attendance Law.

Types of Absences (absent is defined as 10 or more minutes late to class)

Excused (EXC) – Do not count toward the 12 absences allowed per semester. Example: Illness with doctor's excuse, appointment for orthodontist or doctor (with proper paper work), funerals, or court.

Activity (ACT) – Do not count toward the 12 absences allowed per semester. Example: Absences due to a school activity (Sports trips, field trips)

Verified (VER) – Count toward the 12 absences allowed per semester. Absences verified by the parent, but do not fall under the guidelines as set above for excused absences.

Unverified (UNV) – Count toward the 12 absences allowed per semester. Nature of absence has not yet been determined.

Unexcused (UNX) – Count toward the 12 absences allowed per semester. Absences that are unexcused by the parent or school. Disciplinary action will be taken.

Tardy- Up to 10 minutes late to class for any reason. (there will be no excused tardies)

Condensed Attendance Information

Each unverified absence will generate a phone call from the attendance office. At five absences in any one class, a letter will be sent home. At 8 absences, the attendance office will contact the parent by letter, or telephone, and an attendance contract will be administered. At twelve (12) absences, further action will be taken.

ELEMENTARY SCHOOL PROCEDURES:

A phone call from the parent to the school is requested before 9:00 a.m. on the morning of the absence. If we do not receive a call, the elementary office will call the parents at home to try to confirm the reason for the child's absence. If the parent is unable to call, a note to the office is required for each absence. At **5** unexcused absences or tardies, administration will contact you to make you aware. At **8** unexcused absences or tardies, the administration will send a letter home informing you of the number. Excessive absenteeism (**12** days or more in a semester) and/or habitual tardiness (**12** tardies or more in a semester) will be considered a serious matter and may lead to administrative and board action, retention and referral to legal authorities.

Excused (EXC) – Do not count toward the 12 absences allowed per semester. Example: Illness with doctor's excuse, appointment for orthodontist or doctor, funerals, or court- **with proper paper work**.

Verified (VER) – Count toward the 12 absences allowed per semester. Absences verified by the parent, but do not fall under the guidelines as set above for excused absences- **no proper documentation**.

Unverified (UNV) – Count toward the 12 absences allowed per semester. Nature of absence has not yet been determined.

Tardy- Arriving after 8:05 to SES (there will be no excused tardies).

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