



## JH/JHB - STUDENT ATTENDANCE/TRUANCY

State law requires parents/guardians to ensure that every child under their care and supervision receives adequate education and training and, if of compulsory attendance age, attends school. Continuity in the learning process and social adaptation is seriously disrupted by excessive absences. Accordingly, Poudre School District students are required to satisfy all academic requirements and exhibit good attendance as stated in this policy.

### EXCUSED ABSENCES

The following shall be considered excused absences:

1. A student whose absence is approved by an authorized school administrator. Prearranged absences shall be approved for appointments or circumstances of a serious nature that cannot be taken care of outside school hours.
2. A student who is temporarily ill or injured.
3. A student who is absent for an extended period due to a physical disability or a mental or emotional-behavioral health disorder disability.
4. A student who is pursuing a work-study program under the supervision of the school.
5. A student who is attending any District-sponsored activity with advance approval of the school administration.
6. A student who is excused by a parent/guardian for observance of a religious holiday.
7. A student who is in the custody of a court or law enforcement authorities.
8. A student whose absence is due to suspension or expulsion.
9. A student whose temporary absence is due to behavioral health concerns.

The District may require suitable proof regarding the above exceptions, including written statements from medical sources.

## UNEXCUSED ABSENCES

An unexcused absence is defined as an absence that is not listed above as an excused absence. Each unexcused absence shall be entered on the student's record. School personnel shall notify each student's parent/guardian of the student's unexcused absences in a timely manner so as to allow the parent/guardian to address the problem.

In accordance with law, the District may impose appropriate penalties for a student's nonattendance due to unexcused absences. The District attendance officer and school administrators shall communicate the District's and school's rules and procedures related to unexcused absences to students and their parents/guardians. Students and parents/guardians may petition their school principal for exceptions, which must be approved by the assistant superintendent of elementary schools or assistant superintendent of secondary schools, as appropriate.

## TRUANCY

A student shall be considered "truant" if he or she is absent from school without excuse as provided under this policy. In order to reduce the incidents of truancy, parents/guardians of all students shall be notified in writing at the beginning of each school year of their obligation to ensure that their children of compulsory attendance age attend school. Parents/guardians shall be required to furnish the school with a telephone number or other means of contacting them during the school day.

The District shall establish a system of monitoring individual excused and unexcused absences. 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 (or volunteers under the direction of school personnel) shall make a reasonable effort to notify the parent/guardian by telephone.

Appropriate District personnel shall make all reasonable efforts to meet with the student's parent/guardian to review and evaluate the reasons for the student's truancy. A plan shall be developed for a student who is declared habitually truant, with the goal of assisting the student to remain in school. As appropriate, the student's parent/guardian shall participate with District personnel in the development of the plan.

A student shall be considered "habitually truant" if he or she is of compulsory attendance age and has incurred 10 total days of unexcused absences during any school year or four total days of unexcused absences in any month. As provided by law, judicial proceedings may be initiated to enforce the state's compulsory attendance law with respect to students determined to be habitually truant.

## MAKE-UP WORK

Make-up work shall be provided by the school for any class in which a student has an excused absence unless otherwise determined by the school principal or unless the absence is due to the student's expulsion from school. Make-up work shall be allowed following an unexcused absence and 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. However, this work may receive only partial credit, as authorized by law.

It is the student's responsibility to pick up permitted make-up assignments on the day the student returns to class. There shall be one day allowed to make up work for each day of absence.

Unless otherwise permitted by the school principal, make-up work shall not be provided during a student's expulsion from school. Rather, the District shall offer alternative education services to the expelled student in accordance with state law. The District shall determine the amount of credit the expelled student will receive for work completed in such an 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 students to uninterrupted learning, penalties shall be imposed for excessive tardiness. Parents or guardians shall be notified of all penalties regarding tardiness.

A student detained by another teacher or administrator shall not be considered tardy, provided that the student is given a pass to enter the next class. Teachers shall honor passes presented in accordance with this policy.

## APPEALS

Appeals regarding the District's application of this policy with respect to any student shall be made to the assistant superintendent of elementary schools or the assistant superintendent of secondary schools, as appropriate. If the appeal is not satisfactorily resolved by the appropriate assistant superintendent, the matter may be appealed to the superintendent, whose decision shall be final.

Adopted by Board: April 1972  
Revised by Board: July 1974  
Revised by Board: August 1982  
Revised by Board: August 1985  
Revised by Board: August 1987  
Revised by Board: July 1988

Revised by Board: February 1994  
Revised by Board to conform with practice: May 22, 1995  
Revised by Board: August 14, 1995  
Revised by Board: August 12, 1996  
Revised by Board: September 25, 2000  
Revised by Board: October 11, 2004  
Revised by Board: April 22, 2008, effective July 1, 2008  
Revised by Board: April 13, 2010, effective July 1, 2010  
Revised by Board: June , 2020, effective July 1, 2020

LEGAL REFS:

C.R.S. 22-32-109(1)(n)  
C.R.S. 22-32-109.1(2)(a)  
C.R.S. 22-33-101, et. seq. (School Attendance Law of 1963)  
1 CCR 301-78

CROSS REFS:

IMDC, Religious Observances and Displays/Teaching about Religion  
JEA, Compulsory Attendance Ages  
JHCA, Open/Closed Campus  
JK, Student Discipline  
JKD/JKE, Suspension/Expulsion of Students  
JLIB, Student Dismissal Precautions