

JH/JHB - STUDENT ATTENDANCE/TRUANCY

State law requires parents/caregivers to ensure that every child under their care and supervision receives adequate education and training and, if of compulsory attendance age (see District Policy JEA – Compulsory Attendance Ages), attends school. Communication and collaboration between the school and parents/caregivers regarding attendance is intended to maintain student safety and increase student success. Excessive absences disrupt continuity in the learning process and social adaptation. Accordingly, students are required to satisfy all academic requirements and attend school as stated in this policy.

Definitions

For purposes of this policy, these terms have the following meanings:

- **“Habitually Truant”** means a student who is at least the age of six on or before August 1 of the school year in question and under the age of seventeen years having four total days of unexcused absences from public school in any one calendar month or ten total days of unexcused absences from public school during the reported school year.
- **“Tardiness”** means a student entering classes after the scheduled start time without proper excuse
- **“Unexcused Absence”** is an absence from school without a valid and verifiable excuse by the parent/caregiver that is consistent with this policy or the student leaves school or a class without permission of an authorized employee.

Excused Absences

The following will be considered excused absences:

1. A student whose absence is approved by an authorized school administrator. This should be prearranged prior to the absence when possible.
2. A student whose prearranged absence is approved for appointments or circumstances of a serious nature that cannot be taken care of outside school hours.
3. A student who is temporarily ill or injured.
4. A student who is absent for an extended period due to a physical disability or a mental or behavioral health disorder, or a student whose temporary absence is due to behavioral health concerns.

5. A student who is pursuing a work-study program under the supervision of the school and in compliance with the Colorado Youth Employment Opportunity Act of 1971.
6. A student who is attending any District-sponsored activity with advance approval of the school administration.
7. A student who is excused by a parent/caregiver for a religious or cultural observance.
8. A student who is in the custody of a court or law enforcement authorities, or who is ordered to appear in court.
9. A student whose absence is due to suspension.
10. A student whose absence is due to expulsion; however, when a student is expelled, the parent/caregiver is responsible for ensuring the student meets the compulsory school attendance requirements or exceptions under Colorado law through the alternative education program offered by the District, an independent or parochial school, or home instruction during the period of expulsion.
11. A student who is excused from school for a therapy, medical, legal, or victim services appointment related to harassment or discrimination per District Policy JBB – Harassment or Discrimination of Students and AC-R1 – Harassment and Discrimination Investigation Procedures for Students, or for behavioral or mental health concerns related to harassment or discrimination.

The District may require proof regarding the above exceptions for an absence to be considered excused, including written statements from a health care provider.

Unexcused Absences

Each unexcused absence will be entered on the student's record. School employees must notify each student's parent/caregiver of the student's unexcused absences in a timely manner to allow the parent/caregiver to address the absence.

In accordance with law, the District may impose appropriate penalties for a student's nonattendance due to unexcused absences. The District must take into account a student's McKinney-Vento status when determining if a penalty is appropriate (see District Policy JFABD – Students Experiencing Housing Insecurity for limitations on penalizing McKinney-Vento status students). The District attendance officer and school administrators will communicate the District's and school's rules and procedures related to unexcused absences to students and their parents/caregivers. Students and parents/caregivers may petition their school principal for exceptions, which must be approved by the assistant superintendent's office.

Truancy

A student will be considered “truant” if they are absent from school without excuse as provided under this policy. In order to reduce the incidents of truancy, parents/caregivers of all students will 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/caregivers will be required to furnish the school with a telephone number or other means of contacting them during the school day.

The District will establish a system of monitoring individual excused and unexcused absences. When a student fails to report on a regularly scheduled school day and school employees have received no indication that the parent/caregiver is aware of the absence, school employees (or volunteers under the direction of school personnel) will make a reasonable effort to notify the parent/caregiver by telephone.

Appropriate District employees will make all reasonable efforts to meet with the student’s parent/caregiver to review and evaluate the reasons for the student’s truancy. A plan must 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/caregiver must participate with District employees in the development of the plan.

As provided by law, judicial proceedings may be initiated to enforce Colorado’s compulsory attendance law with respect to students determined to be habitually truant.

Make-up Work

Make-up work will be provided by the school for any class in which a student has an excused absence or has been suspended from school unless otherwise determined by the school principal or unless the absence is due to the student’s expulsion from school. Make-up work will be allowed following an unexcused absence or 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 will be one day allowed to make up work for each day of absence unless a student has an accommodation for an extension of time.

Unless otherwise permitted by the school principal, make-up work will not be provided during a student’s expulsion from school. 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 in such an alternative education program.

Tardiness

Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy students to uninterrupted learning, penalties will be imposed for excessive tardiness. Parents/caregivers will be notified of all penalties regarding tardiness.

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

Appeals

Appeals regarding the District's application of this policy with respect to any student must be made to the assistant superintendent's office. If the appeal is not satisfactorily resolved by the assistant superintendent's office, the matter may be appealed to the superintendent, whose decision will 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 9, 2020; effective July 1, 2020

Revised by Board: June 9, 2026, effective July 1, 2026

Cross References:

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

Legal References:

C.R.S. 22-32-109(1)(n) (length of school year, instruction & contact time)

C.R.S. 22-32-109.1(2)(a) (conduct and discipline code)

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)