

## **STUDENT ABSENCES AND EXCUSES**

One criteria of a student's success in school is regular and punctual attendance. Frequent absences may lead to poor academic work, lack of social development, and possible academic failure. Regular attendance is of utmost importance for school interest, social adjustment and scholastic achievement. No single factor may interfere with a student's progress more quickly than frequent tardiness or absence.

According to state law, it is the obligation of every parent/guardian to ensure that every child under his/her 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. In most situations, the work missed cannot be made up adequately. Students who have good attendance generally achieve higher grades, enjoy school more and are more employable after leaving school. For at least these reasons, Centennial BOCES believes that a student must satisfy two basic requirements in order to earn full class credit: (1) satisfy all academic requirements and (2) exhibit good attendance habits as stated in this policy.

### **Excused Absences**

The following shall be considered excused absences:

1. A student who is temporarily ill or injured or whose absence is approved by the administrator of the school of attendance on a prearranged basis. Prearranged absences shall be approved for appointments or circumstances of a *serious nature only* which cannot be taken care of outside of school hours.
2. A student who is absent for an extended period due to physical, mental or emotional disability.
3. A student who is pursuing a work-study program under the supervision of the school.
4. A student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration.
5. A student who is suspended or expelled.

As applicable, Centennial BOCES may require suitable proof regarding the above exceptions, including written statements from medical sources.

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 shall be excused. The student's assigned social worker shall 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. Each unexcused absence shall be entered on the student's record. The parents/guardians of the student receiving an unexcused absence shall be notified orally or in writing by Centennial BOCES of the unexcused absence.

In accordance with law, Centennial BOCES may impose academic penalties which relate directly to classes missed while unexcused. Centennial BOCES shall develop regulations to implement appropriate penalties. Students and parents/guardians may petition the executive director or designee for exceptions to this policy or the accompanying regulations provided that no

exception shall be sustained if the student fails to abide by all requirements imposed by the executive director or designee as conditions for granting any such exception.

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

### **Make-up Work**

Made-up work shall be provided for any class in which a student has an excused absence unless otherwise determined by the principal or designee, or unless the absence is due to the student's expulsion from school. It is the responsibility of the student to pick up any make-up assignments permitted on the day returning to class. There shall be two day(s) allowed for make-up work for each day of absence.

Make-up work shall 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. However, this work may receive full or partial credit to the extent possible as determined by the principal or designee.

Unless otherwise permitted by the principal or designee, make-up work shall not be provided during a student's expulsion. Rather, Centennial BOCES shall offer alternative education services to the expelled student in accordance with state law. Centennial BOCES shall 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/guardians shall be notified of all penalties regarding tardiness.

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

The provisions of this policy shall be applicable to all students in Centennial BOCES schools, including those above and below the age of compulsory attendance as required by law.

LEGAL REFS.: C.R.S. 22-32-109 (1) (n), length of school year, instruction & contact time  
C.R.S. 22-32-138 (6) excused absence requirements for students in out-of-home placements  
C.R.S. 22-33-101 et seq. School Attendance law of 1963  
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  
1 CCR 301-78 Rules 1.00 et seq. standardized calculation for counting student attendance and truancy

**CROSS REFS.:** IC/ICA, School Year/School Calendar/Instruction Time  
JHB, Truancy  
JK, Student Discipline  
JKD/JKE, Suspension/Expulsion of Students

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Centennial BOCES