

## **DAKOTA RIDGE ATTENDANCE POLICIES (From Jeffco Code of Conduct)**

### **STUDENT ABSENCES AND EXCUSES**

The importance of regular, daily attendance as a basis for academic achievement cannot be overemphasized. Absences have a negative effect upon instructional continuity, regardless of attempts to make up the work. The district believes duplication of the classroom experience can never be accomplished with after-school assignments. The school cannot teach students who are not present. 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. Subsequently, attendance is the responsibility of the student, the families, and the school.

**What do families need to do if/when a student will be absent?** *If a student is ill or there is some other acceptable reason for the student not to attend school that day, a parent/guardian must notify Dakota Ridge by calling 303-982-1884.*

**The following shall be considered excused absences:**

1. A student who is temporarily ill or injured or whose absence is approved by the school administration 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. Excused absences include funerals, illness, injury, legal obligations, medical procedures and religious observations, and extenuating circumstances determined by the principal.
4. A student who is attending a school sponsored activity or who is receiving Jeffco educational services shall not be considered absent for attendance reporting purposes.
5. A student who is visiting a parent or guardian who is an active duty member of the uniformed services and has been called to duty, is on leave from, or immediately returning from deployment to a combat zone or combat support posting.

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

Any absence not specifically covered by another section, such as family vacations, college visits, or other extended absence, must complete a prearranged absence form in order to be excused. This form must be submitted at least three days prior to the scheduled absence. In order for the absence to be excused, the student must meet one or more of the following conditions: 1) is in good academic standing; 2) has no unexcused absences; or, 3) has four or fewer excused absences in a semester, or seven, or fewer in a school year.

Dakota Ridge will require a communication from parents or guardian within 24 hours to verify the reason for the student absence.

## **Unexcused Absences**

Unexcused absences are defined as absences not covered by the grounds for excused absences, including students leaving class without permission of the teacher or administrator in charge, students missing a class without parental approval, 'sneak days,' 'ditch days,' and 'prank days,' and circumstances determined by the principal. Each unexcused absence shall be entered on the student's record. The parents or guardian of the student receiving an unexcused absence shall be notified orally or in writing by the school of the unexcused absence.

## **Makeup Work**

Makeup work shall be provided for any class in which a student has an excused absence. It is the student's responsibility to pick up any makeup assignments on the day he or she returns to class. There shall be two days allowed for makeup work for each day of excused absence. Makeup work shall be allowed following an unexcused absence with the goal of providing the student an opportunity to keep up with the class and as an incentive to attend school.

## **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, consequences shall be imposed for excessive tardiness.

## **Truancy**

If a student is absent without a parental excuse (or in some instances, a written medical excuse from a medical source) or if the student leaves school or a class without permission of the teacher or administrator in charge, the student shall be considered truant. A "habitual truant" shall be defined as a student of compulsory attendance age who has four unexcused absences from school in any one month or 10 unexcused absences during any school year. Absences due to suspension or expulsion shall not be counted in the total of unexcused absences.

A remedial attendance plan shall be developed for a student who is at risk of being declared habitually truant with the goal of assisting the child to remain in school. When practicable, the child's parent, guardian or legal custodian shall participate with District personnel during the development of the plan. Appropriate school personnel shall make all reasonable efforts to meet with the parent, guardian or legal custodian to review and evaluate the reasons for the child's truancy.