

POLICY: Student Attendance

EFFECTIVE DATE: 2/25/05

REVISION DATE: 2/25/05

POLICY: Student attendance is compulsory under Colorado state law for every child between the ages of seven and sixteen years and for any six-year-old child who has been enrolled in a public school in the first or higher grade level, unless the parent or guardian chooses to withdraw the child. As such, parents, guardians, and legal custodians are obligated by state law to ensure the child's attendance. Attendance is the responsibility of the student, the parents/guardians, and the school. The importance of regular, daily attendance as a basis for academic achievement cannot be overemphasized. 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/instructor are vital to this purpose.

RESPONSIBILITIES

Student Responsibilities for School Attendance

- To attend school for all days of the established school calendar.
- To appear in class on time and prepared for academic learning.
- To request from and arrange with the teacher for the makeup of class work or assignments that were missed or incomplete because of an absence.

Parent/Guardian Responsibilities for School Attendance

- To recognize that any absence, without judgment as to cause or reason, has a possible detrimental influence on student achievement.
- To contact PRA in a timely fashion of any current or pending absence per the attendance line call-in procedures and to assist your child in requesting makeup work for missed class assignments.
- To monitor the request for and completion of the makeup work for missed class work or assignments.
- To recognize that student attendance at PRA is a collaborative effort between the home and the school.
- To ensure that your child is sufficiently healthy to attend school and will not expose school employees and other students to an illness that may be contagious.

Teacher Responsibilities for School Attendance

- To take attendance daily and to assist the office in reporting and maintaining timely and accurate attendance records.
- To notify parents/guardians in a timely fashion of attendance concerns.
- To provide students who have been absent, excused or unexcused, with any makeup work that is decided by the teacher as necessary in order to complete any missed assignments or class requirements.

Administrative Responsibilities for School Attendance

- To supervise PRA's attendance policy and procedures.
- To provide parents/guardians with information about PRA's attendance policy and procedures, including extended and/or pre-arranged absences.
- To ensure that student attendance is reported to parents on a quarterly basis and to the District as required.

ATTENDANCE PROCEDURES

The Governing Board establishes the school year's attendance period by adopting a school calendar, as well as, setting beginning and ending times for the school day. Colorado Department of Education regulations require that for Grades 1-6 the school day includes a minimum of 968 hours annually of instructional time. For secondary students (Grades 7-12) the minimum annual requirement is 1056 hours. The instructional day does not include time for lunch, recess, or scheduled passing periods.

Absences

An absence occurs when the student fails to attend school and classes for part of or all of a day that Platte River Academy is scheduled to be in session per the approved school calendar. This would include approved off-site school activities and field trips. Absences are recorded as either half-day or full-day. Unless involving a core class in the middle school, an absence or late arrival of less than two hours is normally recorded as a tardy. Regardless of the circumstances for an absence, the student is expected to make up any class work or assignments that may have been missed and can be completed at home.

Notification of Absence

- It is an expectation that parents will notify the school office of any absence no later than 8:00 a.m. of that day. Notification is made by calling the PRA Attendance Line (303) 991-4600.
- In the interest of student safety, if a student is absent from school at morning attendance and the parent has not notified the school using the Attendance Line office personnel will make every effort to contact that parent to verify the absence.
- When it is known for at least one week in advance that a child will be absent from school for three or more days it is expected that the parent will notify the school and teacher in writing of this pending absence. This is intended to inform school personnel, not to seek permission from the school for the absence. Such written notification will preclude the requirement to call the Attendance Line.

Excused Absences

The following shall be considered excused absences:

- A student who is absent because of a temporary or extended period for illness, injury, or for a physical, mental, or emotional disability.
- A student who is absent for a scheduled or emergency appointment or service that cannot be accommodated outside of school hours.
- A student who is absent due to a family emergency or to attend an unexpected family event that is not within the realistic control of the parent/guardian.

- A student who is excused by a parent or guardian for observance of religious holidays or to preclude that child's participation in a school activity for religious reasons or strongly held personal beliefs.
- Under special circumstances and on a case-by-case basis, the school administration may excuse an absence that was preplanned/prearranged with the school. There will be a form to process to document these special cases.

The school may require suitable proof regarding the above exceptions, including written statements from a medical source.

Unexcused Absences

- An unexcused absence is defined as an absence that is not covered by one of the foregoing reasons or circumstances noted as an excused absence.
- Unexcused absences may subject the student to appropriate penalties that may include disciplinary measures and/or the imposition of academic sanctions.
- Unexcused absences include those resulting from an out-of-school suspension.
- For attendance purposes, any absence from school resulting from suspension or expulsion will be considered an "unexcused absence". However, these absences shall not be counted in the total of unexcused absences when determining if a student is "habitually truant."

Makeup Work for Absences

- Students are expected to make up class work missed during any absence or because of tardiness. Any missed assignments due to being tardy are due the next school day as if the student had been at class or on-time. Students will be given two days for each day absent to complete and turn-in to the teacher the assignments that have been missed. The two days allotted for make-up work will begin the day following the student's return to school. Weekends and holidays count towards this 2-day allotment.
- For any absence that is for five or more consecutive days, it will be required that the teacher, parent, and student work out a specific timeline for completion of the make up work.

Requesting Makeup Work

- With monitoring and support from their parents, students are responsible for requesting makeup work for the class work or assignments missed due to any absence and regardless if that absence is excused or unexcused.
- A request for makeup work cannot be made on the same day that the student is absent. It is expected that the child will use this time to rest and to regain his/her health sufficiently to return to school.
- For a preplanned or prearranged absence to take a vacation or to participate in a non-school related activity, makeup work cannot be requested in advance of the absence unless the class absence is due to tardiness. The exception to this would be for a student whose absence is or will be the result of a medical procedure requiring time at home for recovery and it has been determined that the child is able to devote time at home to complete class work and/or homework.

Academic Sanctions

- Excused Absences
 - No reduction in credit will be applied to makeup work resulting from an excused absence if the makeup is turned-in on time per this policy.
 - Make-up work for an excused absence that is turned-in late under this policy will be subject to credit/grade reductions per the grade level's late work policy.

- Unexcused Absences
 - Make-up work for an unexcused absence that is turned in late under this policy will be given a failing grade and subject to no credit.
 - If a student has six or more unexcused absences from a class in any one quarter his/her percentage-grade will be reduced by a minimum of 10% and up to a maximum of 20% as decided by the school administration and teacher.

Habitually Truant Students

- Any student who has four or more unexcused absences from school within a one-month period or ten or more unexcused absences from school in a school year is considered to be "habitually truant" under state law.
- Once a student is determined to be habitually truant, the school administration shall notify the student's parent/guardian in writing of the unexcused absences and that the student is considered under state law to be habitually truant. A copy of this letter will become part of the student's permanent school record.
- When it has been determined that a student is habitually truant, the school administration and student's teacher in cooperation with the parent will develop a plan to prevent any future unexcused student absences. As a last resort, court action may be initiated by school administration when deemed necessary to enforce school attendance requirements.

Tardiness

It is expected that students will arrive to school on time to begin the instructional day. The late arrival of students into the classroom is disruptive to the teacher and the instructional process. A late student misses important morning announcements and the initial directions and instruction for the day.

- Tardiness is the failure of the student to appear to school/class on time and is considered a form of absence. The school day officially begins at 8:15 a.m. or 9:15 a.m. on a Delayed Schedule Day. It is expected that students will be inside their assigned homeroom by that time and will meet any other grade-level expectations regarding the start of the day.
- Tardies are recorded as part of a student's attendance record.
- A tardy may be excused if the late arrival is due to unforeseen circumstances.
- On bad weather days tardies will not be recorded until 8:30 a.m. which is 15 minutes after the school day normally begins
- Five or more tardies in any one quarter will be considered excessive.

- Excessive tardies will subject the student to either disciplinary and/or academic sanctions for the cumulative class time that has been missed. Disciplinary action could be (but not limited to) detention, loss of recess, or Saturday school. Academic sanctions could be (but not limited to) reduction in percentage-grade of the missed work or the quarter course grade.
- Excessive tardiness will result in a conference between the school administration, the teacher, and parent/guardian to develop a plan of action to prevent continued tardiness.

By Order of the Governing Board

Gregory Koneval, President

Date

Gretchen Place, Secretary

Date