

Attendance Policy

ATTENDANCE: 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 absenteeism.

According to state law, it is the obligation of every parent/guardian to insure 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. In most situations, the work missed cannot be made up adequately. Students who have good attendance generally **ATTENDANCE, cont.**, achieve higher grades, enjoy school more and are more employable after leaving school. For at least these reasons, the Board 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. Other prearranged absences when approved by the building administration.
6. A student who is suspended or expelled.
7. Once a student has been excused by their parents 10 times in one semester the parent will be referred to a school administrator who may require suitable proof regarding the above exceptions, including written statements from medical or legal sources.

If a student is in out-of-home placement (as that term is defined by C.R.S. 22-32-138(1)(e)), 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.

TRUANCY/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, in writing, or via automated message by the district of the unexcused absence.

In accordance with law, the district may impose appropriate penalties that relate directly to classes missed while unexcused. Penalties may include a warning, school detention or in-school suspension. Academic penalties, out-of-school suspensions or expulsions shall not be imposed for any unexcused absence.

The administration shall develop regulations to implement appropriate penalties. Students and parents or guardians may petition the Board of Education 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 Board 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 10 days per semester during any calendar year or school year.

TRUANCY/UNEXCUSED ABSENCES, cont., Any student who has been absent from class for six consecutive weeks or more in any one school year, except for reasons of expulsion, excused long-term illness or death, is considered a "dropout" and shall be reported to the Department of Education by the school district. However, if the student is in attendance at the end of the school year, or enrolled in another school, home study course or on-line programs, such student is not considered a dropout and shall not be reported.

PREARRANGED ABSENCES: If your student is knowingly going to be absent, parent/guardian is responsible for notifying the school before they miss class. You must report the absence in writing or by telephone. If you report the student's pending absence by telephone, you may call the attendance line at 240-6421. Your phone call will excuse the student from school for that day or the days that you indicate. Students need to have a Prearranged

Absence Form (see below) signed by all of the student's teachers and an administrator. Failure to notify the school will result in an unexcused absence. Should the telephone be inconvenient, you may report the student's absence in writing by sending a note to the school on or before the student's return. (You may, because of an extraordinary situation, request a modification of these reporting procedures by calling the principal or assistant principal at Montrose High School.) Parent/guardian and students should consider carefully before deciding to participate in an activity, which necessitates the student being absent from school. However, when an absence is necessary, the student must:

1. Obtain a **Prearranged Absence Form** from the office with parent permission.
2. Present the form to each teacher for a signature and assignments.
3. Obtain an administrator's signature for approval.
4. Return the **Prearranged Absence Form** to the attendance office before leaving.

COLLEGE VISITS: Prearranged school sponsored field trips and early departure of athletic teams shall not be considered as absence. *FAILURE TO FOLLOW THIS PROCEDURE WILL RESULT IN THE ABSENCE MARKED AS "UNEXCUSED"*.

(Many classroom experiences, such as films, special presentations, lab experiences, etc. cannot be repeated, and the teacher is under no obligation to duplicate those experiences for the student who is absent with a prearranged absence.)

Make-up Work and Tests

1. It is the student's responsibility to contact the teacher to receive the missed work. Students shall be allowed to make-up all work missed during excused absences for full credit. Students will be given the same number of days they were absent, plus one additional day, to make-up those assignments which were assigned on the day of the absence not to exceed one week. Example: Student is gone on Monday, returns on Tuesday, his/her homework is due on Wednesday. The make-up period begins on the next school day following the absence. Individual teachers may grant extra time for make-up work in hardship cases.
2. During a truancy, (unexcused absence), students with unexcused absences shall not receive credit for class work missed; however, they will be encouraged to complete work missed.
3. During an in-school suspension, all work missed due to an in-school suspension may be made up for full credit.
4. During off-campus suspension, students will be provided an opportunity to make up school work during the period of suspension, so the student is able to reintegrate into the educational program of the district following the period of suspension. Students will receive 50% credit for make-up work which is completed satisfactorily.
5. Major projects, themes, research papers, book reports, and major tests, etc. for which due dates have been established well in advance, will be given no credit, except at the discretion of the teacher. Homework to be handed in by students in regular attendance will receive credit at the teacher's discretion, if handed in late. Teachers may, if they so desire, request this work be handed in even though no credit is granted. Students are responsible to hand in on time homework assignments given in advance. Example: On Monday an assignment is given that is due on Wednesday. Student is absent Tuesday, returning on Wednesday, and student must have assignment ready to hand in.
6. Students are responsible for taking tests when they return if they have known about it in advance. Example: On Tuesday, students are told they will have a test on Thursday. If a student is gone on Wednesday, he/she will still be responsible to take the test on Thursday.
7. Extenuating circumstances will be left up to each individual teacher as to waiving the above guidelines. It is the responsibility of the student to communicate these circumstances with their teachers. If this is not done, they will follow make-up work guidelines.
8. Make-up viewing videotapes will be done at the discretion of the teacher.

PARENT NOTIFICATION: The computerized "auto phone dialer" will make daily calls at the end of each hour for all unexcused absences. A phone call or note from the parent/guardian explaining the reason for an absence **must be received within 48 hours of the absence**. Parents of 9/10th grade students **MUST** come to the attendance office to sign out students to enable them to leave campus.

Personal communication from office staff will occur once a student has incurred 4 unexcused absences in a class. If a student incurs 6 unexcused absences in a class, the parent/guardian will be contacted either by phone or written correspondence and student will be expected to sign an attendance contract. Additional absences by the student will be dealt with through the attendance advocate. (This process only occurs one time in a semester)

DUE PROCESS RIGHTS FOR LOSS OF CREDIT DUE TO EXCESSIVE ABSENTEEISM: In some circumstances students may lose credit due to excessive absenteeism. Each case will be handled by a school administrator who will look at all factors that prevented the student from attending school. If it is determined that a student has abused the attendance procedures they will be withdraw failed from that class. When loss of credit occurs in a given class, students and parents have the due process right to appeal the loss of credit, and it is important that students and parents have a clear understanding of the process. Parents and students will have **5 days to appeal** any withdrawal of credit and should make their appeal, in writing, to the MHS Administration. A successful appeal to restore credit must be based on documentation or demonstration that the significant majority of absences have been for compelling and unavoidable reasons. **Suitable documentation should be written statements from medical practitioners or officers of the court (or the equivalent) which indicate the medical or legal reasons for student absences.** A second criterion for restoration of credit must include demonstration that the student has made adequate efforts to meet the academic requirements of the course during his or her absences. A meeting will be held to listen to the appeal and a decision will be forthcoming as to whether the withdrawal decision will stand. If credit is not withdrawn, a contract will be drawn up between parents, student, and administration stating future attendance conditions.

All students age 16 and under are required to continue to attend class. Truancy papers will be served to extreme cases and court proceedings will follow according to Colorado State Law, Compulsory Attendance.

TARDIES: Any student who comes in after the 5-minute passing period will be considered tardy. All tardies are considered unexcused with the exception of a tardy resulting from a medical or legal appointment, or a school authorized pass. Students will be required to do a 30 min. detention after 3 unexcused tardies in a class and every tardy after that constitutes another 30 minute detention. Those detentions will be made up with the classroom teacher. ***TARDY DETENTIONS MUST BE MADE UP BEFORE STUDENTS CAN PARTICIPATE IN ANY ACTIVITIES.*** Credit will be withheld and a grade of "F" will be entered for students who do not show up for an assigned detention. *Unexcused tardies will result in a minimum passing grade for any make up work done for time missed.*

LATE TARDY: Students that come to class 10 or more minutes after the 1st bell, are considered a late tardy. Late tardies are counted as an absence. This absence is included in the total absences.