

## ATTENDANCE

There is a direct relationship between success and class attendance. Students having good attendance achieve better grades, are more responsible, and gain more from the school experience than those who have poor attendance. Penrose asks your assistance and cooperation in seeing that your child attends school regularly and on time. However, when your child is ill, we ask your cooperation in keeping your child at home. This is for your child's protection as well as for the other students at school.

Do not send your child to school if they have a temperature of 100 degrees or above or if they have vomited or had diarrhea within the last 24 hours.

We ask that you inform the school office when your child is absent. **Please call the office at 372-6777 by 8:30 a.m. if your child will not be attending school because of illness or any other reason.**

- It is school district policy to contact home whenever a student is absent and we have not been notified.
- If a student must leave school during school hours, he or she must check out through the office and check back in through the office when returning to school.
- Taking a child out of school prior to regularly scheduled dismissal time before weekends, holidays, and the closing of school is discouraged.
- We must keep a record of early dismissals, and treat them as we do a tardy

### Attendance Policy

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. 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 every child under their care and supervision receives adequate education and training, and 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.

#### **Excused absences:**

1. A student who is temporarily ill or injured
2. A student's whose absence is approved by the school administrator 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.
3. A student who is absent for an extended period due to physical, mental, or emotional disability.
4. As student who is attending any school-sponsored activity of an educational nature with advanced approval by administration.
5. A student who is suspended or expelled

\* Students arriving after 8:40 a.m. will accrue a 1/2 day absence

\* Students departing prior to 3:20 p.m. will accrue a 1/2 day absence

\*\*As applicable, the district or administration may require suitable proof regarding the above, including written statements from medical sources.

## **Unexcused Absences**

An unexcused absence is defined as an absence that is not covered by the excused absences above. Each unexcused absence shall be entered on the student's record.

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

\* 5 unexcused tardies will constitute an unexcused absence

## **Chronic Absenteeism:**

When a student has an excessive number of absences, these absences negatively impact the student's academic success. For this reason, a student who has **15 total absences in a school year**, whether the absences are excused or unexcused, may be identified as "chronically absent" by the principal or designee. If a student is identified as "chronically absent", the principal or designee shall develop a plan to improve the student's attendance.

The principal is not required to identify a child as "chronically absent" prior to declaring a student as "habitually truant".

## **Habitually Truant:**

A "habitual truant" shall be defined as a student who has missed four total days of **4** unexcused absences in any one month (30 day time period) or **10** total days during any school year.

**If a child were to reach 30 absences in a school year (which is 20% of the year) retention will be strongly considered by administration.**

Student attendance is a direct responsibility of the parent/guardian and the student, as outlined in the Compulsory Attendance Act 22-33-104(5) (a) C.R.S.