

# 2016-2017 Updated Attendance Procedure FAQs

## **What should I do if my child is going to be absent?**

The parent or guardian must notify the school by written message prior for a pre-excused absence or upon the student's return to school.

## **What if my high school student needs to leave for an appointment?**

The parent or guardian must send a note with the student, indicating the time for the student's release. The student should then sign out of the building in the office log. When a student returns to school, he/she must report back to the office for an admit slip to class. Students in grades k-8 are not allowed to leave campus without a parent or guardian.

## **What is the maximum absence policy?**

Students may not exceed 9 excused or unexcused absences within a semester.

## **How many absences may my student accumulate before losing course credit?**

When a student accumulates 10 or more absences, both excused and unexcused, they will lose credit for the course.

## **What are the different types of absences?**

Excused, unexcused, and school excused.

## **Do school excused absences count towards the maximum 9 absence policy?**

No.

## **What is considered an excused absence?**

- Illness – undocumented
- Illness in student's family
- Professional appointments that cannot be scheduled outside of the school day
- College/Postsecondary visits
- Military physicals/testing if enlisting.
- Car trouble
- Family matters necessitating absence from school with advance notice
- Absences out of the student's control
- Family vacations

## **What is considered an unexcused absence?**

- Running late (10 minutes or more late to class equals an unexcused absence)
- Missing ride/bus
- Truancy/skipping school
- Oversleeping/sleeping in
- Senior skip day
- Unverified absences by parent/guardian
- Other illegitimate excuses

## **What is considered a school excused absence?**

School sponsored curriculum or extra-curricular activities (Extracurricular Activities = Any interscholastic athletic or school sanctioned event or other activities as approved by administration)

- Authorized appointments with school personnel
- Death in student's immediate family or of a close relative or friend
- Illness – original documentation required by medical personnel
- Illness in student's immediate family – original documentation required from medical personnel
- Legal/court appearances – original documentation required from court system
- Religious holidays
- Physical emergency conditions such as fire, flood, or storm

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## **What happens if my child exceeds the maximum absence policy?**

Students *will receive a "Loss of Credit" (LC) due to absences* for the class if they remain in the class the remainder of the semester, follow behavior expectations, and meet all course requirements by the end of the semester. A "Loss of Credit" does not affect a student's GPA.

OR

Students *will receive an "Fail" (F)* if they are removed from the class for being disruptive or not following expectations, or if they do not meet the course requirements. A "Fail" does affect a student's GPA.

## **Can my student drop the course to avoid exceeding the maximum attendance policy?**

No.

## **Does the school sanction "skip days?"**

No. The school will not accept parental excuses to participate in "skip days." Students involved in a "skip day" will be considered unexcused absent.

## **Is there an appeal process for the "Loss of Credit" policy?**

Yes. Students and parent(s)/guardian(s) may appeal the loss of credit when the maximum absence policy is reached if special or unusual circumstances have led to the absences.

## **How will I know if my child is accumulating too many absences?**

Parents and guardians are encouraged to create an account on Parents Online to view student attendance and grades.

However, if a student is absent from class:

- 3 times (excluding school excused absences) during a semester, a written notice from the Principal will notify the parent/guardian.
- 5 times (excluding school excused absences) during a semester, a written notice from the Principal will notify the parent/guardian and a teacher intervention will also take place with the student.
- 7 or more times (excluding school excused absences) during a semester, a written notice from the Principal will inform the student and parent(s)/guardian(s) of the potential loss of credit according to the maximum absence rule.

## **Will my child be allowed to earn credit for missed work if they are truant?**

No graded credit will be granted for work missed when an absence is unauthorized, although teachers may still require making up missed work as a requirement of the course.

## **What steps will the school take if my child is truant?**

Colorado Statute (CS22-33-107) states that a student who is absent from school without lawful excuse for 10 partial or full cumulative school days within a school year (nonconsecutive) is considered to be truant. It may be necessary for school authorities to file truancy with the San Miguel County Attorney's Office in these cases.

## **What constitutes a tardy?**

Tardy to class is defined as not being in the scheduled classroom at the bell. An unexcused tardy is considered late to class up to 10 minutes after which it becomes an unexcused absence.

## **Will the school take into account inclement weather when a student is tardy?**

Yes.

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## **What are the consequences for multiple tardies in middle and high school?**

- 2<sup>nd</sup> Tardy/ semester /class: warning
- 3<sup>rd</sup> Tardy/ semester /class: 1 lunch detention
- 4<sup>th</sup> and subsequent tardies/ semester /class may result in additional lunch detentions, ISS (in school suspension), OSS (out of school suspension) or off-campus privilege suspension

## **What happens if my middle or high school student skips lunch detention?**

Lunch detentions not served in the allotted time will result in after school detention for 60 minutes

## **If I know my student is going to be absent, what should I do?**

Prearranged absences still count toward the maximum 9 day attendance policy. However, prearranged absences should be communicated to the teacher for college visits, family trips, court appearances, and other absences for which the student has prior knowledge.

## **If my child is absent for an extended period due to an illness, how will the school handle grades?**

Students who are absent for an extended period of time due to an illness and are able to make-up the work may receive an Incomplete (I) for the term. All work must be made-up within two (2) weeks after the end of the quarter. Teachers must change the Incomplete to a grade within one (1) week of receipt of the make-up work.

## **Are field trips mandatory?**

Field trips are considered an extension of the classroom. In the event of a field trip, students must get prior approval from the teacher who is sponsoring the field trip to be absent and alternative work will be assigned.

## **How does attendance affect eligibility for extracurricular participation?**

To be eligible for participation in any extracurricular activity offered by the school, the student must be in school from 7:45 a.m. – 3:15 p.m. that day. The student must be in school for the entire day on scheduled half-days.

## **How many days does my child have to make up school work for excused absences?**

If a student is excused absent one day only, make-up work, including tests, will be due the following day. For example, a student is in attendance on Monday and absent on Tuesday. When the student returns on Wednesday, he/she is responsible for all work assigned on Monday. Any work assigned on Tuesday would be due on Thursday.

Students absent more than one day will receive an equal number of days to make up the work. It is the student's responsibility to contact the teacher and request the make-up work. If a student does not make up the work within the allotted time, he/she will receive no credit for the assignment or test. This policy applies in all cases unless in certain circumstances, in the professional judgment of the teacher, the deadline may be extended.

## **Will my child be given an extension on extended projects if they are absent on the due date?**

In the case of extended projects, if a student is absent on the day of a project that has been in place for more than 5 (five) school days the project is due upon the student's return to school and no extension will be given.