

Student Absences and Excuses

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 absence.

According to state law, it is the obligation of every parent/guardian to ensure that every child under their care and supervision receives adequate education and training and, if of compulsory attendance age, attends school.

Each year the Board establishes the school attendance period by adopting a school calendar. Secondary students are required to have actual teacher-pupil instruction and contact time of 1,056 hours for secondary students and 968 hours for elementary students during each school year.

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, which is why the Charter 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 on a prearranged basis. The school must be notified and the absence must be approved a week in advance for prearranged absences, of the dates the child will be absent.
2. A student who is absent for an extended period due to physical, mental, or emotional disability.
3. A student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration.
4. A student who is out for a family emergency, car trouble, transportation issues, weather conditions, medical appointments, and prearranged absences.

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

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 or in writing by the charter school of the unexcused absence.

In accordance with law, the charter school may impose academic penalties which relate directly to classes missed while unexcused. The administration shall develop regulations to implement appropriate penalties. Students and parents/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 during any calendar year or school year.

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 program, such student is not considered a dropout and shall not be reported.

Make-up work

Make-up work shall be provided for any class in which a student has an excused absence unless otherwise determined by the building administrator. It is the responsibility of the student to pick up any make-up assignments permitted on the day returning to class. There shall be 1 day allowed for make-up work for each day of absence. Make-up work shall be allowed following an unexcused absence with the goal of providing the student an opportunity to keep up with the class and an incentive to attend school. However, this work may receive only partial credit, which is the consequence for an unexcused absence.

Tardiness

Tardiness is defined as the appearance of a student with or without proper excuse after the scheduled time that a class begins. Tardiness has a detrimental effect upon the rights of the non-tardy student to uninterrupted learning. Parents/guardians shall be notified when tardiness becomes excessive.

In an unavoidable situation, a student detained by another teacher or administrator shall not be considered tardy provided that the teacher or administrator gives the student a pass to enter his next class. Teachers shall honor passes presented in accordance with this policy.

The provisions of this policy shall be applicable to all students in the charter school, including those above and below the age for compulsory attendance as required by law.

Excessive excused or unexcused absences will be reviewed by the administrator on a case by case basis, with a penalty up to and including retention.

LEGAL REFS.: C.R.S. 22-2-114.1 (3)(a) (definition of “dropout” student)
C.R.S. 22-32-109 (1)(n) (length of school year, instruction, & contact time)
C.R.S. 22-32-109.1 (2)(a) (conduct and discipline code)
C.R.S. 22-33-101 *et seq.* (School Attendance Law of 1963)

CROSS REFS.: IC/ICA, School Year/School Calendar
JEA, Compulsory Attendance Ages
JHB, Truancy
JK, Student Discipline
JKD/JKE, Suspension/Expulsion of Students
JLIB, Student Dismissal Precautions

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Lake George Charter School

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