

The Vanguard School

POLICY: Vanguard JH – Student Absences and Excuses

POLICY ADOPTED: 10-16-24

All Vanguard students are expected to attend school daily. One criterion of a student's success in school is regular and punctual attendance. Frequent absences may undermine the sequential and incremental nature of The Vanguard School curriculum and 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. Students who have good attendance generally achieve higher grades, enjoy school more, and are better prepared for future educational pursuits after leaving school.

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.

Make-up Work

Make-up work may be obtained for any class in which a student has an absence **unless the absence is due to the student's expulsion from school.** It is the student/guardian's responsibility to arrange all make-up assignments with teacher(s). Teachers will have a system in place to facilitate that process. Students who have missed school will have two school days for each day of absence to complete and turn in make-up work and receive full credit.

Make-up work shall be allowed and is encouraged with the goal of providing the student an opportunity to keep up with the class and an incentive to attend school. **Students who are suspended are allowed to receive up to 80% earned credit for assignments and 100% earned credit for major tests, quizzes, and long-term projects. Make-up work will not be provided during a student's expulsion.**

Absences

A student who is absent ten percent or more of the days enrolled during the school year is chronically absent. All absences are included – unexcused, excused, tardies, and suspensions. If a student is identified as chronically absent, the principal or designee may develop an attendance plan for the parent/guardian to improve and support the student's absences and require compliance.

In accordance with law, school administrators may impose appropriate penalties (i.e., zero credit for missed work, detention, suspension, etc.) that relate directly to classes missed while unexcused. Student grades may negatively reflect the effect of zeros averaged in with other grades because of unexcused absences.

Excused Absences

To minimize the effects of absenteeism, parents/guardians should limit appointments and other non-school-related activities to outside school hours. When appointments must be made during school hours, or whenever a student must be absent from school for any portion of the school day, it will be the responsibility of the parent/guardian to notify the school office.

The following shall be considered excused absences:

1. A student who is temporarily ill or injured
2. A student who is absent for an extended period due to physical, mental, or emotional concerns
3. A student who has been removed from school for disciplinary action
4. A student who has received prior permission for their absence from the school principal or his/her designee.

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 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 due to one of the reasons listed as an excused absence. Each unexcused absence shall be documented in the student's attendance record. The parents/guardians of the student receiving an unexcused absence shall be notified by the school.

Declaration of Habitually Truant

According to Colorado state law, any student who has four (4) unexcused absences in a month and/or ten (10) unexcused absences in a year will be declared "habitually truant." Absences due to suspension or expulsion shall not be counted in the total of unexcused absences for purposes of defining a student as *habitually truant*.

When a student is so declared, the school will require a meeting between the student's parent/guardian and the principal or designee to remediate the truant behavior. Students and parents/guardians who violate this policy can be subject to disciplinary action at the school and through the judicial process.

LEGAL REFS: C.R.S. 22-14-101 et seq.
C.R.S. 22-32-109 (1)(n)
C.R.S. 22-32-109.1 (2)(a)
C.R.S. 22-32-138 (6)
C.R.S. 22-33-101 et seq.
C.R.S. 22-33-105 (3)(d)(III)
C.R.S. 22-33-203
1 CCR 301-67, Rule 2.01 (7)
1 CCR 301-78 Rules 1.00 et seq.

Revised: June 2009
Oct 2017 / Policies JH + JHB - Truancy
were combined
Revised: January 15, 2018
Revised: June 15, 2022