

Attendance Procedures

Once a student is identified as having truancy issues he/she begins an attendance track. An attendance track is a path where each time the consequence becomes greater with each truancy incident. There are 2 pathways on this attendance track, the *Academic Attendance Pathway* and *Discipline Attendance Pathway*. Continued truancy issues while on these pathways will ultimately lead to an Attendance Contract between the student, the student's guardians, and the Mancos RE6 School District. Ultimately, if the Attendance Contract were to be broken, drastic measures such as, but not limited to, reports of *Educational Neglect* to Social Services or student expulsion may take place. Please keep in mind, it is the student guardian's legal responsibility to ensure that his/her child attends school and is provided with an education.

Why does the school district have attendance procedures?

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 chronic tardiness or absences.

Students who have good attendance generally achieve higher grades, enjoy school more, and are more employable after leaving school. For these reasons, the Board believes that a student must exhibit good attendance habits.

When is a student identified as having truancy issues?

Unexcused, Verified, and Excused Absences will be kept track of through a point system. A student is identified as having truancy issues when he/she has accrued 9 points in one semester. At the beginning of each semester, all points are erased and the student starts with a clean slate unless they have entered into an attendance contract. Once a student enters an attendance contract, there will be an individualized plan developed between administrative staff and guardians.

Definitions: Excused, Verified, and Unexcused Absences.

Excused Absence: These are absences or missed classes that are pre-arranged and/or approved by the Mancos Secondary Principal, and/or Mancos Secondary Dean of Students. Examples of pre-arranged absences could be a student who is temporarily ill or injured, following district concussion protocols, family vacations, family religious or holiday events, funerals, etc. Also included as Excused Absences, are absences due to court appearances and court-mandated activities, suspensions, and expulsions, absences related to school-supervised work-study programs, extended absences due to mental illness, absences where parents have submitted documentation of doctor's visits, dental visits, and other scheduled appointments. All absences related to attendance of school and school athletic functions fall into this category as well. It is advisable for guardians to seek input from the secondary principal or dean of students when concerned or having questions with regard to Excused Absences.

Important Note: The term *pre-arranged* is defined as - 1 day's notice in advance for a 1-day absence. 2 Days' notice for a 2-day absence, and so on. For example, if a student will leave school for a funeral at 1:00 PM on Wednesday, the school attendance secretary must have been notified by 1:00 PM on the preceding Tuesday. Another example is if you are planning a family vacation where the student will miss 5 school days, the school attendance secretary must be notified no later than 5 school days previous to the family vacation taking place.

Verified Absence: An absence where the student's guardian HAS CALLED the school attendance secretary. So the absence was not pre-arranged, not approved by the administration, not accompanied by a doctor's note, or not any of the exceptions stated under an Excused Absence. For example, a guardian who calls the school, the morning of, to report their child is staying home sick but does not have evidence from the doctor is considered a Verified Absence.

Unexcused Absence: An unexcused absence is defined as an absence that is not covered by one of the exceptions stated under Excused Absence or Verified Absence. For example, an absence where there has been NO COMMUNICATION by the student's guardian to the school attendance secretary.

How does the attendance point system work?

The following types of absences are worth the corresponding points.

Unexcused Absence (one day) = 1 point

½ Day of unexcused missed classes = 1 point

Unexcused missed classes (less than ½ day) = .5 points

Verified Absence (one day) = .5 points

Verified missed class (one or more classes) = .5 points

Excused Absence (one day) = 0 points

Let's Review: The most possible points that a student can accrue in one single day is 1 point. The most possible points any Verified Absence can accrue in a single day is .5 points.

What about tardies? Do tardies accrue points?

If a student is more than 15 minutes late to class, whether it be unexcused or verified it is considered a missed class. In this situation, the tardy would accrue points. It is the classroom teacher's responsibility to deal with tardiness that are 15 minutes late or less, in a way that they see fit. In this situation, the tardy would not accrue points.

Let's review: if you would NOT like your child to accrue points for valid excused absences, family vacations, or special family days, make sure the absence is an Excused Absence. You can do this by planning in ADVANCE and calling the school secretary responsible for recording attendance, submitting documentation of scheduled appointments, or communicating in advance with the administration when clarity is needed. All absences and classes missed while attending school sports and academic functions will automatically be recorded by the secretary as Excused Absences, the parent has no responsibility to call in or pre-arrange these school-related functions.

What are the two attendance pathways? When the administration has identified a student as having truancy issues (accrued 9 points in one semester), the student will be placed on one of two pathways.

(Each “step” signifies one single attendance infraction, whether it be an unexcused or verified, missed class, classes, or day.)

Academic Attendance Pathway: This pathway is for students who are presently failing one or more classes

- Step 1: Enter this pathway at 9 points and receive a warning.
- Step 2: Two After-school Homework Helps are assigned to the student.
- Step 3: Three additional after-school Homework Helps are assigned.
- Step 4: One Friday School is assigned. This does not take away the accrued Homework Helps. (Possible loss of off-campus lunch privileges.)
- Step 5:** Attendance Contract with the student, guardians, and school.
- Step 6: Two After-school Homework Helps are assigned to the student.
- Step 7: Three Additional after-school Homework Helps are assigned.
- Step 8: One Friday School assigned. This doesn't take away the Homework Helps.
- Step 9: The school has exhausted its resources. We will look for outside agency help or exhibit extreme measures. This may include but is not limited to; reporting Educational Neglect to Social Services, expulsion, and/or providing non-traditional education such as online school.

Discipline Attendance Pathway: This pathway is for students who are NOT presently failing any classes.

- Step 1: Enter this pathway at 9 points and receive a warning.
- Step 2: 1 After-school Detention is assigned to the student.
- Step 3: 1 Additional after-school detention is assigned.
- Step 4: 1 Friday School is assigned. (Possible loss of off-campus lunch privileges.)
- Step 5:** Attendance Contract with the student, guardians, and school.
- Step 6: 1 Additional after-school detention is assigned.
- Step 7: 1 Additional after-school detention is assigned.
- Step 8: 1 Friday School is assigned.
- Step 9: The school has exhausted its resources. We will look for outside agency help or exhibit extreme measures. This may include but is not limited to; reporting Educational Neglect to Social Services, expulsion, and/or providing non-traditional education such as online school.

Important Note: Whether the majority of the points accrued from a student are unexcused or verified, it takes an extreme amount of these absences in a semester before entering an attendance track. It is important to remember, once a student enters an attendance track there is an increased consequence for every attendance infraction from then on.

What about make-up work? Can my child make up for his/her missed work?

Make-up work shall be provided for any class in which a student has an excused and/or verified 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 of returning to class. There shall be one 1 day allowed for make-up work for each day of excused/ verified absence. For consecutive absences over 5 days, students will have a limit of 10 days to submit make-up work. End-of-course exams or projects must be completed prior to the end of the semester.

Make-up work shall be allowed following an unexcused absence from school 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. Students under suspension will receive full credit for work turned in following suspension.