

Bill Roberts Attendance Policy

Everyday Counts!

Bill Roberts prides itself on the quality experiences and instruction students receive not only in the core classes but in their specials as well. Since we expect quality instruction and best practices to happen in every class every day and hold students to high expectations, any absence can potentially have a negative impact on student learning and progress. Our goal is to have a record of every student absence and to support students with strong attendance.

Excusing an Absence

Parents and guardians must call the Attendance Office 720-424-2649 to excuse an absence. Communication with the classroom teacher is not enough to excuse an absence. Ideally, we would like a call on the day of the absence. If it is not possible to call on the day of the absence, a call must be made within two days (48 hours) after the absence, or it will remain unexcused.

Excused absences include:

- Temporary illness or injury
- Extended absences due to physical, mental, or emotional disabilities
- Medical or dental appointments that cannot be scheduled outside of the regular school day (documentation from care provider may be required)
- Absences directly related to the primary handicapping condition of an identified handicapped student
- Emergency, serious illness, or death in the family
- An absence that occurs when the student is in the custody of court of law enforcement authorities
- Absences due to suspension (in accordance with state law)
- An absence resulting from participation in a field trip, or athletic competition under the supervision of school
- Participation in religious observances
- An absence that is approved by an administrator of the school

Note: **All other absences are considered unexcused.**

This attendance policy for Bill Roberts is in accordance with the Colorado School Attendance Law and Denver Public Schools. These guidelines allow for roughly 10 absences during the course of a school year. Each month the school reviews student attendance and contacts parent/guardians where attendance is a concern. The following chart explains the actions the school may take regarding excessive absences.

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Attendance Trigger	Potential Action Step
Any unverified absence	Autodialer notification sent
4-10 unexcused absences in a 30 day period	Phone call from Admin and/or family meeting
11-20 unexcused absences in school year	Letter of Concern and/or family meeting
21-30 unexcused absences in a school year	Attendance filing (Truancy Court)

Teachers are responsible to take accurate daily attendance and to communicate with the front office around absences they know about but it is still the families responsibility to call the attendance line. Teachers will also work with families about any missed work.

Family Business Absences: We understand that there are times when an absence may be necessary due to a trip or a planned family event. Although technically, these are not excused absences, we as a school community want to know why our students out of school and to support the student when they return. We will mark four of these types of absences "family business" excused if we know ahead of time. For students gone more than 4 days, we would like to set up a conference to ensure that the student does not fall behind. Any family business absence after the initial four will be marked unexcused.

Absences for ECE: While students in ECE are not held to the same law as k-5 students, we would appreciate it if families follow the same procedures.