



Attendance Matters!

Rationale and Request	<p>Attendance is one of the biggest predictors of how a student performs in school. Research shows that Middle School students who miss 2 or more days of school per month may have lower grades and be lacking the skills necessary to start high school on a positive note. Please help us prioritize student attendance and make every attempt to schedule appointments outside of the school day when possible.</p>
Attendance Concerns Process	<p>When students begin missing school, Drake will intervene and attempt to provide support. At up to 10 days absent (excused OR unexcused), families can expect a phone call from a counselor, the Dean or an Assistant Principal to provide that support..</p> <p>At 10% instructional days absent, a student is considered chronically absent. The family can expect a Compulsory Attendance Letter, which requests a family meeting for development of an Attendance Success Plan.</p> <p>If absences continue, the established Attendance Success Plan will continue to guide action planning and problem solving conversations to support the student and family with the required and important compulsory attendance actions. Failure to comply with the Attendance Success Plan can result in a referral to district student support services for further intervention and/or truancy court.</p> <p><i>For ongoing medical needs - the student is placed on a Medical Letter (any further absences will require a doctor's note) and our district Nurse will be notified to assist with support.</i></p>

<p>Excused vs. Unexcused</p>	<p>Jeffco's school board policy states the following shall be considered excused absences:</p> <ol style="list-style-type: none"> 1. A student who is temporarily ill or injured or whose absence is excused by the school administration on a prearranged basis. Prearranged absences shall be approved for appointments or circumstances of a serious nature only, which cannot be taken care of outside of school hours. 2. A student who is absent for an extended period due to physical, mental or emotional disability. 3. A student attending a funeral, legal obligations, medical procedures or extenuating circumstances determined by the Principal. 4. A student attending a school sponsored activity or or receiving Jeffco educational services. 5. A student who is suspended or expelled. 6. A student in out of home placement, absent due to court appearances and and participation in court ordered activities so long as the student's social worker verifies. <p>Please call our attendance line (303-982-1517) OR complete the absence request on your own in the Infinite Campus Parent Portal when you know your student will be out. Here is more information about the Campus Parent Absence Request, and here are the directions for use (video/ list)</p> <p>Any absences that do not meet the expectation for excusal will be considered unexcused.</p> <p>Excused and unexcused absences will count towards chronically absent.</p>
<p>Pre-arranged Excused Absences</p>	<p>If your student will be out for less than 3 days, please be sure to call the attendance line at 303-982-1517.</p> <p>In the event that you know your student will be out for 3 or more days, the student should complete this pre-arranged absence form and hand it in to the office PRIOR to the absence.</p>
<p>Early Release</p>	<p>Early excusals from school impact Drake's safety and security, overall classroom instruction AND individual student instruction.</p> <p>We ask that when it is necessary to excuse your student from school before the end of the school day, please call the attendance line at least 2 hours in advance to notify of</p>

	<p>the need to send a pass to your student. It could take up to 20 minutes for the student to be called out of class with no notice.</p> <p>Except in the case of an emergency, we will not be able to accommodate early releases after 3:30 pm.</p>
Lunch Time Release	<p>It is extremely important that we get adequate notice for lunch dismissals. With an entire grade level of students inside and outside during the lunch period, it is extremely difficult to find individual students (it is also helpful if you know what they are wearing). Avoid lunch hour dismissals when possible.</p>
Resources	<p><u>Jefferson County Public Schools Board Policy JI - Student Rights and Responsibilities</u></p> <p><u>Jefferson County Public Schools Board Policy JH - Student Absences and Excuses</u></p> <p><u>Jefferson County Public Schools Board Policy JHB - Truancy</u></p>