

## Attendance Policy Edison Elementary School

The Colorado School Attendance Law of 1963 (revised 1986) states that every child who has attained the age of seven years and is under the age of seventeen shall attend public schools for at least one thousand fifty six hours if a secondary school pupil or nine hundred sixty eight hours if an elementary school pupil during the year. The habit of regular attendance and punctuality is important for successful school achievement. Students at Edison Elementary School are expected to be at school from 8:40am until 3:30pm on school days. Students who are not at their desks by the start of school or who leave school before the end of the school day are considered tardy.

The Edison Elementary School Attendance Committee monitors and supports student attendance. Consistent attendance is key to students' learning, and families are expected to ensure their children are in school every day. We take all absences, tardies, and early pick-ups very seriously, as they can interfere significantly with student learning. With the exception of illness and extreme extenuating circumstances, please do not allow your student to miss school.

<b>General Absences</b>	All absences are treated as missed learning time. When an absence is unavoidable, please call the school by 9am. With advance notice, teachers can give students appropriate materials and homework. Documentation from a physician is required if students are absent more than 2 days in a row due to a medical reason. Absences due to family travel will only be marked excused for the first 2 days once a year.
<b>Medical Appointments</b>	Please make every attempt to schedule appointments outside of normal school hours. Students will not be excused for medical appointments of other family members.
<b>Tardies</b>	It is very important that students are at school on time, as chronic tardies can hinder learning. When your student is tardy, you must walk your student into the school and sign them in. Every 3 tardies equals 1 unexcused absence.
<b>Early Pick-Ups</b>	Students are expected to be at school until the end of the school day, every day. Early pick-ups are treated the same way as tardies and will count as missed time from school.
<b>Suspensions</b>	Suspensions are unexcused absences.

### Attendance Process

<b>5 Unexcused Absences in 1 Trimester</b>	<b>10 Unexcused Absences in 1 School Year</b>	<b>15-30+ Unexcused Absences in 1 School Year</b>
The Attendance Committee reviews and analyzes attendance data, mails an Edison attendance letter home, and documents action in Infinite Campus.	The Attendance Committee reviews and analyzes attendance data, mails the DPS attendance letter home, and documents action in Infinite Campus. The classroom teacher, parent, student(s), school psychologist, school nurse (if applicable), and assistant principal meet to develop a plan/contract to improve attendance at school and monitor progress.	The Attendance Committee reviews and analyzes attendance data, mails the DPS attendance letter home, requests a court date, and documents action in Infinite Campus. The classroom teacher, parent, student(s), school psychologist, school nurse (if applicable), and assistant principal meet to review the plan/contract to improve attendance at school.