



John F Kennedy High School Attendance Policies: 2019-2020

At Kennedy, we believe that every minute of instruction matters; therefore, we have created the Attendance protocol to encourage all Commanders be in ***all class periods, every day*** unless excused through school-related activities or for medical reasons.

At Denver Public Schools it is essential for students to attend school daily in order to acquire the knowledge, skills, and confidence needed to be college- and career- ready.

Attendance Expectations:

At John F Kennedy High School and in Denver Public Schools, students are expected to maintain:

- Higher than 93% attendance
- Less than 3% tardies

Over the course of the school year this equates to a student attending 162.5/174.5 school days (or missing fewer than 100 class periods). If a student is absent from school, whether *excused or unexcused*, more than 15 days total in a school year, that student will not be meeting John F Kennedy High School attendance expectations. Please note that school activities do not count in this number as students are considered present for school activities.

Please excuse your student by calling the attendance line within **24 hours** of the absence.

If a student is late to or absent from three or more classes per week (during a typical five-day week), they will have more than the 3% threshold for absences/tardies and will not be meeting John F Kennedy High School expectations and will be required to attend working lunch. If the student does not attend working lunch, they will be required to attend after school detention. If the student does not attend after school detention, they will be required to attend Saturday school.

Families and students have consistent access to see attendance and tardy percentages using parent and student portal. Please check the attendance of your student at least once a week, if not every day.

Compulsory* School Attendance & Truancy:

According to Colorado State Law (Colorado Revised Statutes Sections 22-33-104 to 22-33-?: School Attendance Act of 1963):

Children between the ages of 6 (on August 1 of each year) and 16 must attend school. Each school district will have at least one attendance officer designated to enforce compulsory education law. The school board for each district will adopt and implement policies and procedures for addressing habitually truant students and their guardians. The goal is to help children stay in school.

Penalties for student truancy can include, but are not limited to, guardians being summoned to appear in court and face penalties as decided by an assigned judge, students being mandated to wear an ankle monitor, placement in juvenile detention, intervention of a Department of Child Services case worker.

http://www.cde.state.co.us/choice/homeschool_attendancelaw

**Compulsory -- Required by law*

According to the Denver Public School Board, (Policy JHB, linked below):

If a student is absent without an excuse signed by the parent/guardian or if the student leaves school or a class without permission of the teacher or administrator in charge, the student shall be considered truant. "Habitually

Truant" shall be defined as a student of compulsory attendance age who has four total days of unexcused absences from school in any one month or 10 total days of unexcused absences during any school year.

- Habitually Truant - 4 Unexcused-Absent Days in a Month (28 Class Periods in a Mo.)
- Habitually Truant- 10 Unexcused-Absent Days in a School-Year (70 Class Periods / Yr.)

<http://www.boarddocs.com/co/dpsk12/Board.nsf/goto?open&id=A6JQSL6A56C9>

Family and School Communication:

Families are expected to communicate with the school's main office/attendance secretary (contact numbers listed below) any time a student is not present at school for any period of time during the school day. All unexcused and unverified absences will be changed to "truant" in Kennedy's Infinite Campus school attendance system if guardians do not communicate with the school. Please excuse your student by calling the attendance line within **24 hours** of the absence.

Family members not documented within a student's Infinite Campus student profile may not excuse, dismiss, request, or receive any information pertaining to that student. Please update contact information and add anyone who may excuse a student's absence with your permission.

Communication from the school to families will occur daily at 3pm with an automated message. This message will inform guardians if a student has been marked absent from one or more of their morning classes, or one or more of their afternoon classes. Families are encouraged to use Parent Portal to stay informed on a daily basis about their student's attendance. If a student is expressing that their attendance record is inaccurate- for example, they say they were late to a class as opposed to absent- please contact the main office.

Absence Thresholds and Attendance Coding:

Absence Reason	IC Code	Policy & Thresholds	Additional Info
Illness or Injury	ILL FLU	<p>10 Unverified ill/injury days per school year. (doctor's note required)</p> <p>>10 Ill/Injury days require a doctor's note- without verification, absences will be coded "unexcused"</p> <p>3 or more consecutive days absent due to illness require a doctor's note to return to school</p> <p>School Nurse will be notified at 3 days consecutive absences due to illness</p> <p>School Nurse will be notified at 10 days of Illness</p>	<p>10 days absent due to unverified illness equals 70 class period absences, or legal limit for truancy</p> <p>A doctor's note is required to return in order to ensure the student is not contagious</p> <p>Nurse will be notified so they may follow up with the family regarding school-based support</p>
Medical	MED	<p>Medical coding means there has been verification of illness, injury, hospitalization, or appointment, and written documentation has been provided</p> <p>At 15 days Medical, or 10 days Illness + 5 Days Medical, school nurse will be notified</p> <p>A re-entry meeting with the appropriate staff member is required following any hospitalization of a student</p>	<p>When possible, attempts should be made to schedule appointments in the morning or afternoon and the student should attend school outside of the appointment</p> <p>Families should contact their students' grade level counselor to schedule the re-entry meeting</p>
Family Business	FAM	<p>Guardians may excuse their student for a total of 3 school days per year for family business</p> <p>Reasons include:</p> <ul style="list-style-type: none"> - Death of family member - Housing emergency / moving - Other as determined eligible by staff 	<p>Beyond three days, absences will be coded as unexcused unless discussed with and approved by an administrator- see "extended absence" below in OTX section.</p> <p>Administrators will also</p>

		Beyond 3 days, absence needs to be discussed and approved by an administrator in order to be excused	support with connections to additional resources at school for students and families
Transportation	TRN	Families are permitted to excuse a student from school 3 times per school year for transportation issues Whether the student misses the full day or just first period, this will count as 1 time Examples of transportation issues: <ul style="list-style-type: none"> • Car won't start • Bus did not show • Missed Bus • Car in shop • Lost keys • Stolen Bike • Weather 	If students need temporary or long-term support with transportation to or from school, families and students should take proactive action and communicate with the grade-level admin or counselor
Legal	LGL	Reasons for LGL coding: <ul style="list-style-type: none"> • Court appointments • Immigration • Probation Appts Must be verified with proper documentation	Coding will remain unexcused until absence is verified with proper documentation
Other- Excused	OTX	Extended Absences- must be approved by school administration Religious Observances- absences must be called in by a guardian day of or prior, and will not be post-coded	Students and guardians must speak with a school administrator no less than 3 weeks prior to an extended absence, with the exception of extenuating circumstances, in order to verify absence and receive approval.
Early-Release Excused	ERX	Guardians may early-release students up to 3 times per school year, no earlier than 12:00pm. Reasons for Early-Release may include: <ul style="list-style-type: none"> • Inclement weather • Sibling pick-up • Unanticipated schedule conflict 	This must be communicated before a student leaves the building. Absences will not be post-excused.
Other Unexcused	OTU	If we have verified that a student's guardian is aware their student is not in school, but the students' absence is not approved per JFK or DPS policy	OTU is the equivalent of truant- the difference is that the guardian is aware of the student's absence
Truant	TRU	If a student is not in their scheduled class, and the school has not received notification of the student's absence from a guardian.	Any absence that has not been excused or otherwise coded by 3pm each school day will be changed to Truant.
School Business / School Activity	SCH ACT	Student attendance will be coded by school staff when students is: <ul style="list-style-type: none"> • On a fieldtrip (ACT) • Released for athletics (ACT) • At school-based appointment (SCH) • Meeting with a staff member (SCH) • Participating in non-disciplinary reflection or restoration (SCH) 	JFK staff members accept responsibility for properly coding and communicating about student appointments and activities, when not in their scheduled class Appointments and activities must always be verified with the appropriate staff member when coding a past absence
Suspension	INSS SUS	In-school suspension (INSS) and out-of-school suspension (SUS) will be coded by a member of our discipline office when assigned for discipline situations. A reinstatement meeting is required following all out-of-school suspensions.	Families should always be notified of suspensions- questions or concerns should be communicated with Deans.

		Depending on circumstances, a family meeting may also be required for in-school suspensions.	
--	--	--	--

DPS Board Policy JHB-R: Regulation for Student Attendance

<http://www.boarddocs.com/co/dpsk12/Board.nsf/goto?open&id=AB4TDV76A714>

Academic Impact:

Upon return from an absence, as outlined above, a student will have opportunities to make up missing work during teacher office hours, working lunch, City Year after school tutoring (with a signed parent permission form), or Saturday school.

The responsibility to reteach lessons and catch students up should not fall onto our teachers if students have been ditching classes.

Attendance Credit Recovery:

Students can earn attendance points by doing either of the following:

1 attendance point can be redeemed per one office hour or one hour with City Year Tutoring. Students are responsible for coordinating office hours with teachers. City Year offers tutoring Monday-Thursday from 3:00-4:00. A parent permission form must be signed for at student to attend after-school tutoring.

2 attendance points can be redeemed at Saturday School. Students must sign up for Saturday School with Gunnar Fulcomer in room 309A prior to attending.

School Systems: Accountability & Discipline:

Threshold	Intervention / Action	Intervention / Action	Intervention / Action
Cumulative Attendance >93% 0-34 Unexcused/ Truant Class Period Absences (per semester) <5 Unexcused/Truant Missed School Days (per semester)	Students are eligible for PBIS (Positive Behavior Intervention Systems) Incentives: Examples Include: Monthly Celebrations, Gift Certificates, etc.	Parents are Informed of Student Absences via Daily Auto-dialer All Steps Will be Documented in Infinite Campus	Students Track Their Weekly Attendance Percentage and Monthly Cumulative Attendance Percentage Every Monday during Advisory class
3 Unexcused Tardies or 3 Unexcused Absences (Tardies and Absences Reset Every 6 Weeks)	Student will Attend Working Lunch	If Student Does Not Attend Working Lunch They Will be Assigned After School Detention	If Student Does Not Attend After School Detention They Will be Assigned Saturday School
Cumulative Attendance <93% (13 Total Missed Days)	Parents are Informed of Students Absences via Daily Auto-dialer	Advisory Teachers Communicate with Families and Other School-based Supports as Necessary	All Steps Will Be Documented in Infinite Campus
Cumulative Attendance <85% (27 Total Missed Days)	Student is Flagged for Attendance Leadership Team Review and Assigned an Attendance Mentor	Attendance Mentor Meets Weekly with Student to Complete Attendance Success Plan, Track Attendance, Set Goals, and Identify Strategies	Attendance Mentor will contact Parent/Guardian (Could Include a Home Visit)
Cumulative Attendance < 80% (36 Total Missed Days)	Letter from Principal is Sent Home	Attendance Contract Meeting with Parent, Student, Administration, and Attendance Mentor	Attendance Success Plan is Updated and Attendance Contract is Signed

Cumulative Attendance <75% (45 Total Missed Days)	Warning Letter to Truancy Court Referral is Sent Home	Student is Referred to School Social Worker	Referral to DPS Transitions on Appropriate School Placement
Cumulative Attendance <70% (54 Total Missed Days)	Truancy is Filed with State of Colorado School Team Considers Educational Neglect Report	Discussion with Family Transitions Liaison Referral to Additional Community Resources	Total Loss of Academic Credit for Assignments Misses During Unexcused / Truant Periods