

**Durango High School**  
**2006-2007**  
**Attendance Policy**  
**Per CCSD Attendance Regulation 5113**  
**Student/Parent Notification**

1. The limitation of absences is 6 unapproved absences per class per semester. Students who exceed 6 unapproved absences during a semester in any course may not receive credit for that semester and will receive a failing grade. Classroom participation is a vital component of the instructional process; therefore, participation points will accrue when determining students' grades whether approved or unapproved.
2. Students who exceed 6 unapproved absences during the semester in any course must continue to attend that class and must remain enrolled in the school's regular instructional program. Students who do not attend or do not remain enrolled in school are truant and will be reported to law enforcement as per state law. As of July 1, 1999, students must attend school until they reach the age of 18.
3. Students are required to bring excused notes from parents and present notes to the attendance office within 3 days of any absence. Approved absences are defined as follows:
  - A. The student is physically or mentally unable to attend school, or the absence is related to the student's disability.
  - B. A documented family emergency.
  - C. The student is absent due to a required court appearance or a religious holiday.
  - D. The absence has been prearranged upon written request of a parent or legal guardian.
4. Parents may prearrange absences for their children in advance of the absence and in writing. Regulation 5113 classifies up to 10 prearranged absences during a school year as approved. However, prearranged absences in excess of ten during the school year will count toward the limitation of absences. ALL prearranged absences for which the makeup work was not completed and submitted by the teacher will also count toward the limitation of absences.
5. Parent can assist by monitoring the attendance of their children by using In Touch or calling the attendance office. It is the expectation of the school that parents will work cooperatively with the school's staff to address and correct the poor attendance exhibited by their children.
6. Students who are identified as truant 3 times during the school year will be declared a habitual truants and referred to law enforcement as per state law.
7. High School students who receive a failing grade in 3 or more classes during a semester may be referred to an alternative education program.
8. Parents or students who believe there are extenuating circumstances that have caused or contributed to the excessive absences may appeal the failing grade, loss of credit, referral to an alternative education program, and/or retention in the same grade.