



Montclair Attendance Policy

Denver Public Schools

2025-26 School Year

At Montclair it is our collective responsibility as leaders, educators, families and community members that our students not only succeed, but thrive. One critical component of ensuring our students' success is identifying and removing barriers that keep our students from coming to school each day. **Strong attendance helps each student develop socially, emotionally, and academically.** Not only does one student's strong attendance help that individual student, but it also helps their classmates, teachers and broader school community by ensuring consistency and stability.

Attendance is important at an early age; patterns are established within the first year students enter school and tend to be consistent throughout elementary school; attendance gaps begin to widen when students enter middle and high school.

All missed learning, regardless of the reasons for missing school, impacts student success. Because of this, DPS focuses on decreasing **Chronic Absenteeism: missing at least 10 percent of the time enrolled in a school year for any reason, including excused and unexcused absences and suspensions.** The focus is on the impact on academic and social emotional learning as a result of missed school attendance.

When calculating chronic absenteeism and attendance rates, each minute of the school day is counted. This means that the minutes of class that a student misses when arriving to school late or getting picked up early from school impact that

student's chronic absenteeism status and attendance rate. We want each student at school all day, every day!

It is important for students to be on time and stay for all classes every day in order to improve academic performance and be ready for college and career opportunities.

- Children in Colorado are encouraged to attend school from ages 4 to 18.
- Children in Colorado must attend school from ages 6 to 16.
- DPS students attend school Monday through Friday.
- DPS school years begin in August and end in May or June.
- When your child misses school, you must notify the school's front office.
- The Montclair school year calendar is available at our [website](#).

Each school in Denver Public Schools has an attendance target. The attendance target for Montclair for the 2025-26 school year is 95%.

Parent/Guardian's Role in Attendance

There are practices parents can implement to help ensure their child is set up for success and attending class.

- Communicate with the school every time your child will be late, leave early or will be absent.
- Schedule appointments after school or on days where there are no classes.
- Schedule vacations and trips on days when there is no school.
- Develop a back-up plan to get your child to school if something comes up.
- Make sure your child has healthy habits.
 - Going to bed on time, getting enough sleep and waking up on time.
 - Lay out clothes and backpacks the night before.
 - Keep your child healthy and make sure your child has the required shots.
- If your child seems anxious about school, talk to teachers or the school counselor.
- Monitor your student's attendance on the [Parent Portal](#).

You can find additional information on steps to take to help set routines that lead to strong attendance from the [Attendance Works](#) organization.

- [Tips for preschool and kindergarten families](#)
- [Tips for elementary school families](#)
- [Tips for middle and high school families](#)

Reporting and Monitoring Absences

- Save time by letting us know that your student is going to be absent or arriving late. DPS families are able to use their computers or smartphones to know about absences or late arrivals so they can focus on taking care of their children.
- Guardians of DPS students must have an active DPS Parent Portal account to use this new feature. Visit myportal.dpsk12.org to sign up, or to check that your account is active and ready. Learn about [Submitting Attendance Online](#) about how to use this new feature.

Excused Absences

As per Denver Public Schools' Board Policy, absences can be excused if both the parent/guardian and the Principal excuse the absence. Parents/guardians must contact the school each time the student is absent, arriving at school late or being picked up early in order for the school to know that the parent/guardian is aware of the absence and excusing the absence.

As per state law, the following absences will be excused:

- Temporary illness or injury (including related appointments)
- Physical, mental or emotional disability or condition (including related appointments)
- Religious observances
- Death in the immediate family
- School service absences (absences that occur as a result of participation in school activities that are authorized and pre-approved by the school leader)
- Absences due to suspension or expulsion

Additionally, Montclair will excuse absences for the following reasons:

- Medical or dental appointments (including wellness check ups not related to an ongoing illness or condition)

- Bereavement that is impacting the student, to a reasonable extent (even if not in the immediate family)
- Court appearances and court-ordered absences
- **Temporary** transportation issues that are beyond the family's control (for example, car broke down this morning, bus is not running today, family lives in a part of town particularly impacted by snow and can't travel even though school was not canceled).
 - If transportation is an ongoing barrier to attendance, our attendance team will meet to help the family address that barrier, rather than continuing to excuse ongoing, non-temporary absences.
- Five (5) days of absences, per school year, for college visits. In order for college visits to be excused, verification of participation in the college visit should be presented to the school within two (2) days of the absence.
- Up to five (5) days of absences, per school year, for family business or vacation (for example, a vacation, attending a family wedding, extra days of travel surrounding a religious holiday, missing one day to see family visiting from out of town, etc).

Documentation is not required for any excused absence. However, after a student has missed 10 or more school days in one school year for illness, injury, or a physical, mental, or emotional disability or condition, Montclair will request medical documentation before excusing ongoing absences. We may also consider whether the student requires a health plan and/or consider whether a Section 504 plan or IEP eligibility determination is needed. If the student already has a health plan, Section 504 plan or IEP, the team may need to be reconvened to see if the plan needs to be adjusted.

How Sick is Too Sick?

Keep your child home or seek care if they:	Send your child to school even if they:*
Have a fever of 100.4°F (38°C) or higher	Have a mild cold, which may include a runny nose and/or cough
Have vomited two or more times in the	Have eye drainage without fever, eye

last 24 hours	pain or eyelid redness
Have a persistent cough, difficulty breathing or trouble catching their breath or if they develop a fever with the cough	Have a mild stomach ache
Have a rash with blisters that are draining, are painful, look like bruises and/or if a fever develops	Have a mild rash with no other symptoms
Have eye swelling, eye pain, trouble seeing or an eye injury	Have head lice. Though they are annoying and should be treated, lice are not a reason to exclude a child from school
Have a sore throat causing drooling, trouble swallowing or a fever and/or rash	Have not had a fever overnight and they have not taken fever-reducing medicine during that time

**If you do not know whether to send your child to school or have specific concerns regarding your child's health, contact your child's health-care provider, a local urgent care or the school nurse.*

Unexcused Absences

An unexcused absence is any absence without the permission of both the parent/guardian and the school principal (or someone the principal designates). When a student is absent, arrives late or leaves early without an absence request from the parent/guardian, the time missed will be considered unexcused.

Tardies

A student who arrives to class after the start time and within the first 50 percent of the class period will be marked tardy. A student who is absent more than 50 percent of any Attendance Period during a scheduled school day shall be considered absent for that entire period.

DPS ELEMENTARY:**Getting Your Child to School on time MATTERS!**

Did you know...

If in a school year, your child is late every day by...	Your child will have lost approximately...	And have missed approximately...
5 minutes	2.5 days of school	15 lessons
10 minutes	5 days of school	29 lessons
15 minutes	7.7 days of school	44 lessons
20 minutes	10.3 days of school	58 lessons
30 minutes	15.5 days of school	88 lessons

Please make sure your child arrives on time to maintain strong school attendance and stay on track academically!

Remember: Absences = Lost Opportunities

DPS SECONDARY (6-12):**Getting Your Child to School on time MATTERS!**

Did you know...

If in a school year, your child is late every day by...	Your child will have lost approximately...	And have missed approximately...
5 minutes	2.3 days of school	15 classes
10 minutes	4.7 days of school	29 classes
15 minutes	7 days of school	44 classes
20 minutes	9.5 days of school	58 classes
30 minutes	14 days of school	88 classes

Please make sure your child arrives on time to maintain strong school attendance and stay on track academically!

Remember: Absences = Lost Opportunities

Extended Absences

An Extended Absence is defined as:

- An absence of ten days or more;
- With a known return date to school;
- When the school knows where the student is going, and
- The student will not be getting educational services while they are away

These could include, for example, a longer trip out of the country, or a hospital stay after a surgery with an expected return date to school. During extended absences, Montclair, in accordance with DPS procedures, will not provide online or make-up work to replace in-person instruction.

During this time, the student will be withdrawn from Montclair, and will be re-enrolled immediately upon return.

Make-Up Work

If parents/guardians are aware that their student will be absent, please let Montclair know as soon as possible. When possible, classroom teachers will prepare make-up work for the student for up to five (5) days of absences. Make-up work will not be provided for students who will be absent for ten (10) or more days of school. Students have five (5) days upon returning to school to complete and submit make-up work and work that was due during the absence in order to receive full credit.

Although we will make every effort to help each student recover academically from their absence, attendance directly impacts student learning. Make-up work cannot fully replace in-person learning experiences.

Montclair's Approach to Supporting Attendance

At Montclair, we work to implement a comprehensive approach to support strong student attendance. The following describes the six (6) components of our attendance system:

1. Daily Attendance Practices
 - a. All teachers take attendance within the first 10 minutes of each class
 - b. We inform guardians by 9:00 am when students are absent and no absence request was received
 - c. We communicate with all guardians about student absences
2. Attendance Team
 - a. The School Attendance Leadership Team is an established group of school personnel who regularly and frequently meet to
 - i. create school wide attendance systems,
 - ii. ensure strong implementation and fidelity to those systems,
 - iii. analyze attendance data, and
 - iv. support all school staff in responding to data in a tiered fashion
 - b. The Attendance Team Lead at Montclair during the 2025-26 school year is Clint Duvo, Principal, clint_duvo@dpsk12.net.
3. Safe & Welcoming School Environment
 - a. At Montclair, we believe that all students should feel safe and welcomed. To support a positive foundation for learning, we prioritize:
 - i. Social-Emotional Learning Opportunities using Changing Perspectives
 - ii. Greeting routines at the beginning of each class
 - iii. Individual support for students as needed, including through our school counselors, social worker, psychologist and deans.
4. Universal (Tier 1) Activities
 - a. Universal, or Tier 1 Activities include activities for all students at Montclair. During the 2025-26 school year, we will
 - i. Communicate with all guardians each month about how much school each student has missed, and whether or not each student is considered chronically absent
 - ii. Communicate with all families regularly about the importance of attendance

- iii. Celebrate students with strong attendance, and students with improved attendance each Trimester.
- iv. Offer attendance incentives and recognitions for classes, grade levels and individual students

5. Targeted (Tier 2) Interventions

- a. Targeted, or Tier 2 Interventions will occur once a student has missed 8-9% of their time enrolled at Montclair for any reason, including excused and unexcused absences as well as suspensions.
- b. Targeted Interventions focus on increasing a positive connection between Montclair and the student and his/her family. This could include helping the student join a school activity, providing a peer or adult mentor for the student, or having the student connect with a staff member around goals.

6. Intensive (Tier 3) Interventions

- a. Intensive, or Tier 3 Interventions will occur once a student has missed 10% or more of their time enrolled at Montclair for any reason, including excused and unexcused absences as well as suspensions.
- b. Intensive Interventions will begin with a meeting with the student, his/her family and school staff to understand the reasons behind the student's absences. The goal of the meeting is to help problem-solve barriers to attendance, and collaboratively develop a plan to improve the student's attendance.

We are looking forward to partnering with you to ensure your student develops socially, emotionally and academically through strong attendance!

If you have any questions about Montclair's attendance policy, please contact the school.



Attendance

Every Day Matters