

Fairview High School Attendance Policy

Daily attendance is paramount for the academic success of students at Fairview High School. Research indicates that students who have a 95% attendance rate and pass all their classes, graduate on time and attend more consecutive semesters in college. Your student's attendance rate can be found on the summary page on Infinite Campus.

General absence info:

- Attendance line 720.561.5352 or email: vicki.brendefur@bvsd.org
- Fax 720.561.3111
- Only parents or guardians may excuse an absence
- We cannot interrupt class to pull a student for an appointment
- Always call in when your child is absent or tardy even if it will not be excused.
- In order to participate in extra-curricular events or practices, the student must attend 50% of classes or greater.

Excusing full days:

- Contact us on the day of the absence or before 10:00AM of the next school day
- Your student may be excused up to ten times without documentation. This total includes unexcused days too.
- The appropriate documentation from a doctor or a court or government appointment can be faxed, emailed or hand carried to the attendance office.
- If an absence is not excused within 48 hours, it will remain unexcused.

Excusing single period absences:

- Only a doctor's note, dentist note or court appearance can generally excuse single period absences
 - Exceptions: Inclement weather or other isolated exceptions at the discretion of the Dean of Students.
- Notes to be used as documentation cannot be written by student's own parents.
- This includes the first and last periods of the day.

If your student gets sick while at school & needs to go home

- Students must visit the health room to check out of school. The health room slip must then be taken up to the attendance window before leaving school.
- When your student wakes up sick in the morning but decides to come to school later that day because the illness has passed: The student must check in at the attendance window and the parent must contact the school.

Pre-arranged absences: (Getting absences excused for planned, future events)

- These are events that take your student out of school for partial or full days and include such things as college trips, family vacations, non-school athletics, weddings, funerals, or recitals
 - Have your student come to the attendance desk for a Prearranged Absence Form before the event.
 - Form is signed by the student, a parent, all his/her teachers and later, by the Dean of Students
 - We prefer that you turn in the form two (2) days prior to the absence.

Incorrectly marked absences by the teacher or sub (Oops slips):

- It is the students responsibility to get a correction form (oops slip) from attendance
- The teacher will indicate the correct entry and sign it.
- The student then takes the oops slip back to attendance
- Note, if your student is tardy more than 5 minutes, it is considered an absence but we always need students to attend class even when late so they do not miss important material.
- When a sub incorrectly marks an absence or tardy, that student must plead case to classroom teacher.

Make-up Work for Absences:

- Students with excused absences must make arrangements with their teachers to make-up work within two days of the absence with a time limit of completion not to exceed two weeks.
- Opportunities to make up labs, tests, etc. comparable to those given in class will be provided.
- No student can miss a class in order to make up work for another class.
- In accordance with Board Policy, students with unexcused absences shall not be allowed to make up missed work unless specifically permitted by the principal.

Attendance Policy Violation Consequences:

- Excused absences appear in green or gray on Infinite Campus with the designations EXC, DOC, ILL, ADM, or COU. Unexcused items appear in red and pending items in yellow.
- For a second unexcused absence the student will receive one detention if the absence is not corrected.
 - For repeated infractions needing correction, a detention may be assigned that will not be dismissed by correcting it.
- **Subsequent unexcused absences**
 - Third absence: Two detentions
 - Fourth absence: Saturday school
 - Parent notifications
 - Phone calls will be made for multiple unexcused absences and an official letter will be sent for **any** six absences in any one class or greater.
 - After **any** ten (10) absences from a single period or greater:
 - An official letter will be sent to parents
 - All future absences will be unexcused unless we receive documentation from a doctor, a court, or governmental agency.
 - Attendance contracts can be created for students who miss a disproportionate number of days whether excused or not. Reminder- the goal is always 95% attendance or better.

Detention & Saturday School:

- Your child will be notified for the specific dates they are to attend. It is their responsibility to remember but we will send a notification email to parents when they have Saturday school.
- Students cannot be **excused** from detention or Saturday school for athletics, any extra-curricular activity, or by parents for any reason. (**Rescheduling is possible. Contact attendance**)
- **Detention: 3:30-4:30PM in room 813** on either Tuesdays or Thursdays
 - If a student does not attend a detention, he or she must make up that **detention and will be assigned to an additional Saturday School.**
- **Saturday school: 8AM-12PM in room 813.** Students may not arrive late.
 - Students who do not attend an assigned Saturday school may be suspended.

Truancy Procedures:

Truancy procedures will be initiated for students under the age of 17 whose attendance is deemed by the administration to be excessive and interfering with the student's education. Specifically, the student and their parent/guardian will receive a letter stating that further absences will not be excused unless documentation is provided by a doctor. If further absences are accrued after the letter, the student will be referred to truancy court.

- This process will also be followed for students 17 and older, with the exception that after notification of excessive absences, the student will be placed on an attendance contract. If the contract is violated, the student may be withdrawn from the class or may be withdrawn from Fairview.
- As required by Colorado State Law and BVSD Policy, students are expected to be in attendance every day that school is in session.
- For further information in the District's Attendance Policies, please refer to Policy JED in the Student Rights and Responsibilities Guide, and State Law (C.R.S. 22-33-104) which requires attendance at school for all students until the age of seventeen.