

Changes to Fairview Attendance Policy for School Year 2011-2012:

- No single period or partial-day absences may be excused without documentation (a doctor's note or court appointment notice). This rule applies to all periods, including 1st and 8th. Exceptions to this policy can only be made by a Fairview administrator. Teachers are not required to accept work missed for unexcused absences, including exams.
- If a student is 5 minutes late for a class, this will be marked as an unexcused absence. Students are still expected to attend the class, as they will receive information for their academic progress.

Please read the attendance policy in its entirety to ensure familiarity with procedures.

2011-12 ATTENDANCE POLICIES & PROCEDURES

Attendance office: 720-561-5347

After-hours attendance recorder: 720-561-5352

As required by Colorado State Law and BVSD Policy, students are expected to be in attendance every day that school is in session. It is our firm belief that if students are to take advantage of the educational opportunities at Fairview, they must attend class. Students who attend all of their classes benefit from class discussions, demonstrations, teacher-student interactions, lab work, student projects, musical rehearsals, and peer contributions. At the same time, FHS is a student-centered environment that provides an array of opportunities that may cause a student to legitimately miss class. The FHS Attendance Procedures have been developed to serve a two-fold purpose. First, is to meet state law requirements, and second, to maximize a student's opportunity to receive a quality education. For further information on 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.

Students are expected to attend each class every day for the entire class period.

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.

It is the responsibility of parents and students to track the student's attendance. This can be done through the Parent Portal, as well as the Student Portal, on Infinite Campus.

ATTENDANCE POLICIES AND VIOLATION CONSEQUENCES:

1. On the 2nd **Unexcused Absence** (UNX) in a class, parents will receive written notification.
2. On the 4th **Unexcused Absence** (UNX) in any one class in a semester, written notification will be sent to parents that a meeting must occur with administration. The student may also be placed on an attendance contract.
3. If a student is 5 minutes late for a class, this will be marked as an unexcused absence. Students are still expected to attend the class, as they will receive information for their academic progress.
4. Suspension from school does not apply to class failure and/or loss of credit.
5. Efforts will be made to call parents using the Infinite Campus Auto-dialer. This is a courtesy call. Due to unforeseen circumstances, the Auto-dialer may not run every night. Parents are responsible

for calling in their student's absence - with or without notification by the Auto-dialer. Parents are encouraged to check their student's attendance each day on Infinite Campus.

6. When a student reaches a total of **6 absences** (excused, unexcused, or a combination of both) in a single class period during a single semester, parents will receive a warning letter indicating the student is approaching the 10 absence maximum. At this point, it may be required that all absences be excused only with a doctor's note.
7. If a student reaches **10 absences** in one class (excused, unexcused or a combination of both), all future absences will only be excused if the student is ill and brings a doctor's note the day upon returning to school or if the student has a court appearance and brings documentation upon returning to school.
8. **Detention:** Students may be assigned to detention or Saturday school for unexcused absences. Detentions occur on Tuesdays and Thursdays for one hour (3:15-4:15PM) and Saturday school is every other Saturday for four hours (8:00AM-12:00PM). 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. Students who do not attend an assigned Saturday School may be suspended. Students cannot be excused from detention or Saturday School for athletics, any extra-curricular activity, or by parents for any reason.

Student Responsibilities for School Attendance:

1. In order to accrue no unexcused absences or tardies, students will attend all scheduled class sessions, regularly and punctually, with necessary materials and ready to learn.
2. To communicate all absences with parents, students may review their overall attendance status by accessing the Student Portal on Infinite Campus at any time during the year. Students will be given information about Infinite Campus at the beginning of the year.
3. To rectify errors with the Attendance Office or teachers in a timely manner. Attendance correction slips should be obtained from the Attendance Office by the student, filled out and signed by the teacher and then returned to the Attendance Office.
4. To initiate and maintain contact with teachers using email, voicemail, and direct conversation, in order to keep up-to-date on assignments missed during any absence.
5. To provide documentation to the Attendance Office for any absence due to an appointment.
6. To check out through the Attendance Office any time it is necessary to leave school during the school day due to illness. If a student becomes ill at school, they should visit the health room and, if necessary, parents will be called for permission to send the student home. This will count as documentation.

Parent/Guardian Responsibilities for School Attendance:

1. To initiate and maintain regular contact and work cooperatively with relevant school personnel regarding attendance.
2. To call the Attendance Office (720-561-5347 or 720-561-5352) on or before the day of the absence or by 10:00AM of the next school day to excuse the absence, or by providing the appropriate documentation for appointments within 24 hours. If this is not done, the absence will remain unexcused. Parent notes are not accepted. *Messages can be left at the above number in English or in Spanish.*
3. Parents should check their student's attendance each day on Infinite Campus. Errors can occur in attendance procedures. If you receive a call and feel there has been an error, your student should obtain an attendance correction slip, request the teacher to fill it out and sign it, then return it to the attendance office.

Pre-arranged Absences:

When a student knows they will be absent in advance, they are responsible for picking up an Extended Absence Form, getting assignments and signatures from teachers, and returning the signed form to the Attendance

Office. Administrators may choose not to excuse the absence(s) if the student is not in good academic standing. All work received in advance will be due upon the student's return. Before planning any absence, the parents should make sure that the absence will not put the student above 10 absences in any class.

Field Trips: Field trips are considered prearranged absences and may be subject to the same rules above.

Single Period/Partial Day Absences:

No single period or partial-day absences may be excused without documentation (a doctor's note or court appointment notice). This rule applies to all periods, including 1st and 8th. Exceptions to this policy can only be made by a Fairview administrator.

Exceptions may be considered for: a) An absence occasioned by law or the courts as documented by the agency, b) An illness that takes place during the school day where the student is documented as leaving school from the health room or c) Participation in religious observances.

Make-up Work for Absences:

The faculty at FHS acknowledges that students may be legitimately absent from class. In such instances, teachers will provide a make-up activity designed to avail the student of the classroom activities that took place on the days missed.

Students with **excused** absences must make arrangements with their teachers to make-up work. Arrangements to complete make-up work must be initiated by students within two school days after they return to school. All work missed during an excused absence must be completed in a timely manner, as established by the teacher, not to exceed two weeks. Opportunities to make up labs, tests, etc. comparable to those given in class will be provided to all students legitimately absent. The teacher will provide the work in a timely manner. 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.