

ATTENDANCE POLICY (Attendance Office: 720-561-5381)

The attendance policy at Broomfield High School has been developed to serve a two-fold purpose. First, to maximize a student's opportunity to receive a quality education, and second, to meet state law requirements.

Policy:

1. On the second unexcused absence, a warning notification will be mailed home.
2. On the fourth unexcused absence, notification will be mailed home that the student has lost credit for the class. **The student may appeal loss of credit with an administrator.** (see Appeals)
3. **Five minutes late for a class constitutes an unexcused absence. Students are still expected to attend that class.**
4. Suspensions do not apply towards the attendance policy.
5. **Tardies under five minutes will result in disciplinary action and the fourth tardy, in the same class, will result in additional consequences.**
6. Efforts will be made to contact parents by a computer calling machine after each unexcused absence.
7. **Notification will be mailed home when a student has reached eight excused absences in one class. Medical documentation will be required for subsequent absences to be excused. School related activities are excused from the eight. Any subsequent absence will automatically become unexcused unless documentation is received.**

Appeals:

1. Appearance before an administrator will determine whether or not credit will be lost in classes in which maximum limit of absences has been reached. Intervention procedures will also be discussed.
2. Failure to schedule an appeal within one week of notification will result in an "F" grade for the class.
3. A student may appeal once in a calendar year.

How to excuse absences:

1. Calls by parents or guardian must occur within **48 hours** following the absence. Parents can also access the Attendance Office message machine after hours. (720-561-5381)
2. **Bring appropriate written documentation for any missed class time for doctor's or dentist's appointments (DOC).**
3. If during the day, your student needs to miss a class, please be sure to write a note excusing your student. Your student needs to give the note to the Attendance Office secretary, so she can write your student a pass to be released from class. All students NEED to check in and out of the Attendance Office.

According to Board Policy the following absences are defined as excused:

- illness or injury (EXC/ILL)
- administrative approval (ADM)
- school activities (ACT)

- custody of a court or law enforcement authority or medical (DOC)
- family emergencies (EXC)

Unexcused (UNX) absences include:

- truancy
- working (non-school involved)
- **single period absences without documentation**

Parent or Guardian Responsibility for School Attendance:

1. To recognize that any absence, regardless of cause, has a detrimental influence on student achievement.
2. To contact the school regarding student attendance by calling the Attendance Office **within 48 hours of an absence** or by providing appropriate documentation for appointments.
3. To monitor your student's attendance and be aware of any missed work.
4. To contact the school and request a conference with the appropriate administrator upon notification from the school of an attendance concern.

Student Responsibility for School Attendance:

1. To recognize that any absence, regardless of cause, has a detrimental influence on student achievement.
2. To attend school during all of the days on the established Boulder Valley School District/Broomfield High School Calendar.
3. To appear on time and prepared to learn.
4. To contact teachers immediately upon returning to school to arrange all makeup work assigned and establish with teachers when makeup work is due.
5. To provide documentation for classes missed due to appointments, or a parent may excuse in person.
6. **If it becomes necessary for a student to leave school during the day, he/she MUST CHECK OUT in the Attendance Office, Clinic, or Main Office.**

Prearranged absences (PRE):

A request for a prearranged absence must be submitted to the Attendance Office **three days** prior to the absence. Prearranged absences must be approved by an administrator prior to submittal to the Attendance Office.

Makeup Work:

Students who have been absent are responsible for makeup work with their teachers and to adhere to the BVSD Standard Base Grading philosophy. Long-term assignments are due upon return to class. For more information see BVSD policy IKEA at <http://www.bvsd.org>.

Final Exams:

Final exams or culminating activities are offered in all courses each semester. Permission to take exams early may be granted by the principal for **extenuating circumstances**. A missed final may not be made up unless the absence is excused.

