

Attendance, Tardies, and School Closures

Vacations and Family Holidays

Douglass Elementary staff believes in the importance of family activities and vacations. However, we also believe in and support the importance of daily attendance and continuity of learning. Sometimes, these beliefs can conflict with each other. Extended vacations when school is in session can cause learning difficulties and inconvenience for the child as well as the teacher. This year, your child(ren) will have a full week off for Thanksgiving, two weeks off for Winter Break, eight three- or four-day weekends throughout the school year, and more than a full week (11 days) for Spring Break. There are plenty of vacation days to be enjoyed during the school year and we ask that you make your vacation/travel plans during school break times.

If you and your family must vacation when school is in-session, please be aware that your student is responsible for the learning that takes place during the time that is missed. Please notify the office and the classroom teacher at least one week before the vacation. Teachers will provide information and materials to the parents related to the instruction to be missed. Teaching the missed content is the responsibility of the parent(s) since the teacher must focus on the daily class instruction as well as supporting students who have been ill or who are having difficulty understanding the material presented in class. *Please understand that many classroom assignments are difficult or impossible to replicate.* All missed work must be turned in within three days of the student's return from vacation and, preferably, immediately upon the student's return. Depending on teacher preference and/or the nature of the activities to be missed, makeup work may be given to the student upon his/her return.

October Student Count & CSAP Testing Window:

Please note the dates for October Count and CSAP on the family calendar. Student attendance during these dates is critical. Our school and district funding from the State is tied directly to student attendance during the October student enrollment count window of September 24-October 8. CSAP testing, depending on grade level, occurs during March and February. When students are absent for any reason, the missed test sessions must be made up. We have found that students do not perform as well as they are capable of due to less favorable testing conditions (numerous test sessions in one day, disruption of routine, etc.). Please give your child and the school every advantage by avoiding vacations and appointments, especially during these important time frames.

Attendance, Reporting of Absences, and Tardies

Children who attend school regularly perform much better in academic areas and are motivated to succeed in school. School district policy requires that students be in school unless they are too ill to attend. **A student who has more than 10 days of absences in one school year or 4 days of absences in one month** is in violation of the state attendance law. The principal will make the final determination whether or not an absence is excused. Parents may be required to provide a doctor's note to verify illness in order for an absence to be excused. If parents communicate the significance of good attendance, children will understand that coming to school is very important. Please also ensure that your child arrives to school on time. Coming late is disruptive to the classroom and does not allow the tardy student to get a good start to their day. Good habits, which will benefit your child for a lifetime, are formed in elementary school.

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If your child has been absent a total of 6 days through November and/or a total of 9 days through the end of January, you will be contacted by the principal by mail and/or phone. Continued absences may result in disciplinary action taken by the school district. When students are going to be tardy or absent from school, parents are asked to notify the office prior to 8:15 a.m. on the day of the absence/tardy by calling the school's 24-hour attendance line at **(720) 561-5542**. Please leave a message with the child's name, teacher, grade, date of absence/tardy and the reason. If a call is not received to report a student's absence/tardy, the office personnel will contact the parents via email or an automatic phone message.

Arriving Late and/or Leaving Early

All children who arrive after the 8:05 a.m. tardy bell must report to the office to obtain a late admission slip before entering their classroom. If tardiness becomes an ongoing problem, you will be contacted by the principal to develop a plan for getting to school on time. If you need to pick up your child early, please stop by the office to get the blue "permit to leave the building" slip. Teachers are not allowed to release a student without this authorization. Only parents or a designated emergency contact person are allowed to pickup a child from school. If someone other than a parent or emergency contact person is to pick up your child we must have written permission. There are no exceptions, and a photo ID may be required. This policy is for the protection of our students.

School Closings (snow and other emergencies)

Under all but the most extreme conditions, school officials will keep school in session. When the weather is bad, but school is open, parents must make a family decision regarding attendance or late arrival for their children. A personal contact or a written note to school officials will excuse a student's late arrival or absence during these conditions. Occasionally, the weather is severe enough that it is necessary to close schools in all or part of the district. When this occurs it is extremely important that working parents have pre-arranged childcare available to them (i.e. with a friend or neighbor, childcare center, personal day off from work or other arrangements). Parents are encouraged to make arrangements early in the school year to avoid being caught off guard with early snowstorms.

Typically the media will release information only if school is closed. In most cases, no announcement means school is open. Whenever it is necessary to close schools, the District contacts the following radio and TV stations prior to 6:30 a.m. or as soon as the decision to close schools is made:

KBCO – 97.3 FM
KBVI-14990 AM
KGU-88.5 FM
KOA-850 AM

KHOW-630 AM
& 95.7 FM
KYGO-98.5 FM
& 1600 AM

KKFN-950 AM
KOSI-101.1 FM
KBNO-1220 AM
K-HITS-107.5 FM

KWBI-91.1 FM
KCFR-90.1 FM
KXKL (KOOL)
105.1 FM

TELEVISION STATIONS: CHANNEL 4, 7, & 9

You may check the Boulder Valley School District website for updates on school closings at: www.bvsd.org.

Mid-day closings of Boulder Valley Schools are not feasible because many parents are at work making it impossible to notify them that their children are being sent home early. For safety reasons, all children will be kept at school until the regular dismissal time once they have arrived at school.