

# ATTENDANCE GUIDELINES

for New Vista High School PARENTS

PLEASE POST ON YOUR REFRIGERATOR

## 1. CALL IN excused absences

on the same day as the absence. Leave a message with the following information: Student's full name, your name, the date you called, the day for which you are excusing your student and reason for absence.

This is a 24 hour a day message line

**720-561-8702**

OR

SEND A WRITTEN NOTE to the Attendance Office.

OR

You may FAX your note to 720-561-8701.

Pre-arranged extended absences of 3 school days or more MUST be excused in advance by the Principal or Assistant Principal AND your student's teachers

(Missing 3 days at NVHS is like missing one week+ and missing 5 days at NVHS equals losing 2 weeks of school at a semester long high school.)

## 2. Students check in only with the office with an excused tardy.

All other tardies go directly to class.

ALL NOTES from parents MUST go to the office, not to the teacher.

3. Students MUST check out with the office when leaving campus for ANY reason. This includes leaving for a doctor's appointment, when he/she feels ill and wishes to go home, or any reason a student is not attending his/her scheduled class. These need to be excused by a parent.

**WORKSHOPS** are the same as any NVHS class - please call the office with any absences. **COMMUNITY EXPERIENCE:** Students are responsible for notifying their Community Experience mentor if they are going to be absent.

### PLEASE NOTE:

Lack of parent response to attendance calls will result in unexcused absences and lunch detention. Un-served detention will result in credit reduction or in-school suspension.

**\*\*\*\* CALLS will be made home for unexcused absences. \*\*\*\***

No response from a parent = unexcused absence.

Unexcused absence = Detention!

Un-served detention = credit reduction or in-school detention

Please excuse your student the same day as the absence.

The school will not accept excuses after 3 days following the absence.

Please do not excuse poor choices.

Pre-arranged extended absences of 3 school days or more MUST be excused by the Principal or Assistant Principal AND your student's teachers.

An automated attendance dialer system, using our data base, will make calls home between 4:00 and 6:30 p.m. on the day of the absence. (E-mail messages are sent at the same time.)

Please answer your phone during this time frame.

The caller ID will say BVSD. An automated message states;

**“This is a very important message from BVSD; please listen carefully. Hello this is New Vista High School calling about attendance of (your student's name) was absent today, missing periods from..... please call the office at 720-561-8702 to let us know why”**

PLEASE check your answering machine, and/or e-mail daily.

Respond by leaving a message as to whether or not the absence is excused.

Call **720-561-8702**

### PERIOD ABSENCE REFERENCE:

**Period 1** = 1<sup>st</sup> Period – 7:35 – 8:35 a.m.

**Periods 2 & 3** = AM BLOCK - Seminar on Wednesday – 8:45 – 10:45 a.m.

**Period 4** = Advisory Check-In on Mon, Tues, Thurs, Fri. - 10:55 – 11:05 a.m.

**Periods 4 & 5** = Advisory/ Community Gathering on Wednesday - 10:55 – 11:30 a.m.

**Periods 5, & 6** = Advisory on Mon & Thurs – Seminar on Tues & Fri 11:05 a.m. – 12:05 p.m.

**Periods 9, 10, 11** = PM BLOCK – 1:05 – 3:05 p.m. **OR**

(Period 9 = 1<sup>st</sup> Hour PM class 1:05 – 2:00 p.m. Periods 10 & 11 = 2<sup>nd</sup> Hour PM class 2:10 – 3:05 p.m.)

**Periods 8, 9, 10** = Workshop on Wednesday 12:30 – 2:30 p.m.

**Period 12** = Additional classes such as Community Experience, LUC, TEC, Four Days in May, or any other for-credit class not listed on our regular schedule

**See Weekly Schedule on the reverse side.**