

READ AND KEEP FOR FUTURE REFERENCE

New Vista High School Attendance Guidelines

24 Hour Attendance
Line:

720-561-8702

Excused Absences

Please call in on the same day as the absence. Be sure to let us know your student's full name, your name, the date you are calling, the date of and the reason for the absence. You can also send in a detailed note with your student, or fax the note to: 720-561-8701.

Tardiness

If/when your student is tardy for any reason, please have them sign in at the main office to get a pass to class. If the tardiness is to be excused, please send your student with a note to the front office or call the attendance line the same day. Please do not have the student give the note to a teacher. If students miss 50 percent of a class, teachers will mark them absent for the entire class.

Pre-arranged Absences

Any planned absence of two school days or more must be pre-approved by completing the "Pre-arranged Absence" form. This form is available at the front office and, after completion by parents/guardians and teachers, it should be submitted for approval by the administration at least three (3) days prior to the absence. Absences beyond four (4) school days will be approved based on student academic progress.

Leaving Campus

A student must check out with the office if leaving campus for any reason, including a doctor appointment, an illness, or not attending his/her scheduled class for any reason. These absences need to be excused by a parent either in writing or by phone.

Workshops and Community Experiences

Workshops and Community Experiences take attendance and count the same as any class at NVHS. Students are responsible for notifying their CE mentor if they are going to be absent.

Notifications

- An automated attendance phone call or email will be sent between 4:00 - 6:30 pm on the day of an unexcused absence. Please check your voice messages or emails daily and respond with your name, relationship to the student, and reason why the absence should be excused.

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- If after receiving notification of an unexcused absence, you or your parents have questions, please call our Attendance Secretary at 720-561-8784 for clarification.
- Students with four or more unexcused absences will get a yellow invitation to talk with the Dean of Students. Advisors and case managers are invited and highly encouraged to join.
- Parents of students with four or more unexcused absences or excessive absences due to illness (7 or more days) will receive a letter asking them to set up an appointment to discuss attendance concerns with the Dean of Students. Advisors and case managers will be invited to join.
- Ten days of excused absences (illness, personal, "excused") and /or unexcused absences will result in the school sending "Exhibit B - Second Attendance Letter" mandating doctors' notes to excuse any future absences and warning that an Attendance Contract may be called for if attendance does not improve. The requirement for doctors' notes to excuse absences will be in place until the student graduates from or leaves BVSD.

Period Absence Reference:

Period 2:	AM Block, Seminar on Wednesday 8:45-10:45
Period 3:	Advisory Check-in on Tues & Fri 10:55-11:05
Periods 3, 4:	Advisory/Community Gathering on Wed 10:55-11:30
Periods 3, 4, 5:	Advisory on Mon & Thurs 10:55-12:05
Periods 4, 5:	Seminar Tues & Fri 11:05-12:05
Periods 8, 9, 10:	PM Block 12:55-2:55
Period 8:	PM 1 12:55-1:50
Period 9, 10:	PM2 2:00-2:55
Periods 7, 8, 9:	Wednesday Workshop 12:30-2:30
Period 11:	PM 3 3:05-4:05

Please excuse your student the same day as the absence.
Unexcused absences = Detention
Un-served detention = In-School Suspension
Absences not excused after 3 days will become unexcused.
Please do not excuse poor choices for your student.