

Fairview High School Attendance Policy

Fairview High School's Attendance Policy is guided by the following BVSD Policies:
[JH-Student Absences and Excuses](#)

General Absence and Reporting Information

- Please report your student's absences using this [attendance reporting link](#); send an email to: fairview.attendance@bvsd.org; or call the attendance line at 720.561.5352
- Only a guardian of the student may excuse an absence.
- Guardians will receive a phone call in the morning and/or afternoon when their student has an unexcused absence.
- A class may not be interrupted in order to pull a student out for an appointment.

Excused and Unexcused Absences

Unexcused absence/truant means a student is absent from school without a valid and verifiable excuse by the parent/guardian consistent with this Policy or the student leaves school or a class without permission of authorized school staff.

Partial absence means a secondary student entering class more than 5 minutes after the scheduled start time or departing class more than five minutes before the scheduled end time or an elementary student entering class more than 60 minutes after the scheduled start time or departing class more than 60 minutes before the scheduled end time.

Tardy means a secondary student entering or departing a class less than 5 minutes after the scheduled start or departing less than 5 minutes before the scheduled end time or an elementary student entering a class less than 60 minutes after the scheduled start time or departing a class less than 60 minutes before the scheduled end time.

Tardiness and Partial Unexcused Absences

- appropriate consequences consistent with this Policy may be imposed by the School when a student accumulates multiple tardies or partial absences.
 - Generally, three (3) unexcused partial absences or five (5) tardies will equal one unexcused

Please Note: The number of unexcused absences a student may incur before school measures are initiated is four days during any one month or ten days during any school year.

Excused absence means a student is absent from school or a class with a valid and verifiable excuse by the parent/guardian consistent with this Policy or permission of authorized school staff

FULL DAYS:

- Absences will only be excused with notification from the guardian.
- Excused and Unexcused absences are part of a student's record.
- Guardian explanation of absences must be provided to the school within two school days following the student's return or the absence will remain unexcused.
- A guardian may excuse their student up to **ten days** before documentation is required. This includes pre-arranged absences.
- The following shall be considered an excused absence:
 - A student who is temporarily ill or injured

- A student who is absent for an extended period due to physical, mental or emotional disability
 - A student who has a medical or dental appointment
 - A student who is pursuing a work-study program under the supervision of the School District
 - A student who is suspended or expelled
 - A student who is observing a religious holidays
 - A student who is attending a court appearance or court-ordered activities
 - A student who is participating in interviews, tours, information sessions, or other official activity or event with college admissions officials or career employer representatives
 - A student who is participating in family activities
 - A student who is experiencing extenuating circumstances as determined by the building administrator.
- Students who are excused from attendance shall not be on campus during the excused periods.
 - A student who is attending a school-sponsored activity of an educational nature with advance approval by the administration will not be considered absent. Such circumstances include but are not limited to student council, field trips, athletic events, other school activities, and counselor or administrator appointments.
 - All other absences are unexcused.
- Official documentation from a doctor or a court or government appointment can be emailed or hand carried to the attendance office. Examples of approved documentation:
 - Doctor
 - Health care provider
 - Mental health professional
 - Dentist or orthodontist
 - Court & Government
 - Confirmations for Colleges and Government Agencies
 - If you need to provide documentation for the absence, please email this information to fairview.attendance@bvsd.org or submit it directly to the attendance office.

SINGLE PERIOD/ PARTIAL ABSENCES:

- Single period/ partial day excused absences are allowed as parent call ins as part of their 10 days of parent call ins. Parents have to contact the attendance line.
- When a student needs to leave school for counseling related reasons, the counselor will mark the absence as excused once contact has been made with the guardian to let them know their student is leaving school.

HEALTH ROOM

- Students **must visit the health room** to check out of school if they are going home due to illness. The health room staff will mark the absence as excused once contact has been made with the guardian to let them know their student is leaving school.
- If your student wakes up sick in the morning but decides to come to school later in the day because the illness has passed, the guardian must contact the school.
- If your student visits the health room and health room staff has determined they are well enough to return to class, their attendance will be marked excused during the time of their visit. However, if a student chooses to leave school on their own, they will be marked with an unexcused absence.

INCORRECT ABSENCE OR TARDY MARK

- When a teacher incorrectly marks an absence or tardy, the student will need to come to the attendance office to obtain an [Attendance Correction Slip](#) (oops slip) to have the mistake corrected. Please follow the steps on the Oops Slip.
- Note, if your student is tardy more than 5 minutes, it is considered an absence but we always need students to attend class even when late so they do not miss important material.

Pre-Arranged Absences (3 or more days)**PRE-ARRANGED ABSENCES INCLUDE:**

- Interviews with college admissions officials.
- Interviews with career employer representatives.
- Special family activities.
- Extenuating circumstances determined by the building administrator.

A guardian may excuse their student up to **ten days** before documentation is required. This includes pre-arranged absences.

We recommend your student may print or get a [Pre-arranged Absence Form](#). We recommend that this document be completed and returned directly to the attendance office. Such absences that are not pre-arranged will not be excused. Pre-arranged absences may necessitate a guardian conference.

Please report your student's absences using this [attendance reporting link](#); sending an email to: fairview.attendance@bvsd.org; or calling the attendance line at 720.561.5352

Make-up Work for Absences**MISSED WORK**

- Class Work. Students are responsible for all class work missed due to any absence either excused or unexcused. Within two school days after their return to class following an absence, the student must arrange to make up missed work.
- Missed Work. The teacher shall make appropriate provisions for completion of missed class work or make-up work.
- For both excused and unexcused absences:
 1. Make-up work will be provided upon request. It is the responsibility of the student or parent to retrieve make-up work from the online platform or to request make-up work no later than the second school day after returning to class or school from an absence.
 2. Students shall be given at least the same number of days they were absent plus one additional day to make up assignments. The make-up period begins on the next school day following the student's return to school.
 3. Individual teachers may be asked by administration to grant extra time for make-up in hardship cases and special circumstances.
 4. Students will not receive credit for make-up work not completed or completed after the designated deadline.
 5. Teachers must provide an alternative assignment or assure no penalty for missed in-class or group activities, including but not limited to labs, presentations, or assessments.
 6. Teachers shall not assign academic penalties for excused absences. For unexcused absences, teachers may reduce credit to 75% of the earned score on the missed assignment or assessment (e.g. If a student scores 80 points on a 100 point assignment, the teacher could reduce the student's credit by 25% for a score of 60 points)
- Students are responsible for course content missed during any absence

- Consequences. If a student's educational progress becomes affected because of absence, the teacher and, as appropriate, the administrator of the school of attendance shall notify and attempt to meet with the guardian to plan for remediation. Other appropriate consequences may be applied when there are repeated unexcused absences.

Support Actions

Interventions

- When students are experiencing disruptions in attendance that may affect the student's educational progress, appropriate school personnel shall develop an attendance plan, aligned with the Multitiered Systems of Support (MTSS) process, with the goal of assisting the student to attend school. The plan will include best practices and research-based strategies to address the reasons for the student's chronic absenteeism or truancy. When practicable, the student's parent/guardian shall participate with School District personnel in the development of the plan.
- If the student's attendance continues to be a significant concern, the Board designates the School District's attendance support team and school principals to enforce the provisions of the compulsory attendance law, counsel students and parents, investigate the causes of nonattendance, and report those findings to the Board. When necessary and appropriate, the Board designates legal counsel to represent the School District in judicial proceedings to enforce compulsory attendance.

Consequences

- In accordance with law, the School District may impose appropriate penalties that relate directly to classes missed while unexcused. Penalties may include a warning, school detention, or in-school suspension. Academic penalties other than as provided in this Policy, out-of-school suspensions, and expulsion will not be imposed for attendance violations.

Política de Asistencia de la Escuela Secundaria Fairview

La política de asistencia de Fairview High School se rige por las siguientes políticas de BVSD:

[JH- Ausencias y excusas de los estudiantes](#)

[JH-R Ausencias del estudiante](#)

Información general de ausencias

- Informe las ausencias de su estudiante utilizando este [enlace de informe de asistencia](#) o llame a la línea de asistencia al 720.561.5352; o envíe un correo electrónico a: fairview.attendance@bvsd.org
- Solamente los padres/guardianes del estudiante pueden excusar una ausencia.
- Padres/Guardianes recibirán una llamada telefónica en la mañana y/o en la tarde cuando su estudiante tenga una ausencia injustificada marcada.
- No se puede interrumpir una clase para sacar a su estudiante para una cita.

Ausencias justificadas e injustificadas

DÍAS COMPLETOS:

- Las ausencias sólo serán justificadas con notificación de los padres/guardianes.
- Las ausencias injustificadas son parte del expediente del estudiante.
- La explicación de las ausencias por parte de los padres/guardianes debe proporcionarse a la escuela dentro de los dos días escolares posteriores al regreso del estudiante o la ausencia seguirá siendo injustificada.
- Padres/guardianes pueden excusar a su estudiante hasta diez días antes de que se requiera la documentación.
- Se considerará ausencia justificada lo siguiente:
 - Enfermedad temporal o lesión
 - Una ausencia preacordada aprobada
 - Ausente por discapacidad física, mental o emocional
 - Estudiante en un programa de estudio y trabajo bajo la supervisión de la escuela
 - Cualquier actividad patrocinada por la escuela.
 - Un estudiante que es suspendido o expulsado
 - Vacaciones religiosas
 - Comparecencias ante el tribunal o actividades ordenadas por el tribunal
- La documentación oficial de un médico o un nombramiento del tribunal o del gobierno puede enviarse por fax, correo electrónico o llevarse en mano a la oficina de asistencia.
- Si necesita proporcionar documentación para la ausencia, envíe esta información por correo electrónico a fairview.attendance@bvsd.org o envíela directamente a la oficina de asistencia.

AUSENCIAS DE UN SOLO PERIODO:

- Las ausencias de un solo período son injustificadas a menos que se reciba la documentación oficial (comparecencia ante el tribunal, razones médicas o con la aprobación previa de un administrador del edificio).
 - Excepciones: Inclemencias del tiempo u otras excepciones aisladas a discreción de la administración escolar.

CONSEJERÍA

- Cuando un estudiante necesita abandonar la escuela por razones relacionadas con el asesoramiento, el consejero marcará la ausencia como justificada una vez que se haya hecho contacto con el tutor para informarle que su estudiante dejará la escuela.

SALA DE SALUD

- Los estudiantes deben visitar la enfermería para salir de la escuela si se van a casa debido a una enfermedad. El personal de la sala de salud marcará la ausencia como justificada una vez que se haya hecho contacto con el tutor para informarle que su estudiante se va de la escuela.
- Si su estudiante se despierta enfermo por la mañana pero decide venir a la escuela más tarde porque la enfermedad ya pasó, el estudiante debe registrarse con el profesional de la oficina, Mindy Faville mindy.faville@bvsd.org de asistencia y el tutor debe comunicarse con la escuela.
- Si su estudiante visita la sala de salud y el personal de la sala de salud ha determinado que está lo suficientemente bien como para regresar a clase, su asistencia se marcará como justificada durante el tiempo de su visita. Sin embargo, si un estudiante decide salir de la escuela por su cuenta, se le marcará una ausencia injustificada.

MARCA INCORRECTA DE AUSENCIA O TARDANZA

- Cuando un maestro marca incorrectamente una ausencia o tardanza, el estudiante deberá completar un [comprobante de corrección de asistencia](#) (oops slip) para corregir el error. Las copias de este documento también se encuentran en la oficina de asistencia. Siga los pasos en el Oops Slip

Tenga en cuenta: El número de ausencias injustificadas en las que un estudiante puede incurrir antes de que se inicien las medidas escolares es de cuatro días durante cualquier mes o diez días durante cualquier año escolar.

Ausencias preestablecidas (3 o más días de ausencias)**LAS AUSENCIAS PRE ARREGLADAS INCLUYEN**

- Entrevistas con funcionarios de admisiones universitarias.
- Entrevistas con representantes de los empleadores de carrera.
- Actividades familiares especiales.
- Circunstancias atenuantes determinadas por el administrador del edificio.

Su estudiante puede imprimir u obtener un [Formulario de ausencia preestablecido](#). Este documento debe ser completado y devuelto directamente a la oficina de asistencia. Tales ausencias que no sean acordadas previamente no serán justificadas. Las ausencias preestablecidas pueden requerir una conferencia con el tutor. Para ausencias de menos de 3 días, informe las ausencias de su estudiante utilizando este [enlace de informe de asistencia](#); envíe un correo electrónico a: fairview.attendance@bvsd.org; o llame a la línea de atención al 720.561.5352

Trabajo de recuperación por ausencias**TRABAJO PERDIDO**

- Trabajo de clase. Los estudiantes son responsables de todo el trabajo de clase perdido debido a cualquier ausencia, ya sea justificada o injustificada. Dentro de los dos días escolares posteriores a su regreso a clases después de una ausencia, el estudiante debe hacer arreglos para recuperar el trabajo perdido.
- Trabajo perdido. El maestro deberá hacer las provisiones apropiadas para completar el trabajo de clase perdido o el trabajo de recuperación.
- Crédito por Ausencias Justificadas. Se otorgará crédito por el trabajo de clase perdido debido a ausencias justificadas cuando se complete satisfactoriamente dentro del plazo acordado por el estudiante y el maestro.
- Crédito por Ausencias Injustificadas. El maestro puede negar de manera individual la aceptación del trabajo de clase y/o las evaluaciones perdidas debido a ausencias injustificadas por ausentismo. Los estudiantes son responsables del contenido del curso perdido durante cualquier ausencia.
- Consecuencias. Si el progreso educativo de un estudiante se ve afectado debido a la ausencia, el maestro y, según corresponda, el administrador de la escuela a la que asiste deberán notificar e intentar reunirse con los padres/guardianes para planificar la remediación. Se pueden aplicar otras consecuencias apropiadas cuando hay ausencias injustificadas repetidas.

Acciones de soporte

Si el progreso educativo de un estudiante se ve afectado debido a la ausencia, un administrador de la escuela notificará e intentará reunirse con los padres/guardianes para planificar la remediación. Se pueden aplicar otras consecuencias apropiadas cuando hay ausencias injustificadas repetidas.

CONSECUENCIAS:

- La notificación y la comunicación se enviarán al tutor y al estudiante a través de las direcciones de correo electrónico en Infinite Campus o serán contactados por teléfono.

- Se pueden iniciar procedimientos de ausentismo para estudiantes menores de 17 años cuya asistencia se considere excesiva e interfiera con la educación del estudiante.
- Si el plan de asistencia a nivel escolar no está funcionando, los estudiantes y las familias serán referidos al Defensor de Asistencia del Distrito Escolar.