

ATTENDANCE GUIDELINES

for New Vista High School PARENTS

PLEASE POST ON YOUR REFRIGERATOR

(Take the handy magnet to work and put the card in your wallet.)

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.

Please do NOT have students give notes to teachers.

The Attendance Office will inform all the teachers of an extended absence

If you know ahead of time that your student will be out for more than one day, (e.g. an out of town trip), your student may arrange homework with teachers if desired, but the note needs to go to the office to insure this information is put into the computer, and calls do not go home, wasting your time and ours.

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 and repeated tardiness **will** result in lunch detention. All absences or tardies (*excused or unexcused*) **will** lower your student's grade.

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

No response from a parent = unexcused absence.
Unexcused absence = Impact on grade and/or detention!

Please excuse your student the same day as the absence.
The school will not accept excuses after one week following the absence.
Please do not excuse poor choices.

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 = 1st 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 = 1st Hour PM class 1:05 – 2:00 p.m. Periods 10 & 11 = 2nd 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.

