

## READ AND KEEP FOR FUTURE REFERENCE

- 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 1:	1 <sup>st</sup> Period 7:35-8:35 a.m.
Periods 2:	AM Block, Seminar on Wednesday 8:45-10:45 a.m.
Period 3:	Advisory Check-in Mon, Tue, Thurs, Fri 10:55-11:05 a.m.
Periods 3, 4:	Advisory/Community Gathering on Weds 10:55-11:30 a.m.
Periods 3, 4, 5:	Advisory on Mon & Thurs, Seminar Tues & Fri 11:05-12:05
Periods 8, 9, 10:	PM Block 1:05-3:05 OR PM 1 1:05-2:00 or PM2 2:10-3:05
Periods 7, 8, 9:	Wednesday Workshop 12:30-2:30
Period 11:	Additional classes such as "Finish It," CE, IS, CTE, Service Days, etc.

**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.***