

THE NEW MAROON AND GOLD DAYS

GOLD day Periods are Even Numbers :

Period 2 which is actually the first class of the day	8:00 - 9:32
Period 4 which is actually the second class of the day	9:37 - 11:12
Period 6 which is actually the third class of the day	12:05 - 1:37
Period 8 which is actually the fourth class of the day	1:42 - 3:14

MAROON day Periods are Odd Numbers:

Period 1 which is the first class of the day	8:00 - 9:32
Period 3 which is actually the second class of the day	9:37 - 11:12
Period 5 which is actually the third class of the day	12:05 - 1:37
Period 7 which is actually the fourth class of the day	1:42 - 3:14

IT NO LONGER MEANS 1ST BLOCK, 2ND BLOCK, 3RD BLOCK, 4TH BLOCK

If you get an automated message regarding an absence for your student, it will say in the message :

Your Student has an unverified absence for the following period(s) on (Date) and will list the periods. 1 ,2, 3, 4, 5, 6, 7, 8

Example:

- Period 1 would mean they missed their first class on a Maroon Day
- Period 2 would mean they missed their first class on a Gold Day
- Period 3 would mean they missed their second class on a Maroon Day
- Period 4 would mean they missed their second class on a Gold Day
- Period 5 would mean they missed their third class on a Maroon Day
- Period 6 would mean they missed their third class on a Gold Day
- Period 7 would mean they missed their fourth class on a Maroon Day
- Period 8 would mean they missed their fourth class on a Gold Day

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When you are calling in to excuse your student's absence, please use the PERIOD it tells you on the message, to request the change in attendance.

The other part of this change, is calling in for your student to leave school early. The safest and most accurate, would be to request the **EXACT TIME** you want your student to leave the school. If you say 3rd period on a Gold day, we will most likely believe that to be the class from 12:05 to 1:37. If you say 3rd period on a Maroon Day, it would mean the class from 9:37 to 11:12. Therefore, please give the **EXACT TIME** you want your student to leave their classroom if you are requesting a Permit To Leave The Building.

970-686-8105 Attendance Line & What It Says

Person calls in this is what they will hear:

You have reached the Windsor High School attendance line.

It will keep repeating the options until you choose one.

OPTION 1: To have your child released early today:

If you would like your student to leave school early today, please leave your name, your student's name, a number where you can be reached, the exact time you want your student to leave and whether your student will be returning to school.

OPTION 2: Excusing your child's absence/tardy today:

If you are excusing your student's absence/tardy today, please leave your name, your student's name, the reason for the absence/tardy and a number where you can be reached.

OPTION 3: Excusing past absence/reporting a future absence:

If you are excusing a past absence (within a 24 hour time period), please leave your name, your student's name, the reason for the absence and a number where you can be reached.

If you are excusing a past absence or absences greater than 24 hours, you will need to send a note in with your student, noting the date(s), the period(s) missed, the reason for the absence, your signature and the current date.

PRE – ARRANGED ABSENCE

If your student is going to be out for more than a day and you know ahead of time, please have your student pick up a Pre-Arranged Absence form in the Main Office. This form will be signed by the student, the parent, an administrator and their teachers. It will also give the student their assignments for the time they will be missing. To have it recorded as a Pre - Arranged Absence in the student's attendance, the form must be turned in to the Attendance Office after all signatures have been obtained.