



WHS Attendance Policy

Windsor High School values the time spent in the classroom engaging in learning experiences. In order to fully benefit from classroom instruction, regular attendance is critical to a full and complete educational experience. Any absence impairs the student's ability to fully learn the content presented in the classroom.

Parent/Guardian Notification Absences:

Parents/guardians must notify the Attendance Office if their student will be absent for any reason within 24 hours of the absence. Please call 686-8105 for a 24 hour answering machine to notify the office. You may also request homework to be collected for parent pick up at the end of the school day (please request by 9am to allow time to notify teachers and gather work).

The Attendance Office takes many steps to notify parents of absences. The most common form is an automated message. We encourage parents to use their cell phones (if possible) as the primary contact number for these automated messages.

A letter may be sent via mail if a student has multiple absences so that the Assistant Principal may assist you and your student in creating a plan for attendance and any makeup work completion.

Exempt Absences:

- Suspensions (in school or out of school)
- School activity (field trip, school athletic participation, etc.)
- Court mandated appointments or appearances

Excused Absences (School Board Policy JE):

- A student who is temporarily ill or injured (including medical appointments).
- A student whose absence is approved by the administration (i.e. family trips, etc.).
- A student who is absent for an extended period due to physical, mental, or emotional disability.

Unexcused Absences:

- Any absence not listed in the above Exempt or Excused Absences categories

Unexcused absences will be dealt with as a disciplinary issue.

Students may not receive any credit for work assigned or collected during the class period in which the student was unexcused absent.

Excessive Absences/No Credit Status:

Students may have no more than 9 (nine) absences in any class period, excused or unexcused. Ten or more absences from a class will result in the student being placed on a No Credit Status for the class. The student will be expected to attend class and complete regular assignments. The student will not receive credit for the class.

Students with 10 or more absences in a class may appeal for their grade and credit for the class. Students with failing grades may appeal to receive a No Grade. Successful written appeals will consider documented extenuating circumstances for excessive absences. Extenuating circumstances include, but are not limited to, hospitalization, a death in the family, a family emergency, or a serious family illness. An administrative review process will consider the written appeal for credit and consider the quality of work completed during the semester, the number of total absences and tardies, teacher recommendation, and documentation explaining extenuating circumstances that affected attendance. The decision of the administrative review is considered final.

If a student passed the class:

- A successful appeal will result in the student receiving the credit and grade earned in the class.
- An unsuccessful appeal will result in the student receiving an NG and will not receive credit for the class.

If the student failed the class:

- A successful appeal will result in the grade being changed from an F to an NG and will not reflect in the GPA.
- An unsuccessful appeal will result in the grade remaining as an F and calculating in the GPA.

Students choosing not to appeal their No Credit Status will be treated as if the appeal were denied.

Habitually Truant Students:

Students will be considered habitually truant when they have reached four unexcused absences in one month or ten unexcused absences in one school year.

Habitually truant students may be referred to Youth and Family Connections and/or appropriate judicial proceedings to enforce compulsory attendance under state law (C.R.S. 22-33-101, *et. seq.*).

For the purpose of this provision, four individual unexcused class periods will equal one unexcused school day.