Regular attendance is essential to student success. Castle View High School is dedicated to a collaborative and united effort to ensure that all students attend school. Please review the following information and sign, indicating understanding of Colorado law, DCSD policies, and our policies regarding attendance:

**Highlights of Colorado State Attendance Law C.R.S.A. § 22-33-102 and C.R.S.A. § 22-33-104:**
- Any student six years of age or older but not yet 17 years old on August 1 of any year is required to be enrolled in and in regular attendance at school with no unexcused absences or tardies.
- It is the responsibility of the parent to ensure his/her student’s regular attendance at school.
- A student is “habitually truant” if he/she incurs four total days of unexcused absence in a month or 10 total days of unexcused absence in a school year.
- Each school district must establish a policy of attendance that includes a delineation between excused and unexcused absences.
- Each school district must establish a policy that determines truancy and initiates judicial proceedings.

**Highlights of Douglas County School District Attendance Policy:**
- An absence consists of failure to appear at the assigned school and remain there throughout the entire school day unless dismissed earlier by proper authority.
- When a student fails to meet course requirements, or when administration considers a student’s absences so excessive as to prevent that student from meeting course requirements, credit for the course may be denied.
- Unexcused absences are those with or without prior knowledge and approval of the parents but for reasons not acceptable to the principal.

**Highlights of Castle View High School Attendance Policy:**
- Pride Advisement is an assigned class and is thus considered in overall attendance.
- Open campus applies ONLY to lunch periods and specifically designated off-hours for 10th, 11th, and 12th grade students.
- Arrival more than 25 minutes late to a regular class period or 15 minutes late to Advisement will be considered an unexcused absence.
- A student with six or more absences in a class in any given term may be administratively dropped from that course with an F grade.
- Students 17 years of age or older who fail to regularly attend school may be administratively withdrawn with proper notice to the family of chronic absences.
- Periods of absence exceeding three consecutive days or five overall days in a term will ONLY be considered excused if it is:
  - Accompanied by a doctor’s note that outlines the medical necessity of absence, OR
  - Approved by an administrator and accompanied by a prearranged absence form.
- A parent or guardian must call the attendance line within 48 hours of an absence in order to provide an appropriate excusal. The call MUST include a reason for absence.
- If arriving late or leaving early with an appropriate excusal:
  - A parent must call the early release line or provide a written note. If excusing after 1pm each day, the parent must enter the building to sign the student out.
  - Students must obtain a pass from the office and must sign in or out at the attendance window.
- Students must be present at school for at least two academic periods and Pride Advisement in order to participate in after-school rehearsals, practices, competitions, and performances.

Please use [THIS LINK](http://www.castleviewhs.org) to virtually sign the Attendance Acknowledgement.
PLEASE COMPLETE THIS ACKNOWLEDGEMENT FOR EACH CVHS STUDENT IN YOUR HOUSEHOLD PRIOR TO CHECK-IN ON AUGUST 6TH AND 7TH