

DSST: Public Schools Attendance Policy 2023-24

Daily Attendance: We believe every student's daily presence is irreplaceable to our communities. The high expectations DSST holds for each student makes daily attendance imperative. Engagement and connectedness in the classroom and larger school community are critical to the learning process, individual and collective growth. Every minute of school matters, and we expect students to be in all classes, on time, every day unless the absence is Excused.. **Our network-wide goal for Attendance, and for every individual student, is 95%.**

Attendance Communication

In the event of a necessary absence, a parent/guardian must call the school attendance line and report the absence. Include the student's name, date of absence, reason for absence and parent/guardian contact number. This notification does not automatically excuse the absence (see Excused/Unexcused Absence Policy below).

Doctor visits or other circumstances require a note from a parent/guardian detailing the time to be excused, reason for leaving, approximate time of return and parent/guardian phone number. The student will be excused from class and may leave class when the parent/guardian arrives at the main office.

Families and students have consistent access to see attendance and tardy percentages using parent and student portal. Please check the attendance of your student at least once a week, if not every day.

Definitions

Excused Absences (written statements from appropriate entities may be required):

Illness: fever, contagious disease, illness rendering student to bed rest (Doctor's note required after the second day of absence)

- Illness: fever, contagious disease, illness rendering student to bed rest (Doctor's note required for any absence after 10 absences)
- Injury resulting in temporary physical disability (Communication with Doctor regarding disability required)
- Physical, Mental, or Emotional Disability (Communication with Doctor regarding disability required)
- Family Emergency
- Legal Circumstance (notification from appropriate Judicial Office required)
 - Student is in the custody of Law Enforcement
 - Student has mandatory appearances with the Courts
 - Student is in the custody of Human Services
- School service absences (absences that occur as a result of participation in school activities that are authorized and pre-approved by the school leader)

The School Leadership must approve absence in advance for any reason other than those stated above.

For students with disabilities who are supported through an IEP or Section 504 plan, additional considerations for attendance may need to be considered.

Unexcused Absences are defined as those that do not meet the above criteria.

These are defined as absences that do not meet the requirements of excused absences (above) and/or absences without parent and school permission.

- Absences not properly reported by the parent/guardian
- As stated above, a school leader will review all absences that do not meet the requirements above

School Systems: Accountability, Celebration, & Discipline

In order to ensure 100% of students have the tools, skills, and support needed to fully engage in learning, the DSST: Staff has created a range of systems and strategies, as well as a Network and School based Attendance Team that includes members of the school administration, mental health team, school culture team, and front office team. The role of the Attendance team is to clearly monitor student attendance, outline clear roles and responsibilities for all school stakeholders related to attendance,

celebrate students who are meeting attendance goals and intervene as needed to support students who are struggling to consistently attend classes.

Threshold	School Systems
Universal	<ul style="list-style-type: none"> • Daily communication to families about student attendance by 10 am each day • Robo Call for 2 Unexcused Absences • Quarterly Awards Ceremony • Academic Make-Up Policies for student absences • Attendance tracking and Advisory competition
>94%	<ul style="list-style-type: none"> • Attendance Awards • Raffles • School Store Points
90 - 94%	<ul style="list-style-type: none"> • Advisor Contact Student/Family • Attendance Growth Recognition
81 - 89%	<ul style="list-style-type: none"> • Attendance Guardian/Student Meeting with Advisor • Attendance Contract & Warning
< 80%	<ul style="list-style-type: none"> • Attendance Guardian/Student Meeting with member of Attendance Team • Attendance Contract & Support Plan • All Attendance Steps documented in Infinite Campus • Truancy Warning • Home Visit as Needed • File Truancy (in compliance with APS/DPS policy)

Truancy

Per Denver Public Schools' Policy JE/JE-R, a habitually truant student is defined as a pupil who has four unexcused absences or trancies in any month or ten unexcused absences or trancies during any school year and is between the ages of seven and sixteen, if enrolled in the first grade or above.

Once a student is determined to be habitually truant, a member of the Attendance team will notify the student's parents/guardian in writing of the student's unexcused absences and of the fact that the student is habitually truant. At that time, the school will develop a plan with the goal of assisting the child to remain in school. School personnel will make reasonable efforts to meet with the parent/guardian to review and evaluate the reasons for the child's truancy.

Tardiness

Being prompt to all school commitments is an important student expectation. Students are required to be at school on time. A parent/guardian will be notified in cases of habitual tardiness. Should there be an emergency that prevents a student from being on time, the parent/guardian should call the office or send a signed note which will excuse the tardiness.

Consequences:

- Students who arrive 1-3 minutes late to a class period (without a teacher pass) will earn a Responsibility Prep. (Teacher Assigns)
- Students who arrive more than 3 minutes late to a class period (without a teacher pass) will receive a Dean Intervention. (Teacher Assigns)

Habitual Tardiness: A parent/guardian will be notified in cases of habitual tardiness. The parent/guardian will be expected to meet with the school team to create and implement a plan to correct the problem. Should there be an emergency that prevents a student from being on time, the parent/guardian should call the office or send a signed note which will excuse the tardiness.

Standardized Testing and Final Exam Attendance: To assess the effectiveness of DSST's rigorous, integrated and personalized academic curriculum, students are required to be present and take various scheduled standardized tests and final exams.

Attendance and promptness is expected in all classes and is essential for assessing student progress. The opportunity to adequately assess learning is lost due to absences.

Other Attendance Policies: When a student is absent from school or from assigned classes, the school will notify a parent/guardian as quickly as possible. If a student's academic progress is compromised because of absence, reasonable effort will be made to notify the parent/guardian in advance so remedial action can be taken. Students with excused or unexcused absences are responsible for work missed and are expected to make it up for their own benefit.

Special Attendance Circumstances: Students who will be absent due to religious holidays must obtain administrative pre-approval. Absences due to college visits should be scheduled when school is not in session or will be included in the allowed absences each 12 weeks. Administrative exceptions may be granted for a planned program or a pre-arranged appointment with a specific college administrator if verified in writing and approved in advance by the **Director of College Success**. Students who are absent for an "educationally valuable experience" other than a field trip may receive an excused absence if the following criteria are met:

- a. The absence must be pre-approved at least one week in advance.
- b. There must be written educational objectives for the trip. The teachers will initial the pre-approved request form indicating knowledge of the anticipated absences and the student's receipt of the supplemental assignments.
- c. The pre-arranged absence request will be reviewed by the Dean.
- d. All educational experience absences must be excused within ten calendar days of the student's return to school following the trip

Family Resources

- Transportation: [English](#) and [Spanish](#)
- Emergency Housing: [English](#) and [Spanish](#)
- Mental Health: [English](#) and [Spanish](#)
- <http://www.cde.state.co.us/dropoutprevention/bestpracticesguideseries>
- <http://www.cde.state.co.us/dropoutprevention/bpgreferences>
- <http://www.cde.state.co.us/dropoutprevention/bestpracticeguidefordropoutpreventionresourcesandmaterials>
- For Parents of Students with Exceptionalities Parents Encouraging Parents:
<http://www.cde.state.co.us/cdesped/pep>