Daily Attendance:
The high expectations DSST holds for each student makes daily attendance imperative. Participation in class and in community is critical to learning and growth. **More than 15 absences within a school year will result in academic and/or disciplinary consequences that may include repeating an academic year.** After an absence students are responsible for getting make-up assignments and turning them in on the due date discussed with each teacher.

In the event of a necessary absence, a parent/guardian must call the attendance line (303-524-6300) and report the absence by 8:00 a.m. Include 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. Upon return, the student must provide a doctor’s note verifying the appointment.

**Excused Absences** (written statements from appropriate entities may be required):
The Dean of Students and /or the School Director must approve absence in advance for any reason other than those stated below:

- Illness: fever, contagious disease, illness rendering student to bed rest (Doctor’s note required after the second day of absence)
- Injury resulting in temporary physical disability (Doctor’s note required)
- Mental Disability (Doctor’s note required)
- Emotional Disability (Doctor’s note 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

**Unexcused Absences**
These are defined as those deemed unacceptable by the Dean of Students regardless of prior approval or knowledge of parent/guardian.

- Absences resulting from suspensions and recommendations for expulsion
- Absences not properly reported by the parent/guardian

**Trimester attendance policy:**
If a student receives 7 absences in a class in a trimester, and there are no extenuating circumstances, the student will fail that trimester. If the student has a grade higher than a 70%, he/she will receive a 69.4%. If it is lower than a 70, he/she will receive that grade.

**Procedures for monitoring and compliance of compulsory attendance**
1. All absences will be monitored by school personnel on a daily basis
2. A call will be sent home after 3 cumulative absences.
3. A written notification will be sent home after 5 cumulative absences.
4. After nine (9) absences in a year, a mandatory attendance conference will be held with the student, a parent/guardian and the Dean. At this time the student will be placed on an attendance contract. Note: After the mandatory attendance conference, no further notes will be accepted unless for medical or legal excuses.

5. After this meeting, reaching 14 cumulative absences will result in referral to the school social worker who will file with the court system.

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 exception 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 Placement. 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:

- The absence must be pre-approved at least one week in advance.
- 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.
- The pre-arranged absence request will be reviewed by the Dean.
- All educational experience absences must be excused within ten calendar days of the student's return to school following the trip.

Truancy:

Per Denver Public Schools’ Policy JE/JE-R, a habitually truant student is defined as a pupil who has four unexcused absences or truancies in any month or ten unexcused absences or truancies during any school year and is between the ages of seven and sixteen, if enrolled in the first grade or above. For the purpose of defining a habitually truant student, absences due to suspension or expulsion will be considered excused.

Once a student is determined to be habitually truant, the Head of School or Dean of Students 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. Further unexcused absences will result in the student’s withdrawal from DSST.

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. The parent/guardian will be expected to 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.

If a student is tardy to a class more than 5 times that will be considered an absence and will be counted in a student’s total absence count.

If a student arrives more than halfway through a class period that will be considered an absences for that class period.