



# Attendance Procedures

*Note: all procedures are in accordance with DPS policy JE-R: Student Attendance Procedures*

1. Before attendance problems develop, teachers must stay in contact with their advisement students and their parents. After a student has 10 period absences, the advisement teachers must e-mail our attendance liaison and the deans. Developing good attendance habits is a shared responsibility.
2. Any student who has 10 unexcused period absences will be required to be in Saturday school for four hours. The parent of the student will have to come in for a meeting with the attendance specialist. The student will only be allowed to return to school after this meeting. Attendance meetings with parent/guardian will only occur during the designated time of Tuesday through Thursday, from 7:15 a.m. to 9 a.m.
3. Any student who has 20 unexcused period absences will be required to be in Saturday school twice, totaling eight hours. The parent/guardian will have to come in for a meeting with a dean at the designated time, and an attendance plan will be developed. The parent/guardian will receive an official letter indicating that there is an attendance problem. The student will only be allowed to return to school after the plan has been developed.
4. Any student who has 30 unexcused period absences will be required to be in Saturday school three times, totaling 12 hours. One parent will be required to attend school with his or her student for an entire school day, or the parent/guardian will have to attend Saturday school with their student. The student will only be allowed to return to school after the parent/guardian and student have met these requirements.
5. Any student who has 40 unexcused period absences will be declared habitually truant and sent a 5-day letter. A West employee will make a home visit.
6. Any student who has 55 unexcused period absences will be placed on an attendance contract.
7. Any student who has accrued 70 unexcused period absences will be given alternative schooling options.