

	ABERDEEN SCHOOL DISTRICT	NEPN Code: JH-R
	POLICIES AND REGULATIONS	

REGULATIONS: STUDENT ABSENCES AND EXCUSES

When student absenteeism becomes excessive or when a student is truant, the school will implement the following procedures:

Grades K-8

1. On the fifth partial or full day absence (whether excused or unexcused) during a school year, a referral will be made to the Principal or Student Assistance Team Coordinator.
2. The Principal or Student Assistance Team Coordinator will decide whether to continue to monitor the student's attendance or to make a further referral.

When it is determined that a further referral is necessary, he/she will send the referral to the Student Assistance Team. The Student Assistance Team will consider special circumstances which may be causing the excessive absenteeism and will also consider available options in working with the parents/legal guardians to solve the problem which causes the student to be absent. These options may include school based support groups, and other guidance services, community based services, and/or referral to legal authorities.

3. On the sixth to ninth partial or full day absence (whether excused or unexcused) or the tenth tardy during a school year, a letter will be sent home to the parent(s) or guardian(s) outlining attendance responsibilities. A copy of the letter will be sent to the Superintendent or his/her designee.
4. On the twelfth partial or full day absence (whether excused or unexcused) or the twentieth tardy during a school year, truancy charges will be filed if warranted.
5. In cases of truancy or unexcused absence, parents/legal guardians will be notified and the progressive discipline policy (JK-Middle School and JK-Elementary) will be followed.
6. Upon the fifteenth absence, the school may send the parents/guardians a letter stating that on the twentieth absence, the attendance committee may recommend retention or summer school. Further, the District may file truancy charges on the twentieth day.

Grades 9-12

1. On the fifth to seventh partial or full day absence (whether excused or unexcused) or the tenth tardy during a school quarter, a referral will be made to the Principal, Assistant Principal, or Student Assistance Team Coordinator. Communication will be made with the parent(s) or guardian(s) outlining attendance responsibilities, possible consequences of escalating absences, and other instructions.
2. On the eighth partial or full day absence (whether excused or unexcused) or the twentieth tardy during a school term, if warranted, truancy charges will be filed, a letter will be sent home, and a phone call made to the parent(s) or guardian(s) re-emphasizing responsibilities, stating probable consequences (includes loss of credit*), and SAT referral or SAT meeting instructions.
3. In cases of truancy or unexcused absence, parents/legal guardians will be notified and the progressive discipline policy (JK-High School) will be followed.

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