

Aspen Academy

Student Attendance Procedures

October 2017

Aspen Academy Board Policy 503 and Minnesota Statute 120A.22 govern attendance and truancy requirements and reporting.

Monitoring and reporting student attendance is the responsibility of teachers and administration. The School Nurse is the point of contact for Aspen monitoring. She will monitor attendance and be responsible to ensure all communications happen after the third unexcused absence.

The School Nurse will monitor all excused and unexcused absences for trends and to ensure our students have the best opportunities to be at school to learn.

In general, truancy and attendance reporting focuses on unexcused absences. While that is generally the focus, it is imperative that the difference between an excused and unexcused absence is clear. According to Aspen Policy 503, examples of excused and unexcused absences include, but are not limited to:

Excused: Illness, Serious illness in student's immediate family, death of immediate family or close friend, Medical or dental treatment, court appearances, religious instruction not exceeding three hours in a given week, physical emergencies such as fire, flood, storm, etc., or official school field trip other than school sponsored outing.

Unexcused: an absence in which the student failed to comply with any reporting requirements of the schools attendance procedures, work at home, including providing sibling day care, Work at business, except under a school-sponsored program, vacations with family, any other absence not included under the attendance procedures set out in this policy.

Upon the return to school after an excused or unexcused absence, students must provide a note and then complete missed assignments assigned by teachers in the timeframe assigned.

Tardies:

The above mentioned definitions of excused and unexcused absences generally define excused and unexcused tardies.

A student who is late, entering or leaving the building or class after documented starting or ending time (arriving after 8:30am, or any class period in grades 6-8, and leaving before 3:20pm is considered tardy.)

At Aspen, five tardies constitute one unexcused absence.

Early departures must meet the excused absence criteria, or are considered unexcused time.

Middle level and Elementary reporting:

K-5 student attendance is reported on a daily basis. Grades 6-8 attendance is reported on a period by period basis.

General Reporting Procedures:

1. When a student has three unexcused truancies –
 - a) The Nurse will generate a letter to parents and attach attendance data.
 - b) The letter will be emailed unless there is no email address on file.
 - c.) The Nurse will document each additional communication with parents regarding attendance.
 - c) Doctor note is required, as appropriate, upon student return.

2. When a student has five unexcused truancies –
 - a) The Nurse will maintain ongoing communication with parents regarding any additional absences.
 - b) A letter sent from Principal and will attach attendance data; the letter will be emailed unless there is no email address on file.
 - c) A parent meeting is requested to discuss issues and solutions.
 - d) A doctor's note is required, as appropriate, for additional absences.

3. When a student has seven consecutive unexcused or ten days non-consecutive excused or unexcused truancies -
 - a) A registered letter is sent to Scott County and parents from principal with attendance data attached.
 - b) Doctor note required, as appropriate.
 - c) Meeting required between school officials and parents.

4. When a student has five tardies (late arrival or early dismissal) = one unexcused absence-
 - a) The Nurse will generate a letter to parents and document each additional communication

Communication between the nurse, administrative assistant and principal will be held each week in review of attendance concerns.