



Attendance Policy

Parents are asked to send in a doctor's note or parent written letter to excuse a student absence. Please refer to the [SBCSC Board Policy: 5200 Attendance](#) for guidance on qualification of excused absences.

- Students absent from school will receive a School Messenger auto dialer at 9am.
- Students with 5 absences will be called by a Darden employee following this script: **5 day phone call script** and the following letter: **5 Day Letter**
 - a. Importance of being present at school
 - b. Statistics about absenteeism
 - c. Student absence dates
 - d. Casie Center Reminder
- Students missing **7** days will receive the following letter: **7 Day Letter**
 - a. Student absence dates
 - b. Casie Center Reminder
 - c. Copy of attendance policy
 - d. Home visit
- Students missing **10** days will receive a home visit from a Darden employee and the following letter: **10 Day Letter**
 - a. Student absence dates
 - b. Casie Center Reminder
 - c. Copy of attendance policy
- Students missing **13** days will be asked to join an attendance team meeting.
- Students missing **15** days or more will receive a referral to Casie Center.