

208 ATTENDANCE, ABSENCES, TRUANCY AND MAKE-UP WORK

Pupils will be required to attend school regularly in accordance with Nevada Revised Statutes. School attendance for kindergarten through grade twelve is essential to students' academic success and personal growth as instruction in the classroom setting can seldom be duplicated by make-up work. In order to meet or exceed state academic standards and develop habits of punctuality, self-discipline, and responsibility, students must attend and participate in their prescribed educational programs.

MINIMUM ATTENDANCE REQUIRED

Students must be in attendance at least ninety percent (90%) of the time they are enrolled each year in order to be promoted to the next higher grade, or to earn credit.

Students shall be excused from this requirement if:

1. The parent or legal guardian submits in writing, to the administration of the school from a qualified physician, acting within his authorized scope of practice, stating the student is unable to attend school, the reason for such condition, and the dates for which the condition has occurred.
2. A student with a disability is provided services in accordance with an Individualized Education Program requiring an attendance schedule different from the requirements stated in this policy.
3. A student with a disability is provided services in accordance with a Section 504 Accommodations Plan requiring an attendance schedule different from the requirements stated in this policy.

Students in grades kindergarten through twelfth may be exempt from the requirements of this policy if he/she meets the following criteria:

1. As determined through a conference between the teacher, administrator, parents and the student (if appropriate), and
 - a. The student is at, or above, the median score for his/her grade level in mathematics, reading and language arts on the curriculum based measurements for his/her school.
 - b. In grades seventh through eighth the student has fulfilled the credit requirement to be considered for promotion to the next grade or conditional promotion to the high school.

Students in grades nine through twelve may be exempt from the requirements of this policy if he/she meets the following criteria:

1. The student and his/her parent or guardian meets with the administrator and agree to a plan to assure improved attendance in writing; and the student adheres to the requirements set forth in the plan.
2. The student earns credit in the courses he/she is enrolled in.
3. The student has not previously agreed to a plan to assure improved attendance.

ABSENCE DEFINED

Elementary and Middle School

1. If a student is present for less than two-thirds ($2/3$) of the morning session, the student is marked absent for half a day.
2. If a student is present for less than two-thirds ($2/3$) of the afternoon session, the student is marked absent for a half a day.
3. If a student is present less than two-thirds ($2/3$) of the morning session and less than two-thirds ($2/3$) of the afternoon session, the student is marked absent for a full day.

Kindergarten and First Grade

If a student arrives after 10:40 they are considered $\frac{1}{2}$ day absent. If they leave before 12:40 p.m. that is also $\frac{1}{2}$ day absent. If a student is checked out before 9:20 a.m. that would be considered an all-day absence.

Second through Eighth Grade

If a student arrives after 10:40 they are considered $\frac{1}{2}$ day absent. If they leave before 2:40 p.m. that is also $\frac{1}{2}$ day absent. If a student is checked out before 9:20 a.m. that would be considered an all-day absence.

High School

If a student is present in a class for at least one third of the total minutes designated for that class period, he/she shall be counted present. A student who leaves prior to being in class for at least one third of the total minutes designated for that class period shall be marked absent (excused or unexcused/truant depending upon circumstances and determined by the school administration.)

CLASSIFICATION OF ABSENCE

Approved Absences

An excused or approved absence shall include an absence caused by the student being physically or mentally unable to attend school, a death, mandated court appearances, approved religious holiday, military leave of a parent or guardian, or an emergency outside the control of the student or the student's family. The parent or guardian of the student **MUST** notify the school within

three (3) days of the absence with the reason for the absence. The notice may be verbal or in writing.

For purposes of this policy, “military leave” is defined as a parent or guardian preparing for deployment, on approved leave during a tour of duty, or returning from deployment as part of the United States Armed Forces or National Guard.

Exempt

Absences will be marked exempt by the administrator of the school for a student who has exceeded the minimum attendance requirements (present for 90% of his/her period of enrollment) provided the parent or legal guardian has submitted a certificate in writing to the principal of the school from a qualified physician, acting within his authorized scope of practice, stating the student was unable to attend school, the reason for such condition and the dates for which the condition has occurred. Absences may also be exempted by the principal of the school for a student who has exceeded minimum attendance requirements for situation out of the control of the student or his/her family to include; being physically or mentally unable to attend school, a death, mandated court appearances, approved religious holiday, and emergency travel. Absences must be marked exempt by the administrator in accordance with an Individualized Educational Program or Section 504 Accommodation Plan requiring an attendance schedule different for the requirements stated in this policy.

Prearranged Absences

Parents must prearrange student absences by completing the Prearranged Absence Form within three (3) days prior to the absence for a reason other than those listed above as an excused or exempt absence. The administrator shall make the final determination as to whether, or not, to pre-arrange the absence and thus excuse or exempt it.

Unexcused

Absences for reasons other than those listed, or any absence when the parent/guardian fails to notify the school asking that the absence be excused within three (3) school days will be classified as unexcused.

Truancy

A student who has an absence for at least one period or the equivalent of, that is not excused or exempt, shall cause the administration of the school to investigate the cause of such absence. If it is determined that the absence occurred without the parent’s knowledge or approval, or in the judgment of the school administration was for unapproved reasons without mitigating circumstances, the school administration shall:

- A. Meet with the student regarding the truancy and discuss interventions to encourage attendance; and
- B. Assign the student to make up the missed school time; and

C. Deliver to the parent or guardian a written notice of truancy (NRS 392.130).

Suspension

Students who are suspended by school officials shall not have the days of suspension counted toward their minimum attendance requirements. The dates shall be deemed absence, but shall not count in the 90% total.

Tardy/Late Excused

A student who arrives to the classroom after the class begins and after the teacher commences to take attendance shall be counted as tardy or late excused to class. In order to be considered late excused the tardy must be reported to the school by a parent or guardian and include circumstances that are out of control of the student for example: family illness. Examples of unexcused tardies include: tardies not reported to the school by a parent or guardian, habitual car problems, waking up late, no excuse at all, talking to friends, etc. Unexcused tardies may affect a student's citizenship and/or academic grade and participation and eligibility in extracurricular activities.

HABITUAL TRUANCY

Any child who has been declared truant three (3) or more times within one school year must be declared a habitual truant under NRS 392.140. Additionally, any child who has been declared an habitual truant who, in an immediately succeeding year is absent from school without written authority pursuant to NRS 392.130 or notice from a parent or legal guardian may again be declared a habitual truant.

The administrator of the school or his/her designee responsible for attendance shall notify the parent or guardian of any student who is declared truant. Additionally, once a student has been truant three (3) or more times in one school year, that student must be reported to law enforcement assigned to the school for further investigation.

CHRONIC ABSENTEEISM/MISSED INSTRUCTION

A student who is chronically absent or missing instruction is defined as any student who has been absent or has missed instruction for more than four (4) days or periods in the same class, during a school quarter and who continues to be absent during subsequent quarters.

The school will review students who are chronically absent/missing instruction to determine appropriate interventions.

ATTENDANCE ACCOUNTING AND REPORTING TO PARENTS

It is the responsibility of the school administrator to ensure that teachers have entered attendance and that all student absences are accounted for. All staff involved in maintaining student attendance records must do so diligently and accurately.

For elementary and middle school students:

- Administrators are required to make contact with the parents of each student who accumulates eight (8) or more absences during the school year. The parents will be notified that ten (10) or more absences may result in a Plan for Improved Attendance or other administrative action targeted to improve student attendance.

For high school students:

- Administrators are required to make contact with the parents of each student who has accumulated a total number of absences equal to four (4) and six (6) days in one semester. The parents will be notified that a Plan for Improved Attendance or other administrative action targeted to improve student attendance may result.

PROCESS FOR DETERMINING LOSS OF CREDIT OR NON PROMOTION TO NEXT HIGHER GRADE

When a student in grades kindergarten through eighth grade has been absent more than 10% of his/her enrollment period, the following will apply:

1. The school administrator may meet with the student and his or her parent or guardian to develop a plan to improve attendance for the remainder of the school year. The plan shall be signed by the student, the administrator and the parent or guardian.
2. The school administrator shall review the available assessment data to determine if the student meets the level of performance specified in this policy. If so, no further action is required.
3. If the student does not meet the performance criteria specified in this policy the administrator shall deliver to the parent written notice that the student will not be promoted to the next higher grade due to excessive absenteeism. The parent shall have three (3) business days to appeal the administrator's determination to the School Board of Directors by submitting a request in writing. The decision of the School Board of Directors is final.

When a student in grades nine (9) through twelve (12) has been absent more than 10% of his/her enrollment period, the following will apply:

1. The school administrator shall meet with the student and his or her parent/guardian to develop a plan to improve attendance for the remainder of the school year. The plans shall be signed by the student, the administrator and the parent or guardian.
2. In the last month of each semester, the administrator shall audit all students who are on a plan to improve attendance and make a determination as to whether credit should be awarded, or denied. Should it be determined that a student's credit is to be denied, the school administrator shall notify the student and parent, in writing that the student will be denied credit for the class in which he/she is enrolled that semester due to excessive absenteeism.

3. The parent will have three (3) business days to appeal the administrator's decision to the School Board of Directors by submitting a request in writing. The decision of the School Board of Directors is final.

MAKE-UP WORK

Students will be provided the opportunity to request and complete make-up work for absences and missed instruction.

Failure to request make-up work and/or return completed make-up work will result in grade reduction.

Make-up work is defined as:

1. Scheduled tests
2. Scheduled quizzes
3. Classwork and homework assigned on the day the student missed instruction
4. Topic(s) covered in class while the student was absent

Because of the participatory nature of projects teachers may require additional make-up work from absent students. Make-up work need not be identical to the work missed, but will ensure that the student has the opportunity to meet academic standards.

It is the student's and/or parents/guardians responsibility to request make-up work on the day the student returns to class.

The teacher will provide the requested make-up work within two (2) school days. Make-up work for previously arranged absences will only be given after a student returns to school.

Students will have a minimum of as many days/periods as they were absent to make up the work unless other arrangements are made with the teacher. The timeline for make-up work begins when the student receives the make-up work from their teacher. Failure to return make-up work will result in no credit being given.

It is the student's and/or parents/guardians responsibility to return the completed make-up work within the designated deadline.

Make-up Work for Truancies and Unexcused Absences

In order to allow students to progress academically, students will be given the opportunity to make up work for truancies and unexcused absences in accordance with this policy. However, students who abuse this policy may, at the discretion of the teacher, lose the privilege of make-up work for that class. The parent/guardian and/or the student may request administrative review of the teacher's decision.

Make-up Work for Suspensions

In order to allow students to progress academically, students will be given the opportunity to make up work for suspensions in accordance with this policy.

Previously Assigned Work

Previously assigned work that was due on the day the student was absent is not considered make-up work, and is due the day the student returns to school.

In the event of a pre-arranged absence assignments with a due date during the absence are due on or before the assigned due date.