

**TITLE:** 7222 - Attendance Monitoring and Accounting

**PURPOSE AND BACKGROUND:** To establish guidelines for attendance accountability

**APPLICABILITY:** All school sites

**MONITORING RESPONSIBILITY:** Principals/Designee

**OUTLINE OF PROCEDURE:**

A. ATTENDANCE PHILOSOPHY

School attendance for kindergarten through grade 12 is essential to students' academic success and personal growth. In order to meet or exceed the state and district academic standards and develop habits of punctuality, self-discipline and responsibility, students must attend and participate in their prescribed educational program.

Attendance is a shared responsibility of students and parents/legal guardians, school staff and community.

B. ABSENCE DEFINED

1. Elementary Absence: If a student is absent for 150 minutes (2.5 hours) or less, he/she is marked absent for a half day. If a student is absent for 151 minutes or more, he/she is marked absent for a full day.
2. Secondary Absence: If a student misses an entire class period, he/she will be marked absent.

C. TARDY DEFINED

If a student comes to class late, he/she will be marked tardy. Tardies will be reviewed by the school, and appropriate intervention will be determined.

D. TRUANCY DEFINED

Students are required by law to attend all their scheduled classes, and it is illegal for them to be truant. It is also considered a misdemeanor for parents/legal guardians to promote or allow students to be truant (NRS 392.210). As required by NRS 392.144, schools must report truanancies to their local law enforcement agency for investigation and possible issuance of a citation.

Students risk being marked truant when a call or written note from a parent/legal guardian is not presented to the school within three (3) days of an absence. The definition of an absence includes: one entire class period (NRS 392.130), a partial day or a full day. These types of absences can all be marked truant if contact from the parent/legal guardian is not made within the allowed time limit.

Students will also be marked truant if it is found they were out of their scheduled class(es) without permission, and they missed the entire period(s).

Habitual truant, as defined by NRS 392.140, is any student who has been declared truant three (3) or more times within one school year. Any student who has once been declared a habitual truant and who in an immediately succeeding school year is absent from school without written approval may again be declared a habitual truant. The Principal is required by law to follow school district procedures in reporting any student who is a habitual truant.

#### E. CHRONIC ABSENTEEISM

Chronic absenteeism is defined as any student who is absent for more than eighteen (18) days or periods in the same class during the school year. Required minimum attendance for students is 90% of their enrollment in order to be promoted to the next higher grade or to earn credit. The appropriate procedure will be used when applying the 90% rule pursuant to NRS 392.122, which is explained in the Minimum Attendance Required section.

#### F. MINIMUM ATTENDANCE REQUIRED

NRS 392.122 requires each school district to prescribe a minimum number of days that a pupil must be in attendance for the pupil to obtain credit or to be promoted to the next higher grade. NCSD requires students to be in attendance 90% of the school year. There are 180 days in the school year, allowing the student 18 absences throughout the year. All absences require parent contact within three (3) days of the absence to excuse the missing day and avoid being marked truant (NRS 392.130). After accumulating 18 absences, it is highly recommended all other missed days be excused **with a valid excuse (doctor's note, pre-arranged absence, death in the family, court documentation, etc).**

Absences that do not count against the student when applying the 90% minimum attendance rule (NRS 392.122):

1. Absences due to the fact that the student is physically or mentally unable to attend school, and parent contact is made within three (3) days of the absence; and
2. Pre-arranged absences with the approval of the Principal or his/her designee pursuant to NRS 392.130; or
3. Time out of a class due to a school activity that is:
  - Sponsored by the school or school district;
  - Part of the program of the school or school district; and
  - Personally supervised by an employee of the school district.

#### G. SCHOOL RESPONSIBILITIES

1. The school shall inform the parent/legal guardian of each student who is enrolled in the school that the parent/legal guardian and the student are required to comply with the provisions governing the attendance and truancy of students as set forth in NRS 392.040 to 392.160, inclusive and any other rules concerning attendance and truancy adopted by the school district's board of trustees.
2. The school will attempt to contact the parent/legal guardian on the day of the student's unverified absence. **The school will also attempt to place one personal phone call per year regarding student absences.**
3. Parent/legal guardian shall be informed of any known or suspected truancy involving his/her son or daughter (**Exhibit 2**).
4. Whenever a student's lack of attendance jeopardizes his/her continued educational progress, the school administration shall contact the parent/legal guardian and request a conference to determine causes and solutions. Whenever possible, the conference shall include the parent/legal guardian, student and appropriate school personnel. **Exhibit 10** will be sent on the **8<sup>th</sup> absence**. **Exhibit 11** will be sent on the **12<sup>th</sup> absence**. **Exhibit 12 or 12a** will be sent on the **18<sup>th</sup> absence (depending on whether the attendance conference was held)**.
5. Schools will indicate on academic warning notices, progress reports and/or report cards information regarding absences and missed instruction that may impact students' progress. **After excess absences (non-valid), Exhibit 6 will be sent to the parent/legal guardian with an expected possible retention conference to be scheduled.**

#### H. PARENT/LEGAL GUARDIAN RESPONSIBILITIES

1. The parent/legal guardian will provide an oral or written excuse explaining the cause of the absence within three (3) days after the student returns to school (NRS 392.130).
2. The parent/legal guardian is requested to notify the school in writing of any student health problems, **verified by a medical professional**, which may result in lengthy/chronic absences from school.
3. It is the parent's/legal guardian's responsibility to attend conferences relating to attendance when requested by the school.
4. The parent/legal guardian must request approval for pre-arranged absences from the Principal or his/her designee at least two (2) days in advance of the absence. Extended absences require more advance notice. **Ten (10) pre-arranged absences are allowed per school year if course work is completed (NRS 392.130).**

#### I. CONSEQUENCES OF ABSENCES

Absences will be reviewed by the school, and appropriate intervention will be determined. After site interventions have been exhausted, appropriate consequences will be administered consistent with school district practices.

#### J. APPEAL OF DECISION TO FAIL/RETAIN DUE TO ATTENDANCE

If it is determined a student will fail or will not be promoted to the next grade because he/she has absences in excess of 10%, the student's parent/legal guardian may appeal this decision. If the student is able to pass the course and can be promoted to the next grade, the student will be considered for this option based on his/her content knowledge, motivation and maturity.

At the discretion of the Principal and the Superintendent, the student may be given the opportunity to earn credit in the class or be promoted if all of the following conditions are met:

1. The student or parent/legal guardian requests an administrative review of the absences and the student's failing academic status.
2. The student's positive attitude, desire to attend school, and motivation to pass the class or be promoted warrants a second chance.
3. The administrator and teacher in question must agree that the student can still pass the class academically or be promoted, given what the student must accomplish academically and given the amount of time remaining in the semester or school year.
4. The student and parent/legal guardian agree, in writing, that:
5. Any further unexcused absence or truant absence will result in an "F" for the course or the student not being promoted.
6. The student will successfully complete all make-up work according to a schedule developed cooperatively with the teacher(s).
7. The student will successfully complete all subsequent class work and course/class requirements on time.

The decision of the Principal and Superintendent is final.

#### K. UNIQUE CIRCUMSTANCES

There may be pre-planned, unique circumstances that call for a review of the attendance policy provision that requires a student to be in attendance at least 90% of the time in order to pass or be promoted to the next grade. Unique circumstances arise when students are given the opportunity to participate in a very specialized activity because of family circumstances or the student's own unique talents and skills. Under these circumstances, known in advance, students may be granted additional school-approved absences. An example of a unique circumstance is a trip that has unique educational value.

### Procedures to Request Absences

1. Provide a description of the circumstances and rationale for requesting additional absences.
2. Provide a plan of action for course work that will be missed.
3. Provide proof of adequate academic progress, class test scores, school behavior and study habits.
4. Obtain teacher approval and willingness to work with the student regarding his/her missed schoolwork.

If applicable, demonstrate that the student has followed through on previous commitments utilizing this particular provision of the Attendance Policy/Administrative Regulation.

References: NRS Chapter 392, 392.040 to 392.110 inclusive, & 392.130 to 392.160 inclusive  
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