

TITLE: 7222R 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

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| 1. <u>5-Day Week/Elementary K-5</u>
Up to 75 minutes late = Tardy
76-150 minutes late = ½ Day Absent
Over 150 minutes late = Full Day Absent | <u>4-Day Week/Elementary K-5</u>
Up to 75 minutes late = Tardy
76-170 minutes late = ½ Day Absent
Over 170 minutes late = Full Day Absent |
|---|--|
2. Secondary Absence (Grades 6-12): If a student misses an entire class period, he/she will be marked absent.
3. Alternative Education Absence (Grades 6-12): As an Alternative Program (NRS 388.537), the curriculum is provided as a Program of Independent Study as defined in NRS 389.155. Students are expected to log in, complete a minimum of one lesson per week, and have one on one contact with assigned teacher a minimum of once per week.

ABSENCE TYPES

Verified Absence – An absence is verified when a call or written note by a parent/legal guardian is presented to the school office prior to or within three (3) days after student's return to school. Students will be marked as truant when such notification is not provided.

Unavoidable Absence – The following types of absences are considered unavoidable and/or health related: illness, death in the immediate family, emergency medical or dental attention, and court appearance.

Prearranged Absence – Prearranged absences are those that are not health and/or medically related. These are absences that parents/legal guardians deem important enough for their students to miss school. The District does not support such absences. Prearranged absences are covered in Section E.

C. 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 trancies 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 (Section B). These types of absences can all be marked truant if contact from the parent/legal guardian is not made within the three (3) day time limit. Students will also be marked truant if it is found they were out of their scheduled class(es) [i.e. “cutting” or “ditching” class] 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.

D. 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.

5-Day Week = 180 Days per School Year
Maximum Absences Allowed:
Elementary – 18 days per school year
Secondary – 9 days per semester
Maximum – 18 days per school year
Alternative – 5 hours per week

4-Day Week = 144 Days per School Year
Maximum Absences Allowed:
Elementary – 14 days per school year
Secondary – 7 days per semester
Maximum – 14 days per school 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).

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. Prearranged absences (Section E) 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.
4. Absences due to modified schedule for an IEP or 504 Plan (NRS 392.050).
5. NRS 392.122, Section 2 – “For the purposes of this section, the days on which a pupil is not in attendance because the pupil is absent for up to 10 days within 1 school year with the approval of the teacher or principal of the school pursuant to NRS 392.130, must be credited towards the required days of attendance if the pupil has completed coursework requirements. If the board of trustees of a school district has adopted a policy pursuant to subsection 5, the 10-day limitation on absences does not apply to absences that are excused pursuant to that policy.”

E. PREARRANGED ABSENCES

A parent may request a prearranged absence, only up to ten (10) days per school year through the following process using Exhibit 2 at least two (2) days prior to the scheduled absence.

1. Provide a description of the circumstances and rationale for requesting absences.
2. Provide a plan for coursework 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.

F. CHRONIC ABSENTEEISM

1. Chronic absenteeism – 5-Day Week: is defined as any student who is absent for more than 18 days (9 days per semester) or periods in the same class during the school year. After five (5) absences in a semester, a warning letter will be sent; after eight (8) absences in a semester, the school administration will attempt to contact the parent/legal guardian via a phone call; and after twelve (12) absences in a semester, the parent/legal guardian and

student will be referred to the Chronic Absenteeism Panel and required to attend a Chronic Absenteeism Conference set by the Panel.

2. Chronic absenteeism – 4-Day Week: is defined as any student who is absent for more than 14 days (7 days per semester) or periods in the same class during the school year. After three (3) absences in a semester, a warning letter will be sent; after six (6) absences in a semester, the school administration will attempt to contact the parent/guardian via a phone call; and after nine (9) absences in a semester, the parent/guardian and student will be referred to the Chronic Absenteeism Panel and required to attend a Chronic Absenteeism Conference set by the Panel.

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 D).

It will be determined at the Conference the appropriate procedure regarding the student's chronic absences. In the case where parent/legal guardian does not attend the scheduled Conference, the Chronic Absentee Panel will determine the appropriate procedure.

G. TARDY DEFINED

- Elementary Tardy: If a student arrives to school up to 75 minutes after the last tardy bell, the student must report to the school office and will be marked tardy by the office staff.

Excessive Tardy Defined/Elementary: Ten (10) arrivals tardy to school per semester. Excessive tardiness will be reviewed by the school, and appropriate intervention will be determined.

- Secondary Tardy: If a student arrives to class after the tardy bell rings and before the end of the period, the student will be marked tardy by the teacher.

Excessive Tardy Defined/Secondary: Either ten (10) arrivals tardy to class in a semester, or any one (1) tardy up to ½ of the class period. Excessive tardiness will be reviewed by the school, and appropriate intervention will be determined.

H. 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 NCSD's Board of Trustees. (Exhibit 1)
2. The school will attempt to contact the parent/legal guardian on the day of the student's unverified absence.

3. Parent/legal guardian shall be informed of any known or suspected truancy involving his/her son or daughter via mail with the Nye County School District Truancy-Parent Notice (Exhibit 6 or 6a). A Truancy Report may also be sent by the Truancy Officer. (Exhibit 7, 7a or 7b).
4. NRS 392.130(4) "An absence which has not been approved pursuant to subsection 1 or 3 shall be deemed an unapproved absence. In the event of an unapproved absence, the teacher, attendance officer or other school official shall deliver or cause to be delivered a written notice of truancy to the parent, legal guardian or other person having control or charge of the child. The written notice must be delivered to the parent, legal guardian or other person who has control of the child. The written notice must inform the parents or legal guardian of such absences in a form specified by the Department."
5. 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 1: NCSA Attendance Policy Parent/Student Contract
 - Exhibit 2: Pre-Arranged Absences Form (due at least 2 days prior to absences)
 - Exhibit 3: Completion Plan for Make-Up Work
 - Exhibit 4 and Exhibit 5 will be used at a mandatory attendance conference with the parent/legal guardian and the school administration after the 2nd Truancy.
 - Exhibit 8 will be sent to parent/legal guardian after 5 absences from a 5-day school.
 - Exhibit 8a will be sent to parent/legal guardian after 3 absences from a 4-day school.
 - Exhibit 9 will be sent to parent/legal guardian after 8 absences from a 5-day school.
 - Exhibit 9a will be sent to parent/legal guardian after 6 absences from a 4-day school.
 - Exhibit 10 will be sent to parent/legal guardian after 12 absences from a 5-day school.
 - Exhibit 10a will be sent to parent/legal guardian after 9 absences from a 4-day school.
 - Exhibit 11: Chronic Absentee Conference Questionnaire
6. Schools will indicate on academic warning notices, progress reports and/or report cards information regarding absences and missed instruction that may impact students' progress.
7. Attendance Codes:
 - P = Present
 - A = Unverified Absent (only allowed in system for three (3) days)
 - T = Tardy
 - AE = Excused Absent (notice of illness, pre-arranged, verbal notice of appt.)
 - CIR = Documented Absence (medical, court, religion (verbal), bereavement (verbal))
 - E = First Day of School
 - H = Homebound
 - I = In School Detention

- J = Documented Absence (juvenile detention, probation, etc.)
- O = Out of School Suspension
- R = First Day of Re-Enrollment in School (same school year)
- S = Approved Out of Class (on/off campus: sports, field trip, testing)
- TE = Tardy Excused (must secure note)
- TU = Tardy Unexcused
- X = Truant (truancy report filed)

I. 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, Section 3 – “If a pupil is physically or mentally unable to attend school, the parent or legal guardian or other person having control or charge of the pupil shall notify the teacher or principal of the school orally or in writing, in accordance with the policy established by the board of trustees of the school district, within 3 days after the pupil returns to school.”
2. The parent/legal guardian shall notify the school of any student health problems which may result in lengthy/chronic absences from school. The purpose of the notification is to discuss possible educational alternatives (NCSD policy).
3. It is the parent’s/legal guardian’s responsibility to attend conferences relating to attendance if requested by the school.

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% (Section D), the student’s parent/legal guardian may appeal this decision in writing to the school principal. 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 student’s teacher(s), 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 in writing to the school principal.
2. The administrator and teacher(s) in question must agree that the student can 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.
3. The student and parent/legal guardian agree, in writing, that:
 - Any further unexcused absence or truant absence will result in an “F” for the course or the student not being promoted.

- The student will successfully complete all make-up work according to a schedule developed cooperatively with the teacher(s).
- The student will successfully complete all subsequent class work and course/class requirements on time.

NRS 392.125 – “The teacher and the principal in joint agreement have the final authority to retain a pupil in the same grade for the succeeding school year.”

NOTE: All exhibits referenced herein are located in the Attendance Handbook.

References: NRS 392.035, 392.040, 392.118 through 392.160, 392.170 through 392.220
& 392.470
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NEPN/NSBA
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