

TITLE: 7222R Attendance Monitoring and Accounting

PURPOSE AND BACKGROUND: To establish guidelines for attendance accountability

APPLICABILITY: All school sites

MONITORING RESPONSIBILITY: Site Administrator/Designee

OUTLINE OF PROCEDURE:

A. Attendance Philosophy

School attendance for Pre-Kindergarten through Grade 12 is essential to students' academic success and personal growth. In order to meet or exceed the state and Nye County School District (NCSD) 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, parents/legal guardians, school staff and community.

B. Absence Defined

Elementary Absence (Grades Pre-K-5)

Per Nevada Department of Education (NDE) Guidance Memorandum No. 18-06, a full day of attendance must be recorded for a student if that student is in attendance for more than fifty percent (50%) of the required number of minutes in the daily session for the student's grade. This includes late arrivals as well as early checkouts. However, NCSD will continue to track all minutes attended in a daily session (i.e. present, tardy, early checkout).

Secondary Absence (Grades 6-12): If a student misses more than fifty percent (50%) of an entire class period, he/she will be marked absent.

Alternative Education Absence (Grades 6-12): As an Alternative Program (NRS 388.537), 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 class, per week, and must have at least one individual contact with their assigned teacher per week.

C. Tardy Defined

Elementary Tardy: If a student arrives to school after the last tardy bell, or checks out early and does not meet the requirements for a full-day absence, the student must report to the school office and will be marked tardy by the office staff.

Secondary Tardy: If a student arrives to class after the tardy bell rings, the student may be marked tardy by the teacher.

Excessive tardiness at any grade level will be reviewed by the school, and appropriate intervention will be assigned.

D. Absence Types

Excused and Unexcused Absence: An absence is considered unexcused until 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 **within the 3-days**. Any calls or written notices after the 3-days will be null and void and the marked truancy will remain.

Circumstantial Absence: The following types of absences are considered circumstantial and/or health related: illness, death in the immediate family, emergency medical or dental attention, and court appearance. **NOTE:** Per the NDE these types of absences still count towards chronic absenteeism.

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. NCS D does not support such absences.

E. Truancy Defined

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 after the student returns to school. Students will be marked truant if it is found they were out of their scheduled class (i.e. "cutting" or "ditching" class) without permission.

Per NRS 392.210, it is considered a misdemeanor for parents/legal guardians to promote or allow students to be truant. As required by NRS 392.144, schools must report trancies to their local law enforcement agency for investigation and possible issuance of a citation.

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 a truancy immediately following a school year in which they were previously declared a habitual truant, may again be declared a habitual truant.

F. Chronic Absenteeism Defined

Per the above mentioned NDE Guidance Memo, any student who is absent for more than ten percent (10%) of their enrolled school days is considered chronically absent. Chronic absenteeism letters will be sent as follows:

1. Five-day school week:
 - a. first letter sent at five (5) absences;
 - b. second letter sent at eight (8) absences; school will attempt to phone parent/legal guardian;
 - c. third letter sent at twelve (12) absences; this letter schedules a Chronic Absenteeism Conference for parent/legal guardian to attend.

2. Four-day school week:
 - a. first letter sent at three (3) absences;
 - b. second letter sent at six (6) absences; school will attempt to phone parent/legal guardian;
 - c. third letter sent at nine (9) absences; this letter schedules a Chronic Absenteeism Conference for parent/legal guardian to attend.

Chronic absenteeism will be determined at the Conference, as well as the appropriate procedure regarding the student's chronic absences. In the case where parent/legal guardian does not attend the scheduled Conference, the attendees of the Chronic Absenteeism Conference will determine the appropriate procedure.

G. Minimum Attendance Requirement

NRS 392.122 requires each school district to prescribe a minimum number of days that a student must be in attendance for the student to obtain credit or to be promoted to the next higher grade. NCSD requires students to be in attendance 90% or more of the school year.

The maximum absences allowed for a school with a 5-day week is 18 school days for a student who is enrolled for the entire school year (180 days). The maximum absences allowed for a school with a 4-day week is 14 days for a student who is enrolled for the entire school year (144 days).

Per NRS 392.122, absences that do not count against the student when applying the 90% minimum attendance rule are:

1. Time out of a class due to a school activity that is:
 - a. sponsored by the school or NCSD;
 - b. part of the program of the school or NCSD; and
 - c. personally supervised by an employee of NCSD.
2. Students on an approved Homebound plan (see NCSD Policy/Regulation 5340)
3. Absences due to the fact that the student is physically or mentally unable to attend school, and parent/legal guardian contact is made within three (3) days of the student's return to school;
4. Prearranged absences with the approval of the Administrator/Designee and the completion of student's coursework;
5. Absences due to modified schedule for an IEP or 504 Plan (NRS 392.050).

H. Prearranged Absences Defined

A parent/legal guardian may request a prearranged absence, only up to ten (10) days per school year, through the following process at least five (5) days prior to the scheduled absence.

Parent/Legal Guardian requests may be approved by administrators upon review of the following:

1. a description of the circumstances and reasoning for the request;
2. a completion plan for coursework that will be missed;
3. adequate academic progress, class test scores, satisfactory attendance, school behavior and study habits;
4. teacher approval and willingness to work with the student regarding his/her missed schoolwork.

Prearranged Absence Request Forms can be found on the NCSD website.

I. School Responsibilities

The school will inform the parent/legal guardian and the student that they are required to comply with NRS 392.040 to 392.160, and any other rules concerning attendance and truancy adopted by the NCSD's Board of Trustees (BOT).

1. The school will attempt to contact the parent/legal guardian on the day of the student's unexcused absence.
2. Parent/Legal guardian will be informed of any known or suspected truancy involving their student. The school will also notify the Truancy Officer who may also be in contact with the parent/legal guardian or student.
3. 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.
4. Schools will indicate on academic warning notices, progress reports and/or report cards any absences and missed instruction that may impact students' progress.

J. Parent/Legal Guardian Responsibilities

1. The parent/legal guardian will provide a phone call or written excuse explaining the cause of the absence within three (3) days after the student returns to school.

2. The parent/legal guardian will 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.
3. It is the parent/legal guardian's responsibility to attend conferences relating to attendance if requested by the school.

K. Appeal of Decision to Fail/Retain Due to Attendance

If it is determined a student will fail courses or will not be promoted to the next grade level due to absences in excess of 10%, the student's parent/legal guardian may appeal this decision in writing to the school administrator/designee. A student may be eligible for promotion if they meet the following requirements:

1. pass required course(s);
2. has adequate knowledge of course content;
3. shows appropriate motivation and maturity.

At the discretion of the administrator/designee and the student's teacher, 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 administrator/designee.
2. The administrator and teacher in question must agree that the student can pass the class or be promoted, given what the student must accomplish academically and given the amount of time remaining in the semester or school year.

The student and parent/legal guardian agree, in writing, that:

1. Any further unexcused absence or truant absence will result in an "F" for the course or the student being retained in current grade.
2. The student will successfully complete all make-up work according to a schedule developed cooperatively with the teacher.
3. The student will successfully complete all subsequent class work and course/class requirements on time.

Per 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".

L. Attendance Codes

P = Present

A = Teacher Marked Absence

T = Tardy

AE = Excused Absent (notice of illness, pre-arranged, verbal notice of appt.)

CIR = Documented Absence (medical, court, religion (verbal), bereavement (verbal))

COE = Early Checkout

E = First Day of School

H = Homebound

I = In School Detention

O = Out of School Suspension

OIP = Out of School Suspension – Instruction Provided

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)

Effective Date: May 20, 1998

Revisions: August 28, 2019

Review Date: August 28, 2019

NEPN/NSBA Classification: JHBB

Legal References: NRS 392.035, 392.040, 392.118-392.160, 392.170-392.220, 392.470 and
NAC 387.185

Forms Location: Infinite Campus