

# ADMINISTRATIVE REGULATION

No. 504

Board of Trustees

Douglas County School District

STUDENTS

## ATTENDANCE

The Douglas County School District believes that regular school attendance is essential to a student's academic growth. The loss of classroom interaction because of absenteeism can never be fully regained. Therefore, the goal for all students is uninterrupted daily attendance. Through regular attendance, students will increase their classroom successes and competencies, thereby reducing the possibility of their failing to graduate from high school.

### **Positive Reinforcement:**

Each school affected by this regulation will find a number of ways to recognize or acknowledge the excellent attendance of students.

### **Related Nevada Revised Statutes:**

The following Laws address student attendance:

NRS 392.040: Attendance in public school is required for a child between 7 and 18 years of age.

"Except as otherwise provided by law, each parent, guardian, or other person in the State of Nevada having control or charge of any child between the ages of 7 and 18 years shall send the child to a public school during all the time the public school is in session in the school district in which the child resides."

NRS 392.130  
Section 1

Truant defined:

"...a student shall be deemed a truant who is absent from school without the written approval of his teacher or the principal of the school, unless the student is physically or mentally unable to attend school. The teacher or principal shall give his written approval for a student to be absent if an emergency exists or upon the request of a parent or legal guardian of the student."

NRS 392.210: Failure of parent or guardian to comply with provisions is a misdemeanor:

"Any parent, guardian, or other person who has control or charge of any child and to whom notice has been given of the child's truancy as provided in NRS 392.130 and 392.140, and who fails to prevent the child's subsequent truancy within that school year, is guilty of a misdemeanor."

# ADMINISTRATIVE REGULATION

No. 504

## Board of Trustees

## Douglas County School District

## STUDENTS

NRS 392.140(1) "Any child who has been declared a truant three or more times within one school year must be declared a habitual truant."

### **Absences**

**Absence Verification:** A call or written note by a parent or guardian must be presented to the school office prior to or within 3 days after students return to school. Students will be marked as truant when such notification is not provided.

**Unavoidable Absences:** The following types of absences are considered unavoidable and/or health related. For such absences, students are allowed to make up work for full credit upon their return to school. Students will have as many days as they are absent plus one additional day to make up work for such absences. It is the responsibility of students to initiate and carry out make-up assignments. It is the instructor's role to facilitate the make-up work for students to the extent practical.

- Illness (For extended absences due to health issues, homebound instruction may be provided. Board Policy No. 209, NRS 392.050)
- Death in the immediate family
- Emergency medical or dental attention

**Avoidable Absences:** Avoidable absences are those that are not health and/or medical related. These are absences that parents or guardians deem important enough for their children to miss school. The School District does not support such absences.

The following rules apply to such absences:

- Parents or guardians may be asked to write a letter explaining how they will provide for their children's education during an avoidable absence. In the event students have excessive absences and/or difficulty academically, the principal, or designee, will contact the parents or guardians discouraging the absence. These letters will become a part of the student's educational records.
- Students will have as many days as they are absent (up to a maximum of ten days for a single occurrence) plus one day to make up missed schoolwork. All make-up work must be turned in by the beginning of the day following the total number of days allowed for make-up work. Make-up work will be provided upon a student's return to school to the extent the work can be made up outside the classroom. Alternative assignments will not be provided for those that can only be completed in the classroom. It is the responsibility of students to initiate and carry out make-up assignments.
- In the event there are not sufficient grades to determine a grade average at the end of the grading period or semester due to absences, an incomplete will

# ADMINISTRATIVE REGULATION

No. 504

## Board of Trustees Douglas County School District

## STUDENTS

be recorded. Grades from an accredited public school, private school, or correspondence course will be used to determine end of grading period grades.

### **Unexcused Absences:**

- Truancy - unexcused absences for all or any part of a school day
- Absences for which no notification is given by parents or guardians within 3 days of student's return to school.
- Tardies - Any time a student is not in their scheduled class after the tardy bell rings.

A letter from a school administrator will notify parents of all unexcused absences.

Please see the Douglas County School District Enrollment and Attendance Manual for specific instructions on withdrawal codes and attendance documentation.

### **Attendance Waiver Grades 9-12**

A student may be excused from one class for up to the full class period to attend a pre-approved physical education opportunity (see specific equivalent credit course list BP518-2D) outside the instructional programs of the Douglas County School District (see AR518g).

### **Minimum Number of Days of Attendance**

Students attending a 5 day school week are provided with a total of 180 days of instruction each year. Students attending a 4 day school week are provided with a total of 150 days of instruction. The students must be in attendance for a minimum of ninety percent (90%) of the instructional days from the time of enrollment in order to be considered for promotion to the next higher grade or to earn credit. All absences, excused or not excused, count towards student attendance.

If a student has a total of 10 or more absences, for any reason, the school will notify the student's parent/legal guardian. See Example #1.

### **Example #1: (Elementary)**

A student has missed 10 school days. A letter will be sent to the student's parent/legal guardian notifying them that, if the student misses more than 18 days, including any day(s) waived under NRS 392. 122, in a school year, a conference will be held to determine the impact of the student's absences on academic achievement, grade promotion, and/or credit obtainment.

# ADMINISTRATIVE REGULATION

No. 504

Board of Trustees

Douglas County School District

STUDENTS

## **Example #1: (Secondary)**

A student has missed five (5) or more days per class period within a single semester. A letter will be sent to the student's parent/legal guardian notifying them that, if the student misses more than ten (10) days per class period, including any day(s) waived under NRS 392. 122, in a semester, a conference may be held to determine the impact of the student's absences on academic achievement and credit obtainment.

If a student has, since their enrollment date, missed more than 10% of the instructional days for that school year, the school principal will request a conference with the student and parent/legal guardian. The conference will determine the effect of the absences on the student's achievement, grade promotion, and/or credit issued. The principal of the school shall provide written notice of the conference to the parent/legal guardian of the student. The notice will indicate that the student and his/her parent/legal guardian may request a review of the student's absences at the time of the conference.

Upon receiving the request for a review by the student and/or parent/legal guardian, the principal (or designee) shall review with the parent/legal guardian the reason for each student absence.

After the review, the principal (or designee) shall credit towards the required days of attendance (162 days for the 5 day school week, 135 days for the 4 day school week or 90% of the remaining instructional days since enrollment) only those student absences that comply with the NRS 392. 122.

Pursuant to NRS 392. 122, ten (10) instructional days may be waived if student absences comply with the following criteria:

- (a) There is evidence or a written affirmation by the student's parent/legal guardian that the student was physically or mentally unable to attend school on the day of the absence; and
- (b) The student has completed course-work requirements.

The student and his/her parent legal guardian may appeal the decision of a principal (or designee) pursuant to NRS 391.122, Subsection 2, to the Board of Trustees (or designee). See Example #2.

## **Example #2: (Elementary)**

A student has missed 18 school days. The principal sends the student's parent/legal guardian a letter requesting that a mandatory attendance conference be held. In the letter the principal advises the parent/legal guardian that, under NRS, the parent may request a review of the student's absences in order to waive a maximum of ten (10) days of absences. If the principal finds that the request to waive the ten days is

# ADMINISTRATIVE REGULATION

No. 504

## Board of Trustees Douglas County School District

## STUDENTS

acceptable then the attendance record shall thus reflect only 8 days of absence and the student may be promoted or issued credit.

### **Example #2: (Secondary)**

A student has missed ten (10) or more days per class period within a single semester. A letter will be sent to the student's parent/legal guardian notifying them that, if the day(s) are not waived under NRS 392.122, then credit may be withheld. Parents will be encouraged to submit a request for the review of the student's absences in order to waive a maximum of ten (10) days of absences. If the principal finds that the request to waive the days is acceptable, then credit may be issued.

### **Truancy**

Truancies are unexcused absences for all or part of a school day and tardies defined previously in this Regulation (NRS 392.130[1]). Because students are required by law to attend all classes to which they have been assigned, unexcused or unauthorized absences from school, individual classes, before or after school assignments such as detention or classroom make-up are considered truancies. It is illegal for students to be truant or for parents or guardians to promote or allow students to be truant in Nevada (NRS 392.210). In addition, students who have 3 or more truancies are considered habitual truants (NRS 392.140[1]). Personnel are committed to working with students, parents, or guardians, and local law enforcement personnel to address truancy issues. The following Truancy Review Board process of notification, consultation and consequences is designed to curtail truancy.

### **Student Attendance Review Board**

#### **1<sup>st</sup> Truancy**

- Students may have a conference with a site administrator or counselor and may be assigned a consequence by the school.
- Parents will be notified in writing of the truancy and provided a copy of this Policy by mail.
- School personnel may develop an intervention plan.
- Documentation regarding this truancy will be sent to the Douglas County School District's Dropout Prevention Specialist and School Resource Officer.

#### **2<sup>nd</sup> Truancy**

- Students may have a conference with a site administrator or counselor and may be assigned a consequence more severe than the first occurrence. Parents will be notified in writing of the truancy and provided a copy of this Policy by mail.
- School personnel may develop an intervention plan.

# ADMINISTRATIVE REGULATION

No. 504

## Board of Trustees

## Douglas County School District

## STUDENTS

- Documentation regarding this truancy will be sent to the Douglas County School District's Dropout Prevention Specialist and School Resource Officer.

### 3<sup>rd</sup> Truancy

- Students may have a conference with a site administrator or counselor and maybe assigned a consequence more severe than for the 2<sup>nd</sup> occurrence.
- Students will now be considered "Habitual Truants" per NRS 392.140.
- Parents will be notified in writing of the truancy and provided a copy of this Policy by mail.
- This notification will indicate that the next truancy will require that parents or guardians and students have a School Attendance Review Board Hearing.
- Copies of the letter notifying the parents or guardians of this 3<sup>rd</sup> occurrence will be sent to the Douglas County Probation Office.
- School personnel may develop an intervention plan.
- Documentation regarding this truancy will be sent to the Douglas County School District's Dropout Prevention Specialist and School Resource Officer.

### 4<sup>th</sup> Truancy

- Upon the 4<sup>th</sup> truancy, parents or guardians will be notified through the Douglas County School District's Dropout Prevention Specialist by certified mail of the time and place of their School Attendance Review Board Hearing. The School Attendance Review Board Hearing will be conducted by the Dropout Prevention Specialist of the Douglas County School District. The goal of the School Attendance Review Board will be to understand the truancy problem and to develop a plan and/or consequence that will improve students' attendance. At the School Attendance Review Board Hearing, the school administrator will show cause for the students being labeled Habitual Truants. Parents or guardians will have the opportunity to explain the situation from their perspective. They can clarify the educational goals they have for their children and the commitment of the student to regular school attendance. All deliberation, findings, and determinations of the School Attendance Review Board shall remain confidential.
- Upon being declared a habitual truant pursuant to NRS 392.140, the student must surrender his/her driver's license to the School Resource Officer in attendance at the hearing who will write the citation. The driver's license will be suspended for at least 30 days but not more than 6 months. The length of the suspension shall be determined by the Student Attendance Review Board. If the student does not possess a driver's license, the order must provide that

# ADMINISTRATIVE REGULATION

No. 504

## Board of Trustees

## Douglas County School District

## STUDENTS

the student is prohibited from applying for a driver's license for 30 days after the student becomes eligible to apply for a driver's license.

- If it is the second time or subsequent time that administrative sanctions have been issued because the student is a habitual truant, the suspension of the driver's license will be for at least 60 days but not more than 1 year. The length of the suspension shall be determined by the Student Attendance Review Board. If the student does not possess a driver's license, the order must provide that the student is prohibited from applying for a driver's license for 60 days after the date the student becomes eligible to apply for a driver's license.

### **DMV Certification of Attendance**

The principal of a DCSD High School or his/her designee shall, upon request by a student who is between the ages of 14 and 18 years and who is enrolled in the school, provide the student a signed DMV verification form verifying that the student has complied with the minimum attendance requirements. "Minimum Attendance" is defined as at least 90% attendance since the beginning of the school year.

If the student does not satisfy the requirements of minimum attendance, the verification form shall be submitted to the Dropout Prevention Specialist for review. Should the Dropout Prevention Specialist determine that a hardship exists and it would be in the best interests of the student or his or her family for the student to be allowed to drive, the Dropout Prevention Specialist will provide a written statement to that effect. The written statement provided to the student may be used for the purposes of submitting materials that must accompany an application for a driver's license.

The parent or legal guardian of a student may request a hearing before the superintendent to appeal the denial of a driver's license. Within 30 days, the superintendent shall, hold a hearing to review the reason for the denial of the driver's license. Within 30 days after the hearing, the superintendent shall issue a written decision affirming, denying or modifying the decision to deny a driver's license and mail a copy of the decision to the parent or legal guardian of the student. There is no further appeal.

See Policy related to this Administrative Regulation

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## Board of Trustees Douglas County School District

## STUDENTS

### LATE ARRIVAL AND EARLY DISMISSAL

It is necessary that a student be in attendance throughout the school day in order to benefit fully from the educational program of the District. The Board recognizes, however, that from time to time compelling circumstances will require that a student be late to school or dismissed before the end of the school day.

The Board requires that such absences be pre-arranged by written request of the student's parent. The principal shall determine whether the reasons are justifiable.

No student in elementary or middle school shall be permitted to leave the school before the close of the school day unless he is met in the school office by a parent or a person authorized by the parents to act in their behalf. No student who has a medical or educational disability that may be incapacitating may be released from school without a person to accompany him.

The Board shall presume that the parents or guardian of record of any student are the legal custodians of the student and that the student may be released into the care of his legal custodian. If the student's parents are divorced or separated, and one parent has been awarded custody of the child, the parent in custody must inform the School District of any limitations in the rights and privileges of the non-custodial parent. Absent such notice, the Board will continue to presume that both parents possess full custodial rights.

Date Adopted: 8/12/80  
Date Revised: