

## **~IMPORTANT DISTRICT POLICIES ON ATTENDANCE~**

Regular attendance as well as a student's achievement are important factors in determining successful completion of a school year. The state legislature has passed strict laws regulating school attendance. Tardies are also considered a serious matter. Parents or guardians can be held responsible for students who are classified as habitual truants. Parents or guardians can also be required to attend a hearing and be fined for not taking the responsibility of getting their child or children to school regularly and on time. To emphasize the importance of regular attendance, the following administrative guidelines will be in effect:

1. All absences, whether truancy, illnesses, or by parent request, will be recorded by the teacher and attendance secretary.
2. Absences for school-sponsored, approved or related activities will not count against your attendance record.
3. All work missed for absences because of school-sponsored, approved or related activities must be made up.
4. Parents or guardians will be notified in writing when you have accumulated ten (10) absences and again when you have accumulated eighteen (18) absences. The eighteen-day letter, which means that the student has missed one-tenth of the school year, informs parents or guardians that a review regarding promotion will be conducted because of excessive absences.
5. The school may ask parents or guardians to have their doctor verify in writing the cause for excessive absences; however, students are not expected to come to school when they are ill.

EXCUSED ABSENCES are excused if they are a result of:

1. Illness
2. Death in the immediate family
3. Emergency medical or dental attention
4. Absences approved in advance by the principal or one of the assistant principals
5. Suspension

UNEXCUSED ABSENCES are not excused if they are a result of:

1. Truancy
2. Missing the bus
3. Working/Babysitting
4. Shopping
5. Oversleeping It is preferred that parents/guardians call the school the same day of their student's absence. It is however, the parents/guardians responsibility to notify the school's attendance office of any absences within 3 school days after their student returns to school. Students will be considered truant when such notification is not provided and per the DCSD Policy 504B NRS 392.130A and NRS 392.140 ABC the truancy will be turned over to the District Truancy Officer.

### **LATE ARRIVAL**

Parents/Guardians are required to sign in their student or call school in advance, if they are arriving late to school.

### **EARLY DISMISSAL**

Parents or guardians are required to show ID to sign their student out for an early dismissal. Students are not allowed to leave school with another person unless a parent/guardian has made prior arrangements with the office. If a person shows up at the office without a parent's or guardian's note of approval and that person is not listed on the emergency form as a responsible party, the school will not allow you to leave with that person. This policy is enforced to ensure your safety.