

## Absences/Attendance

### Importance Of Attendance

Regular school attendance is essential for a student to make the most of his/her education. Students must be present in the classroom to benefit from the teacher led instruction, activities, and technology enrichment. Absences that include multiple days can be harmful to a child as he/she misses out on daily instruction that leads to building on the learning of topics at different levels over many days of learning. Absences from school can result in a serious disruption of a student's mastery of instructional materials. We would request that parents help us to avoid unnecessary absences from school for their children.

In accordance with NRS 392.040 except as otherwise provided by law, each parent, custodial 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 of the time the public school is in session in the school district in which the child resides unless the child has graduated from high school. NRS 392.040 and 392.160 require students to comply with the provisions governing the attendance and truancy of students. The parent, legal guardian, or other person in the State of Nevada having control or charge of any student is required to send the student to school during all times that the public school is in session. Each student is expected to attend school for the entire day. The Nevada Revised Statutes provide corrective steps and/or sanctions to be taken when a student does not attend school.

### Elementary Absences (Grades K-5)

Elementary students who exceed 20 school days (20) absences during the school year, (10 per semester) may be retained in the current grade and/or receive failing grades for their courses. The absences are considered excessive under NRS 392.122: "The board of trustees of each school district shall prescribe a minimum number of days that a student who is subject to compulsory attendance and enrollment in a school in the district must be in attendance for the student to obtain credit or to be promoted to the next higher grade." Pre-arranged absences must be approved by administration and must be less than 10 total non-consecutive school days. All pre-arranged absences for which the makeup work was not completed and submitted as specified by the teacher shall be considered unapproved. Pre-arranged absences must be submitted to the office at least one week prior to the requested start date for the absence. Late submittals do not have to be approved by the teachers.

It is understood there are days when students do miss school with the consent of parents/guardians due to illness. In these situations, the parent/guardian MUST call the school to verify the absence. This must be followed with a written excuse when the student returns. If your child is absent from school, within three (3) days of the occurrence, the lack of a written and submitted excuse for the absence will be considered an unexcused or unverified absence.

## **Secondary Absences (Grades 6 – 12)**

Secondary students who exceed ten school days (10) unapproved / unexcused absences in any course during the semester may receive a failing semester grade for those courses and the absences are considered excessive under NRS 392.122: "The board of trustees of each school district shall prescribe a minimum number of days that a student who is subject to compulsory attendance and enrollment in a school in the district must be in attendance for the student to obtain credit or to be promoted to the next higher grade."

### **Denial Of Credit Or Promotion**

Before a student is denied credit or promotion to the next higher grade for failure to meet attendance requirements, an administrator will provide written notice to the parents/guardians of the student. The administrator or his/her designee and the parent may review the absences upon which the denial of credit or promotion is based. After the review, the administrator or his/her designee shall determine if credit is warranted towards the required days of attendance each day of absence for which: (a) there is written evidence of affirmation by the parent that the student was physically or mentally unable to attend school on the days of absence and (b) the student has completed the course-work requirements.

A requested parent conference is to be scheduled by the administrator or his/her designee when the following occurs due to excessive absenteeism:

- A student has been identified for possible retention
- A student may be denied course credit (secondary)
- A student is being recommended for enrollment at an alternative school
- A student is deemed to be habitually truant
- A referral for education neglect is contemplated (elementary)

IICSN may investigate, in cooperation with the parent and student, the cause of absences and determine a course of action on or before the accrual of 10 full-day absences or upon the accrual of one or more unapproved absences.

Except as otherwise provided in subsection 5 of the NRS 392.122, before a student is denied credit or promotion to the next higher grade level for failure to comply with the attendance requirements of the school, the principal of the school in which the student is enrolled or his/her designee shall provide written notice of the intended denial to the parent/guardian of the student. This notice must include a statement indicating that the student and his/her parent/guardian may request a review of the absences of the student and a statement of the procedure for requesting such a review. Upon the request for review by the student and his/her parent/guardian, the principal or his/her designee shall review the reason for each absence of the student upon which the intended denial of credit or promotion is based.

After the review, the principal or his/her designee shall assign credit towards the required days of attendance each day of absence for which:

- There is evidence or a written affirmation by the parent/guardian of the student that the student was physically or mentally unable to attend school on the day of the absence
- The student has completed course work requirements
- Elementary students may be retained in the current grade if they exceed the limitation of absences allowed for the school year
- Secondary students will receive a denial of credit for any course in which the limitation of absences has been exceeded
- Students in grades 9-12 who fail three or more courses may have to attend credit retrieval classes
- Secondary students will receive written documentation and parents/guardians will be given options for making up deficient credits

An appeal process is available to parents/guardians who wish to debate the denial of credit. The board may adopt a policy to exempt students who are physically or mentally unable to attend school from the limitations or absences set forth. If a board adopts a policy pursuant to this subsection:

- A student who receives an exemption is not exempt from the minimum number of days of attendance prescribed
- The days on which a student is physically or mentally unable to attend school must be credited towards the required days of attendance if the student has completed the related coursework requirements
- The procedure for review of absences set forth does not apply to days on which the students is absent due to his/her physical or mental inability to attend school

A school shall inform the parents/guardians as well as the student of their responsibility to comply with the attendance and truancy laws of the State of Nevada. IICSN will inform its parents of the appeal procedures involved in its attendance/truancy policy. If a parent/guardian believes he/she has extenuating circumstances, issues that may have led to the excessive absences and/or mistakes in record keeping have been made; an appeal may be made to the administration or his/her designee. The final level of appeal is with Innovations' Governing Board.

### **Tardiness To School**

As well as absences being harmful to children, so is tardiness to school. Students are expected to arrive on time and remain on campus for the entire instructional school day. It is understood that circumstances arise that cannot be predicted or managed where students will be tardy to school. However, a habitually tardy student is one who consistently enters or attempts to enter the classroom after instruction has begun. Consistently enters or attempts to enter classes is constituted as a student who has had two (2) or more tardy slips administered by the office for entry to class.

Tardiness begins at 8:10 a.m. each morning at both of our campuses and continues throughout the day. Since the school's instruction begins at 8:00 a.m., it is critical to ensure your child is on campus and in his/her homeroom ready to begin the day when school starts.

Chronic or habitual tardiness is not acceptable. Administration will seek disciplinary actions to assist in correcting habitual tardy problems. This could be in any of the following forms and in no particular order, depending upon the issue and severity of the situation.

- Warning given the child
- Phone call home to parent
- In house detention
- After school detention
- Mandatory Saturday school attendance
- Require Parent Conference
- Suspension
- Filing truancy charter with appropriate services
- Other as deemed relevant to the incident

### **Attendance Documentation**

Student attendance is documented by Innovations on Infinite Campus. This is a universal reporting system by which the State of Nevada and the Clark County School District pull nightly data concerning the school's enrollment and attendance. Regulations developed to implement IICSN's attendance policy fall under the Nevada Education Reform Act of 1997 as a criterion for determining the adequacy of the school's overall program performance.

- Students are allotted three (3) days after returning from an absence to provide Innovations with written notification from the parent/guardian as to the nature of the absence. Students may not submit written notification.
- All paperwork regarding absences must be turned in to the office or to the registrar. If an acceptable explanation of the absence is not provided, the absence will be unapproved.
- Any student who has been absent 10 or more full days may be required to submit a note from a medical provider on all subsequent absences in order for those absences to be approved, except if the majority of the initial 10 absences were pre-arranged.
- Absences that are unapproved/unexcused are considered to be trancies.

### **Approved Absences**

- The student is physically or mentally unable to attend school, or the absence is related to the student's disability. The course work assigned during the absence MUST be completed and submitted for grading.
- The approval of the administrator and/or his/her designee has been given for an unavoidable absence due to an emergency.
- The student is absent due to a required court appearance or religions holiday.
- The student is absent due to disciplinary actions deemed essential by administration.
- The absence has been pre-arranged pursuant to the request of a parent/guardian prior to the absence and does not exceed the ten (10) pre-approved ICSN days per year.

## Unapproved Absences

If a student has one or more unapproved absences from the school, a conference may be requested between the student, the counselor, and the parent/guardian. Three (3) or more **consecutive** absences will require a written note from a medical provider, or the absence may be unapproved.

An absence is unapproved when:

1. The pre-arranged absence was not requested in writing at least one week in advance of the absence.
2. The absence was not due to the physical or mental inability of the student to attend school, the student's disability, an emergency, a required court appearance or religious holiday.
3. The absence from class or school was without the written permission from the registrar or administrator.
4. The parent/guardian or person in charge of the student failed to notify the school of the reason the student was physically or mentally unable to attend, or the nature of the emergency, court appearance or religious holiday within three (3) days after the student returned to school.
5. The student failed or refused to attend school when so directed by the parent/guardian or school official.
6. The parent/guardian failed or refused to require the student's attendance at school.
7. The student failed to turn in makeup work by a predetermined date.
8. Upon the fourth consecutive absence, a note from a medical provider was not submitted to the office.
9. After the ten (10) absences during the school year, a note from a medical provider was not submitted to the office.