

## Attendance Policy

The Nevada Revised Statutes 392.122 is the basis for the WCSD Attendance Policy and Procedure. NRS 392.122 states that the Board of Trustees shall establish a minimum attendance requirement for promotion to the next grade or earning credit. The WCSD Board of Trustees has established a policy requiring **90% attendance** for promotion to the next grade or earning credit. The emphasis of the attendance policy is on the importance of keeping students in school and providing access to the curriculum. During the 2005 Legislature, NRS 392.122 was revised. Because of this change in statute, the WCSD Board of Trustees adopted a policy that considers a medical absence as an approved/excused absence if the student completes the make-up work.

The attendance policy is for all students at the elementary level, including kindergarten and first grade, and secondary level. There are some differences between the two levels because of the manner in which credit is earned at the secondary level. The major points of the policy are as follows:  
Absences that **do not count** against the 90%:

**10 Circumstance** absences per year for elementary and middle school students or 5 Circumstance absences per each semester for high school students do not count if approved by the site administrator. Examples of these types of absences are listed below:

### **Religious Family business Bereavement Pre-arranged Legal Personal business Emergencies**

• **Medical absences** do not count against the 90%. There are two types of codes for medical absences. One code designates a medical absence which has documentation provided by a health care professional. The other medical absence is coded to indicate that the parent/guardian has affirmed that the absence is of a medical nature. The school has the right to request a parent/guardian conference if medical absences become excessive and if there is no documentation of a health concern provided by a medical professional. It is extremely important that parents/guardians provide a note from a medical professional if available and *always* notify the school of an absence due to a medical reason.

It should be noted that parents/guardians must send a note or call the school regarding **any absence**. This must be done within three days after the student returns to school. Of course, calls or notes in advance are always appreciated. Pre-arranged absences must be requested at least 2 school days in advance of the absence and should be requested earlier than 2 days in advance if the absence is for an extended period of time.

There are certain types of absences that **do count** against the 90% attendance rule:

- Any absence that is not verified by a parent/guardian within the three days after the student returns to school counts against the 90%.
- Any Domestic absence counts against the 90%.
  - A Domestic absence is any absence beyond the 10 (elementary/middle school) or 5 per semester (high school) Circumstance absences.
  - Absences that are within the parent's/guardian's control also count as Domestic absences.

**Examples of these types of absences are listed below:**

**Staying home to care for siblings Didn't feel like coming to school**

**Excessive transportation issues Sleeping in too late**

At the elementary level, missed instruction is recorded when the student does not attend the entire A.M. or P.M. session, but does attend 2/3 of the session. At the elementary level, if a student attends less than 2/3 of the A.M. or P.M. session s/he will be recorded as absent. At the secondary level, missed instruction is recorded when the student is late or leaves at any time during the class period.

Make-up work must be provided for any absence, but it is the student's responsibility to request the make-up work in advance or on the first day s/he returns to class. Because it is impossible to make-up some in-class assignments, coursework of a similar nature may be assigned. It is the student's responsibility to turn in all make-up class work at the designated deadline. Failure to complete the make-up work within the designated deadline will result in no credit received for the make-up work.

**If your child has failed to meet the 90% requirement, you may ask for a review of the absences. Please note that in order for any absence to be considered for review, the make-up work must have been completed per District policy. The principal or his/her designee will review the absences and notify the parent/guardian of the decision. *Students who attend less than 90% of the year or course will be retained or not earn credit.***

If you have any questions regarding the attendance policy, contact your child's school. Attendance is a shared responsibility and concern of students and parents/guardians with the assistance and support of school staff and the community. Let's all work together to get our children in school and make every day