

Elko County School District

J.B.B.A.

Minimum Day Attendance Policy (Adopted 10/13/98) (Revised 8/24/99)

Assembly Bill 376 specifies: *The Board of Trustees of each school district shall prescribe a minimum number of days that a pupil who is enrolled in a school in a district must be in attendance from the pupil to be promoted to the next higher grade.*

To ensure all students receive a quality education, it is important that the Elko County School District adopt a policy that requires students and parents to develop an attitude that attendance is an important aspect in a child's education. Students must be in class on a regular basis to ensure a quality educational experience. The following regulations are predicated on the premise that positive attendance habits will promote successful student career and life experiences.

The policy requires an aggressive commitment to good attendance habits from students, parents and staff.

Minimum Days of Attendance

Students are considered present in school when they are attending classes or school sanctioned activities. By definition of N.R.S. 392.130, "*The teacher or principal shall give his written approval for a pupil to be absent if an emergency exists or upon the request of a parent or legal guardian of the pupil.*" (Per Attorney General's Opinion 98-11 - *If a parent or guardian requests that his/her child be excused from school before the absence occurs, this request must be honored*). Students are absent when they fail to meet classes as scheduled for any reason other than attendance at a school sanctioned activity. *All absences*, including a portion of the school day, not to include tardies, shall be considered when calculating minimum day attendance.

Communication between home and school is absolutely vital in promoting and managing good attendance. The following guidelines have been developed to support efforts regarding parent notification and to warn students that they may be in danger of not being promoted or may lose credit for excessive absences.

Minimum Days of Attendance Required for Kindergarten Through Sixth Grade

Less than 90 percent attendance of days enrolled may result in a student's loss of promotion into the next grade.

Parent Notification Procedures for Kindergarten Through Sixth Grade

- Step 1 Letter indicating a student has missed five (5) days. This letter shall include a copy of this policy, a copy of the student's attendance records, and contact numbers and names of school staff members who can assist parents with questions.
- Step 2 Letter indicating a student has missed ten (10) days. This letter shall include a request for a parent/student conference with school administration and a reminder of the danger of not being promoted.
- Step 3 Letter indicating a student has missed fifteen (15) days. This letter shall include a request for a parent/student conference with school administration and a reminder of consequence of continued poor attendance, and possible intervention strategies.
- Step 4 Letter indicating a student has exceeded the District's attendance policy. This letter will include a request for a conference with the parent and student to discuss the school's decision regarding non-promotion and/or appeal.

Include a statement clarifying the appeal process and the name and number of the individual to contact for assistance.

Minimum Days of Attendance for Seventh Grade Through Twelfth Grade - Traditional Schedule

Less than 90 percent attendance of days enrolled each semester may result in loss of credit(s). Nine or more days missed, per semester, may result in loss of credit.

Minimum Days of Attendance for Seventh Grade Through Twelfth Grade - Block Schedule

Less than 90 percent attendance in block scheduled periods enrolled each semester may result in loss of credit(s). Six or more block schedule periods missed per class, per semester, may result in loss of credit.

Parent Notification Seventh Grade Through Twelfth Grade - Traditional Schedule

- Step 1 Letter indicating a student has missed three (3) days. This letter shall include a copy of this policy, a copy of the student's attendance records, and contact number/names of school staff who can assist parents with questions.

- Step 2 Letter indicating a student has missed five (5) days. This letter shall include a request for parent/student conference with school administration and a reminder of consequence of continued poor attendance.
- Step 3 Letter indicating a student has missed seven (7) days. This letter shall include a request for parent/student conference with school administration, a reminder of consequence of continued poor attendance, and possible intervention strategies.
- Step 4 Letter indicating a student has exceeded the District's attendance policy. This letter will include a request for parent/student conference with the school administration regarding loss of credit and/or appeal.

Parent Notification Sixth Grade Through Twelfth Grade - Block Schedule

- Step 1 Letter indicating a student has missed two (2) blocks of the same class. This letter shall include a copy of this policy, a copy of the student's attendance records, and contact number/names of school staff who can assist parents with questions.
- Step 2 Letter indicating a student has missed four (4) blocks of the same class. This letter shall include a request for a parent/student conference with school administration and a reminder of consequence of continued poor attendance, and possible intervention strategies.
- Step 3 Letter indicating a student has exceeded the District's attendance policy. This letter will include a request for parent/student conference with the school administration regarding loss of credit and/or appeal.

Exceptional Circumstances

The following factors may be considered, but are not limited to, as unavoidable and/or defensible exceptions to the minimum number of attendance days:

1. Doctor verified medical release.
2. School Nurse verification.
3. Prearranged education experiences outside of school.
4. Verifiable family emergencies.
5. Extended injury or illness which is doctor verified.
6. Absences directly related to a student's identified disability.

Exceptions will be determined by the school principal.

Appeal Process

Each school will notify parents, in writing, whether their child will be promoted or will lose credit(s). Parents may appeal this decision per the following:

District Review and Fact Finding Committee Members:

Central Office Administration
Building Level Administrator
Teacher
Parent

Appeal Procedure

A student and/or parent shall notify the principal within ten (10) working days after notification of promotion or loss of credit(s) if they wish to appeal the school's decision. The principal will inform the Superintendent, in writing, of the parent's decision to appeal. District staff will schedule a hearing in which the review committee, parents of the student, student, and school principal will review all relevant data. This will include the student attendance records, reasons for absences, academic status, copies of written parental notices and/or any other relevant information.

The District review committee will determine, based upon the information provided, whether the student's circumstance warrants promotion or non-promotion (loss of credit). All parties involved will be immediately notified of the decision.

Added 8/26/03

The decision of the District Review Committee may be appealed to the Board of Trustees.