



## **Administrative Regulation 5401 STUDENT ATTENDANCE**

**Responsible Office:** Office of the Deputy Superintendent

### **PURPOSE**

This Administrative Regulation establishes the guidelines related to student attendance in the Washoe County School District (District).

### **DEFINITIONS**

1. "Absent" is when a student is not physically on school grounds and not participating in instruction or instruction-related activities at an approved off-grounds location for the school day.
2. "Chronic absenteeism" is when a student is absent 10% or more of their enrolled school days for any reason other than absences exempted by a medical, mental, or behavioral health professional. Students are considered to be absent for the entire day any time they miss 50% or more of an instructional day. Chronic absenteeism is a required measure enacted by both the state and federal government in recognition of the fact that students who are chronically absent are less likely to read at grade level, perform academically, and graduate on time. Students who are chronically absent are at increased risk of academic failure and dropout.
3. "Truant" is a student who is absent from school for at least one class period without the written approval of the pupil's teacher or the principal of the school unless the pupil is physically or mentally unable to attend school.

### **REGULATION**

1. Student Responsibility
  - a. It is the student's responsibility to attend each class, the whole school day, every day, and on time. The best way for a student(s) to stay on grade level and to pass course(s) is for the student(s) to attend school every day.
  - b. Each student should communicate regularly with their teacher(s) regarding concerns about the student's attendance record. It is the student's responsibility as age appropriate to check the Infinite Campus (IC) Portal to make sure the student's attendance is accurate.
  - c. If the student must miss an entire class period for any reason, it is the student's responsibility as age appropriate to see that a written/verbal excuse is provided to the school by the student's parent or guardian.

- d. It is the student's responsibility as age appropriate to request make-up work on the day the student returns to the missed class. Make-up work could be missed exams, quizzes, or concepts learned on the day of absence.
  - e. Long term distance learning is only available through enrollment at North Star Online School. Students who are enrolled in full time distance learning are expected to be in the distance learning class on time and prepared to work. While distance learning does have more flexibility than in-person learning, if a distance learning class session is offered, it is expected that students attend. If a student has difficulty with technology or being in a class session, it is expected that the student seek assistance from their teacher.
  - f. Temporary distance learning is offered at all school sites for the closure of a school building due to inclement weather, natural disaster, or accident and only when contingency days are no longer available. Temporary distance learning formats and options are determined by each school site to best meet the needs of their student population. It is expected that students participating in temporary distance learning to attend to the requirements of the distance learning program offered by their school.
2. Parent/Guardian Responsibility
- a. If your child is ill and has symptoms that may be contagious (i.e., vomiting or a fever) please keep your child home from school. It is the responsibility of the parent/guardian to ensure their student(s) attends school on time for the entire school day, every day that they are not ill. Students who attend school regularly are more likely to stay engaged, be successful, and stay on track to graduation.
  - b. The parent/guardian must notify the school each day their student(s) is absent to acknowledge the student's absence on that day to account for their child's whereabouts.
  - c. It is the responsibility of the parent/guardian to communicate regularly with their student and the student's teacher(s) regarding attendance issues/concerns and to attend conferences relating to lack of academic progress related to attendance when requested by the school.
  - d. It is the responsibility of the parent/guardian to monitor their student's attendance for accuracy by using the IC Parent Portal or app and to notify the school should inaccuracies be found. Parents/guardians and students, who are not able to access the parent portal or app from home, should be encouraged to get help from the school site or reach out directly to their child's school.

- e. A parent/guardian may ask for make-up work or concepts missed when their student(s) is absent.
  - f. Parent/guardian should make every reasonable effort to schedule occasional medical appointments, legal appointments, vacations, tutoring, and other activities for times outside the student's school day/calendar. Consistent with Nevada attendance laws, recurring voluntary, and non-medical appointments such as tutoring or extracurricular activities that regularly conflict with the school day/calendar shall not be scheduled.
  - g. In order for work to be provided, two days advance notice is required for pre-arranged absences of 1 or 2 days. One-week advance notice is required for pre-arranged absences of 3 or more days.
  - h. After all scheduled contingency days have been used for inclement weather, smoke days, or other similar occurrences either District wide or for specific school sites then those schools or the District at large will move to temporary distance learning to provide a continuum of learning for students. Schools are expected to have temporary distance learning plans prepared which will permit students to participate in learning activities with learning goals aligned with in-person standards and pacing. The IC Parent Portal can be accessed by parents/guardians to determine if students are participating in temporary distance learning-based course work which may include online classes, discussions, or schoolwork. Please contact your school site if you require assistance with accessing the portal.
3. Teacher Responsibility
- a. It is the responsibility of the teacher to communicate the importance of regular attendance to parents/guardians and students. It is also the responsibility of the teacher to let parents/guardians and students know how important it is to make up the work missed in a timely manner. Teachers should document all communication (either phone calls or emails) with parents/guardians.
  - b. It is the responsibility of the teacher to enter student attendance daily into IC within the first 15 minutes of class, unless arrangements have been made with the school administrator, for all grade levels. Note: school office employees will use the IC Campus Classroom Monitor to track teachers taking attendance and will notify teachers who have not completed attendance. The IC Campus system is the official attendance record.

- c. Teachers should denote assignments that are missing in the gradebook, so that parents using the portal will know students have missing assignments. It is also important to communicate with parents how missing assignments are viewable on the portal.
- d. Teachers must indicate on academic warning notices, progress reports, and/or report card information regarding absences that may impact a student's progress. A grade of F will not be entered unless a progress report, academic warning, or documented conversation with the parent/guardian has taken place.
- e. While it is the student's responsibility to request the missing work/concepts, once requested by the student, teachers must provide the requested missing work. Within two school days of a student's absence, teachers will provide students with the opportunity and procedures to request and complete missed work or concepts including exams and quizzes regardless of the reason for the absence from a class period and for any number of absences and for any reason, including missed instruction, truancies, and suspensions.
- f. Missed work or concepts that are participatory and contributive in nature may be difficult to make up and alternative tasks may be provided by the teacher so the student can demonstrate understanding of the concepts and/or standards that were missed. It is the student's responsibility to abide by the school/teacher's procedures on how to request this missed work or to show understanding of concepts in a timely manner.
- g. When missing work is returned or concepts proven to the teacher within the timeline, the teacher will update/remove the "missing" from the assignment in the grade book.
- h. At no time should a teacher excuse a student simply because they are passing the class. Students must make up missing work or demonstrate missing concepts to receive credit for the assignment. Teachers should see site administrator for school's expectations on make-up work.
- i. Students will not be denied the ability to make up work due to a religious observance; however, all absences other than those exempted by documentation from a medical, mental, or behavioral health professional will still contribute to chronic absenteeism.
- j. Teachers who have students participating through temporary distance learning must follow established attendance procedures for

taking attendance.

- k. Teachers are expected to record assignments missed by students participating in temporary distance learning in a timely manner to IC. Students should have the same opportunities to make up missed work assigned during temporary distance learning that they would have for any other type of absence.

#### 4. Administrator Responsibility

- a. Read the WCSD Attendance Manual for the given school year and understand student, parent/guardian, teacher, and attendance employee responsibilities regarding attendance and chronic absenteeism. In collaboration with the Intervention Department, provide training for teachers regarding attendance procedures. Verify employees are trained on their responsibilities by job type.
- b. Implement an MTSS process at all school sites including attendance practices for Tier 1 as well as attendance interventions for Tier 2 and Tier 3. This team should include administrators, counselors, school social workers, teacher, and other support employees as appropriate to identify students in need of intervention, provide intervention supports, and monitor the success of the attendance-based interventions.
- c. Implement a process to address attendance issues for students on an Individualized Education Program (IEP) or a Section 504 Plan. This process may include scheduling a meeting with the IEP/Section 504 Team to discuss absences and the impact on the student's education due to the absences.
- d. Ensure no students will be retained who are on grade level and no student who is passing a class will fail the class solely due to absences. Principals may review a student's absences and chronic absenteeism and may take them into consideration as one factor when determining retention (ES and MS) or failure (HS) as absences are a likely contributing factor of not being on grade level or failing a class.
- e. Inform parent/guardian of each enrolled student of the WCSD attendance policy, the importance of attendance and what makes a student chronically absent. It is important for parents/guardians to understand that while students will not be retained (ES or MS) or fail a course (HS) strictly for attendance, a student who has not met the requirements for a course or who is below grade level because of missed concepts or missing

work could fail the course (HS) or be retained in the same grade (ES or MS).

- f. While making up missed work does not provide the same level of understanding that attendance during instruction does, it is still important for students who miss school to have opportunities to make up missed work and to develop understandings of missed concepts. Thus, it is the responsibility of the site administration to ensure students are provided with make-up work or opportunities to make up missed concepts within the two-school day timeline and to ensure that teachers provide make-up work for students who miss school. Administrators should also ensure students have the number of days absent plus one school day to complete missed make up work or concepts missed beginning on the day the teacher provides the missing assignments to the student.
- g. Develop formalized attendance monitoring systems by regularly reviewing school attendance data and meeting as a school team to implement attendance interventions through the MTSS lens.
- h. Develop attendance incentive programs as well as positive recognition programs for students who have good attendance habits.
- i. Designate attendance responsibilities to attendance employees and verify the responsibilities are completed.
- j. Ensure student absences are documented using the correct attendance codes in IC.
- k. Ensure teachers are trained in taking attendance as defined in attendance procedures provided by the District and must ensure that teachers take attendance according to those procedures, including assigning employees to monitor that attendance is taken daily by each teacher.

## **LEGAL REQUIREMENTS AND ASSOCIATED DOCUMENTS**

- 1. This Administrative Regulation reflects the goals of the District's Strategic Plan and aligns/complies with the governing documents of the District, to include:
  - a. Board Policy, 5400, Student Attendance.
- 2. This Administrative Regulation complies with Nevada Revised Statute (NRS) to include:
  - a. NRS Chapter 392, Pupils

**REVISION HISTORY**

Date	Revision	Modification
09/15/2020	1.0	Adopted
11/09/2020	2.0	Revised
07/19/2022	3.0	Revised: Updated regulation number from 5400, updated format and clarified language