



## Attendance and Truancy

School attendance is vital to your child's academic success in school. The regulation laws about school truancy are summarized as follows:

- Attendance enforcement is a shared responsibility between the Clark County School District and the student's parent/guardian.
- Student tardiness is a serious disruption to the educational program and infringes on the educational rights of other students.
- A student who exceeds twenty (20) absences during the school year **MAY** be retained in the current grade.
- Unavoidable medical and dental appointments that cannot be scheduled any other time and that result in a partial day absence do not count in the absence total for purposes of attendance enforcement.
- A student that is declared truant three (3) times during a school year could be referred for educational neglect.
- Parents are to request make-up work within three (3) days of the absence.
- Student shall be allowed a minimum of three (3) days to complete make-up work.

The following terms are used in the regulation:

- Truancy**-When a student is absent from school and neither the parent nor the school knows the whereabouts of the student (i.e. playing hooky, ditching school).
- Pre-arranged Absences**—When a parent/guardian informs the school in advance that the child will be absent. Pre-arranged absences are always excused but count toward the student's total number of absences. An elementary student **MAY** be required to repeat the current grade if the total number of absences **exceeds twenty (20)** for the school year.
- Excused Absences**—When a student is physically or mentally unable to attend school due to a medical appointment or illness.

- ✚ When the parent/guardian explains the cause of an absence in writing or using the online form within three (3) days after the student returns to school.
- ✚ When the approval of the teacher or principal has been given for an unavoidable absence due to an emergency.
- ✚ When a student is participating in a school sanctioned activity outside the classroom during regular school hours, as approved by the principal or designee.
- ✚ When a student is absent due to a required court appearance or a required religious holiday.
- ✚ **Unexcused Absences**—When a parent/guardian fails to notify the school about the student’s absence within three (3) days after the pupil returns to school.
- ✚ When a parent/guardian willfully and knowingly refuses or fails to require the student’s attendance in school.
- ✚ **Tardy**—When a student is not physically present in the classroom at the start of the instructional day (9:00 A.M.) or leaves early before the end of the instructional day (3:21 P.M.).
- ✚ A tardy becomes a ½ day absence if more than one hour and fifty-five minutes is missed and becomes a full day absence if more than 3 ¾ hours is missed of the instructional day.
- ✚ **Make-Up Work**—Assigned classroom work which can be made up following an absence (i.e. worksheets, text book assignments). It is virtually impossible to make up work directly related to oral instruction and discussion provided by the teacher, classroom discussions, video presentation, guest speakers, etc.
- ✚ **Educational Neglect**—A student with a significant number of unexcused absences may be classified as a truant and three (3) truancy events in a school year may trigger a referral for educational neglect.
- ✚ **Due Process**—The parent/guardian of a student with excessive absences shall be notified by the school in writing of the absences and the parent/guardian has three (3) days to respond in writing to the notice to appeal the decision.
- ✚ The administrator shall review the records for any suspected errors or extenuating circumstances and make a final determination of the accuracy of the attendance records.

The goal of attendance enforcement is to:

- ✚ increase student achievement through improved attendance,
- ✚ communicate to parent/guardians the importance of regular attendance,
- ✚ communicate the value of the educational opportunities provided by our instructional staff,
- ✚ collaborate with parents in developing a plan to promote the child's success in school through daily attendance.

The requirement for consistent attendance at the school will be enforced. Students should attend school on a consistent basis, **on time**, so that they do not disrupt the educational program for other students.

