



Administrative Regulation 5400

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" or "WCSD").

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 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. Chronic absenteeism is a federal and state measure that WCSD is required to monitor. It is a term used to describe when students are absent on 10% or more of the total school days. Under this measure, students are absent if they miss 50% or more of the instructional day. Chronic absenteeism has become a state and federal measure because research shows that missing 10% or more of school days has a significant impact on a student's ability to read at grade level, perform academically, and graduate on time. It is a proven predictor of academic failure and dropout rates.
- f. Students who are enrolled in 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 reach out to the teacher.

- g. Students participating in distance learning, either through full time distance learning or through the hybrid attendance model, are expected to complete all assignments and return them to the teacher in the manner the teacher prefers. If a student needs help, it is expected that the student reach out to the teacher.
2. Parent/Guardian Responsibility
- a. It is the responsibility of the parent/guardian to ensure their student(s) attends the whole school day, every day, and on time. Students who miss school and miss the teacher's instruction may fall behind.
 - b. The parent/guardian must call or email the school each day their student(s) is absent to acknowledge the student's absence on that day to ensure the child's safety.
 - 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 IC Parent Portal or app from home, should be encouraged to access from the school site.
 - 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 medical appointments, legal appointments, vacations, tutoring, and other activities for times outside the student's school day/calendar.
 - g. If a student is going to be absent for three or more days, families must provide a note to the school two days prior to their absence so that work can be obtained prior to leaving.

- h. Parents who have students participating in either full time distance learning or in distance learning through hybrid attendance scheduling, must ensure students participate in online classes when offered and that students are keeping up with the distance learning work assigned to the student. Parents must also help students reach out to teachers if they do not understand or have a problem participating in online classes, discussions, or work. The Infinite Campus Parent Portal can be accessed to determine if students are keeping up with their schoolwork and participating in online classes, discussions, or schoolwork. Please call the school site to get help with accessing the portal.

- 3. Teacher Responsibility
 - a. It is the responsibility of the teacher to speak to parents/guardians and students about the importance of coming to class every day, except when they are sick. 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 staff 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 that assignments 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. It is beneficial for teachers to give students who were absent their missing work on the day the student returns or go over concepts missed to the point of student understanding even if the student does not request it.

 - e. 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.

- f. Within two 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.
- g. While it is the student's responsibility to request the missing work/concepts, once requested teachers must provide the requested missing work within two days of the student's return to class. The student will have the number of days absent plus one starting the day the work was provided to the student to return the work.
- h. 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.
- i. 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.
- j. At no time is it appropriate to 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.
- k. Students will not be denied the ability to make up work due to a religious observance, however, all absences no matter the reason for the absence will still contribute to chronic absenteeism.
- l. Teachers who have students participating through distance learning,

whether through full time distance learning or the hybrid attendance model, must follow established attendance procedures for taking attendance.

4. Administrator Responsibility

- a. Read all attendance responsibilities manuals, *What Compels Attendance in WCSD*, *What is Chronic Absenteeism*, *Attendance Definitions*, and *Legend of Symbols*. Understand student, parent/guardian, teacher, and attendance staff responsibilities regarding attendance and chronic absenteeism. In collaboration with the Student Accounting Department, provide training for teachers regarding attendance procedures. Verify staff is trained on their responsibilities by job type.
- b. Ensure no students will be retained who are on grade level and no student who is passing a class will fail the class due to absences. Principals may review a student's absences and chronic absenteeism and may take them into consideration when determining retention (ES and MS) or failure (HS) as absences are the likely cause of not being on grade level or failing a class.
- c. 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). It is very important for students who miss school to make up the work they missed and make sure they understand the concepts they missed while absent. Additionally, following the state and federal chronic absenteeism guidelines, a student is either absent or present and the reason for the absence no longer matters. Explain to the parent/guardian how to budget attendance days for future use for appointment and vacation reasons.
- d. Ensure students ask for make-up work within the two-day timeline and teachers provide make-up work for students who miss school. Ensure students have the number of days absent plus one to complete missed

make up work or concepts missed beginning on the day the teacher provides the missed assignments to the student.

- e. Develop attendance incentive programs as well as positive recognition programs for students who have good attendance habits.
- f. Designate attendance responsibilities to attendance staff and verify the responsibilities are completed.
- g. Ensure student absences are documented using the correct attendance codes in IC.
- h. Administrators must 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 staff to monitor that attendance is taken daily by each teacher.

DEFINITIONS

In 2018, Nevada aligned its definition of chronic absenteeism to the federal definition: A student is absent if they are not physically on school grounds and are not participating in instruction or instruction-related activities at an approved off-grounds location for the school day. Chronically absent students include students who are absent for any reason, regardless of whether absences are excused or unexcused. Students who are absent 10% or more of their enrolled school days are considered chronically absent.

DESIRED OUTCOMES

1. Regular and consistent student attendance will lead to increased student attainment of learning standards, academic growth, progress on the pathway to college and career readiness, increased social and emotional competencies, higher student engagement, and a positive school climate.
2. Decreases in chronic absenteeism will lead to fewer students falling behind, academically, or dropping out. This will free up intervention and truancy resources and allow the District to invest in improvements in curriculum, instruction, and wrap-around services.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

1. This document reflects the goals of the District's Strategic Plan/Bridge Year document and aligns/complies with the governing documents of the District, to include:

- a. Board Policy, 5400, Student Attendance.
- b. Handbook Manuals (available via link) <https://www.washoeschools.net/Page/8789>

REVISION HISTORY

Date	Revision	Modification
09/15/2020	1.0	Adopted
11/9/2020	2.0	Revised