



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

**BOARD POLICY 5400  
STUDENT ATTENDANCE**

**PURPOSE**

The Board of Trustees (“Board”) believes in order to graduate from high school and be career and/or college ready, all students must have positive conditions for learning. Good attendance is crucial for optimal learning. The attendance policy is designed to keep students in school and provide them access to the curriculum. This policy and the associated documents shall describe the guidelines set forth regarding student attendance in the Washoe County School District (“District”).

**POLICY**

1. Guiding Principles

- a. Regular class attendance by students is essential to the educational process and necessary to satisfactorily complete the requirements of any class or subject offered.
- b. If an attendance concern begins to occur, counselors, teachers, and administrators are expected to work cooperatively with the student and parent(s)/guardian(s) to attempt to resolve the situation so that academic, social, and emotional growth of the student is ensured.
- c. Faculty and staff recognize their responsibilities to motivate students to attend school and to conduct the curriculum in such a manner as to provide for the individual needs of students.

2. Guiding Practices

- a. In accordance with state law, children enrolled in a District school must meet the minimum student attendance requirement as established in this policy and any implementing regulations or procedures.
  - i. Children between the ages of 7 and 18 years shall be enrolled in and attending school, unless the student has graduated from high school. These compulsory age limits, including age of entrance, shall be followed by the District’s schools.

- ii. A student shall not be absent from school 10% or more of school days in order to be promoted to the next grade or 10% or more of class periods for a student to earn credit in a class, as applicable.
- b. The Superintendent shall cause to be created, in compliance with state laws and regulations, procedures for:
  - i. Monitoring and reporting student attendance;
  - ii. Communicating attendance, to include potential concerns, to the student's parent/guardian;
  - iii. Establish procedures for an appeal of the minimum student attendance requirement based on extenuating circumstances;
  - iv. Ensure protocols exist to enable students to make-up work as a result of missed school time;
  - v. Identifying students deemed a habitual truant, investigating the cause(s) of the behavior, and consideration of modifications of the student's educational program to provide opportunities for success; and
  - vi. Providing for interventions for students in danger of losing credit as a result of poor attendance or truancy.
- c. Student Attendance Advisory Committee
  - i. The District shall maintain a community advisory committee, known as the Student Attendance Advisory Committee, for the purpose of reviewing data related to student attendance and truancy; identifying factors that contribute to truancy; recommending programs to reduce truancy; and communicating the policies and programs of the District to students and their families.

## **DEFINITIONS**

1. A student is deemed "habitual truant" when that student:
  - a. Has been declared truant three or more times in a school year;
  - b. Was declared a habitual truant in the previous school year and then is absent from school without the written approval of the parent/guardian or the school, as applicable. (NRS 392.140)

## **DESIRED OUTCOMES**

1. Students will be provided an educational environment that is positive and promotes attendance to move forward to graduation.
2. Schools will partner with families to help remove barriers to promote attendance for the student to move forward to graduation.
3. Schools will work with students to get an understanding of the barriers they may be experiencing at school or at home and help build a plan of action to promote attendance so the students can move forward to graduation.

### **IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS**

1. This policy reflects the goals of the District's Strategic Plan and aligns/complies to the governing documents of the District, to include:
  - a. Administrative Manual 5402, Student Attendance Manual
  - b. Administrative Procedure ACCT-P100, Age of Entrance
  - c. Administrative Procedure ACCT-P102, Attendance Checking, Absences, Missed Instruction, Truancy, Minimum Attendance, Make-Up Work and Parent/School Responsibilities
2. This policy complies with Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC) to include:
  - a. Chapter 392, Pupils, and specifically:
    - i. NRS 392.040 – 392.125, Compulsory and Excused Attendance; Retention.

### **REVIEW AND REPORTING**

1. This document shall be reviewed as part of the bi-annual review and reporting process, following each regular session of the Nevada Legislature. The Board of Trustees shall receive notification of any required changes to the policy as well as an audit of the accompanying documents.
2. Administrative regulations, and/or other associated documents, will be developed as necessary to implement this policy.

### **REVISION HISTORY**

Date	Revision	Modification
2/18/2009	1.0	Adopted as Board Policy 5035
3/10/2015	2.0	Revised: Number changed from 5035

5/22/2018	3.0	Revised: changed attendance from 90% attendance to 10% missed, added Student Attendance Advisory Committee
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