

ATTENDANCE POLICY

Regular school attendance is very important and requires the efforts and cooperation of the students, the parents/guardians, and the school. The school's responsibility is to keep accurate records, inform parents/guardians of their child's attendance, encourage students to attend school on a regular basis and take action to ensure good attendance. The parent's responsibility is to ensure that their child/children is/are in attendance, on time, on a daily basis, without unnecessary absences.

To ensure all students receive a quality education, Elko County School District policy requires a minimum number of days (90% of days enrolled) that a student must be in attendance at the school they are enrolled in to be promoted to the next grade. (Please see Elko County School District Attendance policy-J.B.B.A for further information – Partially Listed in Appendix).

Excused absences are generally ones that involve parental permission for illness, family emergency, and other pre-approved absences. An excused absence will allow a student to make up missed work and will not result in truancy. Please see the following chart for attendance examples:

QUICK REFERENCE GUIDE

These are sample situations to assist parents in understanding the attendance policy.

<u>Type of Absence</u>	<u>PARENTAL ACTION</u>	<u>Excused/Exempt Status</u>
Child is sick.	Notify School	Excused but not Exempt without doctor or nurse verification.
Child is on a school sponsored trip.	None	Student is considered in attendance.
Child gets sick at school and is sent home.	Sign student out at office.	Excused and Exempt
Child is on family vacation while school is in session.	Absence needs to be pre-arranged.	Excused but not Exempt
Child is absent due to a serious illness or death of a relative.	Notify School	Excused and Exempt. This is a verifiable family emergency.
Child is absent due to an educational experience outside of school.	Absence needs to be pre-arranged.	Excused and Exempt. Principal needs to pre-approve the educational experience.
Child is ill and absent numerous days throughout the school year.	Notify school for each absence and ask doctor for a note if one was seen.	Excused and exempt with doctor or nurse verification.
Child is absent for unknown reason.	No note or call received from parent.	Unexcused absence and NOT Exempt.

ABSENCE REPORTING PROCEDURES

Parents need to contact the office – 753-3667 – if their child/children is unexpectedly going to be absent. If you do not contact the office by 10:30 a.m., the School Messenger system will call to inform you that your student is absent. When your child returns to school, you will need to send a written note explaining the absence. Please include the child's first and last name, their teacher's name, and date/dates of absence. **If an absence remains unexcused for 3 school days, after the student returns to school, they will be considered truant, per NRS392.210. (please see truancy section below)** If your child was seen by a physician, bring the school the doctor's excuse. A doctor's note will exempt the child's absence and will not count towards days missed in the attendance policy

Please notify the office by 10:30 if you are requesting homework. Homework can be picked up at the office after school. Students will be expected to make up missed work in a reasonable amount of time upon their return to school. Students have two days, per day absent, to make up work.

In instances where parents have advanced notice of a child's absence, parents will need to provide a written and signed note to the office. The intent for the pre-arranged absences is to encourage students to have all assigned work completed prior to their departure, if possible. If they do not turn in work before their absence, then students are allowed two days for every day they are absent to make up their work.

TRUANCY POLICY

(Please see Elko County School District Attendance policy-J.B.C. for further information – Partially Listed in Appendix).

Per Nevada Revised Statute (NRS 392.130), the parent or legal guardian or other person having control or charge of the pupil shall notify the teacher or principal of the school orally or in writing within 3 days after the pupil returns to school.

In all cases of truancy, a letter will be sent to parents or guardian of the student describing the incident and the consequences. Parents will be advised that further truanies may cause student to be labeled a habitual truant as defined in N.R.S. 392.140 and that upon the third truancy the district is required to report student and parents or guardian to the district attorney's office. The Elko County School District Resource Officers may be employed to ensure a truant student attends school.

Liberty Peak Elementary will adhere to the following procedure when the above conditions are not met and a student is deemed truant:

Truancy #1: Parents will receive a letter indicating that their child has been deemed truant. This may be mailed or delivered by a School Resource Officer.

Truancy #2: Parents will receive a letter indicating that their child has been deemed truant a second time. The letter will indicate that if the student is declared truant a third time they will be deemed a habitual truant and a citation will be issued. This may be mailed or delivered by a School Resource Officer.

Truancy #3: Parents will receive a letter indicating their child has been deemed a habitual truant, and a truancy citation will be issued. The Elko County Juvenile Detention Center will be sent a copy of the truancy citation and all three truancy letters. This may be mailed or delivered by a School Resource Officer.

Please be advised that NRS 392.210 states as follows: Any parent, guardian or other person who has control or charge of any child and to whom notice has been given of the child's truancy as provided in NRS 392.130 and 392.140, and who fails to prevent the child's subsequent truancy within that school year is guilty of a misdemeanor.

TARDY POLICY

If/When a child is tardy, please stop by the office to check in prior to proceeding to the classroom. For morning attendance, the first bell to line up with your class rings at 8:15 a.m. Students who arrive after the 8:25 a.m. bell are counted as tardy. Excessive student tardies will be dealt with in the following manner:

3 Tardies: Students and/or Parents receive a verbal notification from the office and/or teacher.

5 Tardies: Tardy Notification Letter sent home from the office notifying parents of excessive tardies.

10 Tardies: Notification Letter sent home from the office. Parent meeting with administration. Students may be assigned recess detention for every additional tardy incurred for the rest of the school year.

LEAVING CAMPUS DURING THE DAY

Liberty Peak Elementary School operates on a closed campus concept. Students must stay on the school grounds from the time they arrive, until dismissed or picked up by the bus at the end of the school day. Students who ride the bus must not leave campus after arriving or before getting on the bus after school.

Parents or other authorized designee (emergency contact) must go to the office to sign out their student *before the school will release them to leave campus during school hours* for medical appointments or any other reason. Students will only be released to parents, or persons over the age of 18 who are listed as emergency contacts on Infinite Campus. For student safety, valid ID will be required to demonstrate proof of person. Students will only be called to the office upon parent/guardian arrival.

Students are involved in educational learning at all times during the school day. If at all possible, PLEASE DO NOT CHECK YOUR STUDENT OUT OF SCHOOL EARLIER THAN THE REGULAR DISMISSAL TIME, so to limit the amount of classroom interruptions throughout the day and to maximize their educational time.

PERFECT ATTENDANCE

Perfect attendance for each quarter and for the school year will be awarded for students with no absences (excused or exempt), no early check out, and no tardies.

AWARDS

At the end of each quarter, a student recognition assembly is held. During the assembly students receive a variety of certificates and awards. Parents, guardians, and family members are welcome to attend and celebrate with their child/children. A message will be left by your classroom teacher, if your child will be a recipient of the Student of the Quarter Award.