



*"Personalizing Education – Challenging Minds."*

## **EXPLORE KNOWLEDGE ACADEMY ATTENDANCE POLICY**

At Explore Knowledge Academy, student learning is our top priority. Regular attendance at school is a necessity if the children are to achieve their fullest potential. It is the position of EKA that if a student is absent, no learning can take place. The educational experiences lost during an absence are irretrievable as the interaction in the classroom can seldom be duplicated through make-up work.

**PER NRS 392.040** Except as otherwise provided by law, each parent, custodial parent, guardian or other person in the State of Nevada having control or charge of any child between the ages of 7 and 18 years shall send the child to a public school during all the time the public school is in session in the school district in which the child resides unless the child has graduated from high school.

### **ATTENDANCE ENFORCEMENT:**

#### **I. Student Tardiness**

EKA recognizes the problem of student tardiness as a serious disruption of the education atmosphere of the school. The distractions caused by students arriving late to class are unfair to the teachers and are an infringement on the educational rights of the other students. Certain elements of school activities and learning are irrevocably missed when students arrive late to class. Students with three or more tardies may be removed from or made ineligible to participate in school and after-school activities, field trips, or rewards given by teachers. All tardies are counted whether they are excused or unexcused. Tardies cannot be excused with a note.

#### **A. Elementary**

A student is to be marked tardy who is not physically present in the classroom at the start of the instructional day. Students who are tardy must be signed in, at the front office, by a parent/guardian upon arriving to school.

#### **B. Secondary**

A student who is not physically present in the classroom at the start of the instructional period is to be marked tardy. Students arriving late to school must sign in at the front office. If a student arrives to class more than halfway through the class period, they will be marked absent for that class.



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### C. Chronic Tardiness

Students are considered chronically tardy if they are late to school three or more times. Parents/guardians will be contacted by the school upon their student being considered chronically tardy. This notification will serve to warn families of the potential negative impact of being late to school. When students reach six tardies, families will be notified of a Requested Parent Conference.

*For additional information, please see discipline chart.*

## II. Daily Reporting

- A. If a student is leaving campus for any reason during the school day, he/she must be signed out at the front office by a parent or guardian. Students **may not** sign themselves out even if they are of legal age, 18 or older.
- B. If a student is unable to attend school, the parent or guardian should notify the school registrar or appropriate front office personnel.
- C. If the student does not report to school on time, the school's student information system will notify the parent(s) to verify the absence.
- D. Distance Learning students will receive a positive attendance mark/record for the weeks that students log into the system and attend classes, participate in the program, and/or complete assignments within the program. Distance Learning students that miss classes for an entire week will be marked absent for that week.

## III. Limitation of Absences

All pupils are required to comply with the provisions governing the attendance and truancy of pupils set forth in NRS 392.040 and 392.160, inclusive, plus any other rules set forth governing attendance as adopted by the board of trustees of Explore Knowledge Academy. The parent, legal guardian, or other person in the state of Nevada having control or charge of any student is required to send the student to school during all times that the public school is in session. Each



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student is expected to attend school for the entire school day. The Nevada Revised Statutes provide corrective steps and/or sanctions to be taken when a student does not attend school.

### 1. Pre-Arranged Absences

- a. Pre-arranged absences must be approved by administration and must be less than 4 EKA total school days. All pre-arranged absences for which the makeup work was not completed and submitted as specified by the teacher shall be considered unapproved. Pre-Arranged absences must be submitted to the office at least one week prior to the requested start date for the absence. Late submittals will not be approved or those immediately preceding/following a scheduled EKA break.
- b. Pre-arranged absences will NOT be approved in the following circumstances.
  - 1) The student's absences exceed 10% of enrolled days at the time of the request. Regardless of whether the absences are excused or unexcused.
  - 2) The requested absences fall immediately before or after a scheduled EKA break.
  - 3) The student has been designated as chronically absent by the state.
  - 4) When the requested absences would occur during state mandated testing.
  - 5) When the requested absences would occur during semester final exams.

### 2. Elementary

- a. Elementary students who exceed 10% of enrolled EKA school days absent during the school year may be retained in the current grade and/or receive failing grades for their courses. This includes both excused, non-excused and pre-arranged absences per the State of Nevada. The absences are considered excessive under the Nevada Revised Statute 392.122 – "NRS 392.122 - The board of trustees of each school district shall prescribe a minimum number of days that a pupil who is subject to compulsory attendance and enrollment in a school in the district must be in attendance for the pupil to obtain credit or to be promoted to the next higher grade."

### 3. Secondary

- a. Secondary students who exceed 10% of enrolled EKA school day absences in any course during the semester may receive a failing semester grade for those courses and the absences are considered excessive under the Nevada Revised Statute 392.122. This includes both excused, non-excused and pre-arranged absences. "NRS 392.122 - The board of trustees of each school district shall prescribe a minimum number of days that a pupil who is subject to compulsory attendance and enrollment in a school in the district must be in attendance for the pupil to obtain credit or to be promoted to the next higher grade."



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#### IV. Denial of Credit or Promotion

Before a student is denied credit or promotion to the next higher grade for failure to meet attendance requirements, an Administrator shall provide written notice to the parents or guardians of the student. The Administrator or designee and the parent may review the absences upon which the denial of credit or promotion is based per NRS 392.122.

A requested parent conference is to be scheduled by the Administrator or designee when the following occurs due to excessive absenteeism:

- A student has been identified for possible retention
- A student may be denied course credit (secondary)
- A student is deemed to be habitually truant
- A referral for education neglect is contemplated (elementary)

#### V. Distance Chronic Absenteeism

Distance Learning students that are not making progress, completing assignments on time or continuing at suggested pace will be contacted by the student support team. If the team cannot make contact with the student or their family within 10 school days, the student will be blocked from their coursework and withdrawn from the EKA Distance Education program.

#### VI. Absence Documentation/Explanation

- A. Students are allotted three (3) days after returning from an absence to provide Explore Knowledge Academy with written or electronic notification from the parent/guardian regarding the nature of the absence(s). Students, even if they are of legal age (18 or older), may not submit an absence notification signed by the student.
- B. All paperwork regarding absences must be turned in to the front office or to the registrar. If an **acceptable** explanation of the absence is not provided, the absence is unapproved.
- C. Any student who has been absent 10% or more enrolled days during the total school year may be required to submit a note from a medical provider on all subsequent absences in order for those absences to be excused.
- D. Absences that are unapproved/unexcused are considered truanancies.



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The regulations developed to implement this policy reflect state law, including key elements of the Nevada Education Reform Act of 1997, which included attendance as a criterion for determining the adequacy of a school's overall program performance.

**Absence Notes must include the following:**

1. Student's First and Last name
2. Date the note was written
3. Student's Grade Level
4. Student's SEL or homeroom teacher or student support services member (Distance Learning students only).
5. Date(s) of Absence(s)
6. Reason why the student was physically or mentally unable to attend school

*\* Absence forms can be found in the front office of each building or online at [www.ekacademy.org](http://www.ekacademy.org)*

Absences may be excused if any of the following conditions are met:

- The student is physically or mentally unable to attend school, or the absence is related to the student's disability and the course work has been completed.
- The approval of the Administrator or designee has been given for an unavoidable absence due to an emergency.
- The student is absent due to a required court appearance or religious holiday.
- The absence has been pre-arranged pursuant to the request of a parent or legal guardian prior to the absence and does not exceed the allowable four (4) pre-arranged EKA days per school year.

**VII. Unapproved Absences & Truancy**

**A. Unapproved Absences**

If a student has one or more unapproved absences from the school, a conference may be requested between the student, the teacher(s), and the parent(s)/guardian(s).

**Three or more consecutive absences will require a written note from a medical provider, or the absences shall be considered unapproved.**



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An absence is unapproved when:

1. The pre-arranged absence was not requested in writing one week in advance of the absence.
2. The absence was not due to the physical or mental inability of the student to attend school, the student's disability, a required court appearance, or religious holiday;
3. The absence from class or school was without the written permission from the registrar or administrator.
4. The parent/guardian or person in charge of the student failed to notify the school of the reason the student was physically or mentally unable to attend, court appearance or religious holiday within three days after the student returned to school;
5. The student failed or refused to attend school when so directed by the parent or legal guardian or school official, or;
6. The parent or legal guardian failed or refused to require the student's attendance at school.
7. The student has failed to turn in makeup work by the date determined below. See section VIII.
8. A note from a medical provider was not provided after three or more consecutive absences.

#### B. Truancy

A student shall be deemed truant if absent without written approval of his/her registrar or administrator unless he/she is physically or mentally unable to attend school, the student's disability, a required court appearance, or religious holiday.

An unapproved absence for at least one period or its equivalent may be deemed a truancy (NRS 392.130(2)) if:

1. The parent/guardian failed to notify the school of the reason the student was physically or mentally unable to attend, court appearance or religious holiday within three (3) days after the student returned to school.
2. The student failed or refused to attend school when so directed by the parent/guardian or school official; or,
3. The parent or legal guardian failed or refused to require the student's attendance at school.



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4. The Nevada Revised Standards do not distinguish between truancy resulting from an action of the student and that of a parent or legal guardian.
5. Any child who has once been declared a habitual truant and who in an immediately succeeding year is absent from school without a valid excuse may again be declared a habitual truant.
6. Students who are chronically absent or tardy may be removed from or made ineligible to participate in school and after-school activities, field trips, or rewards given by teachers.

A student must be declared a habitual truant when they exceed three (3) unexcused absences within one school year. If a student is a habitual truant, the Administration may: report the student to the local law enforcement agency (Child Protective Services, "CPS") for the investigation of educational neglect in accordance with NRS 392.149.

If a secondary student is deemed a habitual truant or tardy, the school administrator may report the student to an advisory attendance review board, designated by the Board of Trustees. This report shall include the dates of truancy and all actions taken by the school to assist and encourage the student to attend school. The administrator will notify the parent or guardian of this report and request written permission to release the student's records to the advisory board. If the parent refuses to sign a release of records, the administrator shall report the student to a local law enforcement agency in accordance with NRS 392.142. The school shall provide written notice of the referral to the parent(s)/guardian(s) of the student, which must include the name, and address of the student, explanation of the referral, and a summary of the attendance review process. Per NRS 392.123, students who have three or more unapproved absences may be deemed a habitual truant, issued a truancy citation, and suffer a suspension of their driver's license for thirty days for the first offense and sixty days for the second offense. Students who do not have a valid driver's license will not be eligible to apply for a learner's permit or a driver's license. Once they become eligible to apply, the permit/license will be revoked for thirty days for the first offense and sixty days for the second offense.

#### VIII. Notification of Absence

Notifications of student absences will be made to the parent(s)/ guardian(s) of students as recorded in the student information system with each unverified absence. **Distance Learning students will be notified by the student support team via email if they miss a class for an entire week.**



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In the event of an unapproved absence, the registrar or administrator will deliver or cause delivery of a written notice of truancy to the parent, legal guardian, or other personal having control or charge of the child (NRS 392.130[4]).

## IX. Makeup Work

### A. Elementary / Secondary

1. After any absence, the parent or legal guardian of an elementary student or the secondary student themselves are responsible to contact the teacher or visit Google Classroom to obtain appropriate makeup work within one school day directly following the absence.
2. Once contact has been made with the school, the nature of the makeup work may be communicated by the teacher to the student/parent/legal guardian and/or will be found within the student's Google Classroom(s).
3. Students shall be allowed a maximum of three (3) EKA school days to complete makeup work upon return to school.
4. **Failure of the student to make up missed work from an excused absence within the maximum three days will result in an unexcused absence counting toward the limitation of absences.**
5. Students in the Distance Learning Classes will have one semester to complete all school work, regardless of absences.

\*\*\*Please allow at least 24 hours from the time of the request for teachers to update student's Google Classroom(s). \*\*\*

This policy is applicable to students participating in a program of special education or a Section 504 Plan resulting from a student's disability, but subject to the student's "Individualized Education Plan," or "504 Plan" and in accordance with the Individual with Disabilities Education Act.