

**BOARD OF TRUSTEES
CARSON CITY SCHOOL DISTRICT**

**REGULATION No. 506
STUDENTS**

ATTENDANCE PROCEDURES

ATTENDANCE

Compulsory age limits, including age of entrance, shall be followed by the District's schools. (7-18 years of age). Refer to CCSD Policy 503 for additional details.

In accordance with state law, the Board has established a minimum student attendance requirement of 90% for promotion to the next grade or earning credit.

Medical absences shall be considered an approved/excused absence if the student completes the make-up work within the pre-determined time limits as specified in administrative regulations.

Regular class attendance is essential to the educational process and necessary to satisfactorily complete the requirements of any class or subject offered. 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. 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.

DEFINITIONS

1. Excused absences are separated into two categories:
 - a. Circumstantial absence includes absences for religious observances, family business, bereavement, pre-arranged, legal, personal business, and emergencies. Elementary students are allowed ten (10) circumstance absences per year; middle school and high school students are allowed five (5) circumstance absences per semester. The site administrator must approve a circumstantial absence.
 - b. Medical absence is for the student who has missed school for medical reasons. There are two types of medical absences: 1) When documentation is provided from a health care professional or, 2) When the parent/guardian has affirmed that the absence is of a medical nature.

REVIEW AND REPORTING

1. Responsible office is Educational Services
2. District Policy and Regulation 506 shall be reviewed as part of the bi-annual review and reporting process, following each regular session of the Nevada Legislature. The Board shall receive notification of any required changes to the policy and regulations as well as an audit of the accompanying documents.

REGULATION No. 506 - CONTINUED

3. Carson City School District Student Attendance Manual provides students, parents/guardians, schools and teachers with a comprehensive explanation of attendance, Nevada Revised Statutes, and District policy and regulations. Topics include: Attendance codes, instruction on taking attendance, frequently asked questions, make-up work procedures, Student Attendance Review Board (SARB) procedures, etc.

PRECEDURES

Procedures for the implementation of this Regulation and Policy 506 are set forth in the [Student Attendance Manual](#).

NRS: 392.040 – 392.125

Carson City School District Student Attendance Manual

Carson City School District Policy 503, Compulsory Attendance Age

Adopted: April 15, 1981

Revised: September 1, 1983

March 27, 1984

September 26, 1989

November 13, 1990

October 9, 2012 - Title Change

June 28, 2016