

Attendance Policy

Excessive absences (excused and unexcused) have been a growing concern to the Carson City School District. Attendance is a shared responsibility. It cannot work without parent support. The following policy has been established as a tool to assist students in achieving academic excellence.

1. Attendance staff will attempt to contact a parent/guardian who has not called the school when a student is absent.
2. Parent/guardians are required to provide a written excuse with dates and reasons for being absent, if contact has not been made with the attendance office.
3. After 10 absences (excused or unexcused) a letter will be sent home. Telephone contact by the teacher may be made at this time.
4. After 15 absences (excused or unexcused) a conference will be scheduled with the parent/guardian, school administrator, and attendance supervisor.
5. After 20 absences (excused or unexcused) the student and parent/guardian will be requested to sign an attendance contract. Failure to comply with the terms of the contract will result in truancy and a referral to the Ron Wood Family Resource Center, as well as the Student Absence Review Board (SARB).
6. Valid excuses for absences are illness, medical appointments, funerals, and other causes cleared through the office.
7. Invalid excuses for absences are: shopping trips, babysitting, the absence of a brother or sister, oversleeping, missing the bus and truancy.
8. Make-up work is permitted for excused absences. The student has the same number of days to complete the work as he/she was absent. It is the responsibility of the student to initiate and carry out make-up assignments. It is the teacher's role to facilitate the make-up work for the student.

9. Students with a temperature of 99.6 or higher or who have been vomiting in the last 24 hours should not be sent to school. Common sense should be used to determine whether or not students should come to school. Five or six days a year is an average number of absences. If your child exceeds that, you should consider a full health evaluation.
10. If a child is sent home with lice, an inspection by the school nurse is required before the child can be readmitted to class.
11. If a student is going to be absent for several days, parents may call and request homework. In order to prepare assignments, teachers would like at least 24 hours notice.
12. Students arriving tardy to school must come to the office before reporting to class. Parents are required to sign in tardy students. Valid excuses for tardiness are the same as for absences.