



## Douglas County School District Attendance Committee Meeting

Airport Training Center  
1126 Airport Road Building G-1  
Minden, NV 89423

Wednesday, January 17, 2024  
4:00 PM

### Agenda

#### 1. Call to Order

#### 2. **Public Comment #1**

Public comment will be taken during this agenda item regarding any item appearing on the agenda. A sign-up sheet is provided and individuals may address the committee by indicating their desire to speak and the topic about which they will speak. The committee reserves the right to limit the amount of time that will be allowed for each individual to speak. (The time allotted is nontransferable for each speaker.) The committee is precluded from acting on items raised during Public Comment that are not already on the agenda. No action may be taken on a matter discussed under this item until the matter is included on an agenda as an item on which action may be taken. Public Comment #2 will provide an opportunity for public comment on any matter within the Committee's jurisdiction, control, or advisory authority. The Nevada Open Meeting Law prohibits the discussion of the character, conduct, or competency of any person without proper notice being given to that person.

#### 3. **Work Session (*Information, Discussion and for Possible Action*)**

Shannon Brown Executive Director of Education Services, Leslie Peters, Assistant Executive Director of Education Services and Susan Jansen, Board Trustee

##### A. Welcome and Introductions

##### B. Discuss the Purpose of the Committee

##### C. Establish Attendance Committee Norms

##### D. Discussion of Board Policy, Administrative Regulations, NRS, District and State Chronic Absenteeism Data

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##### E. Scheduling of Future Attendance Committee Meetings

#### 4. **Public Comment #2**

Public comment will be taken during this agenda item on any matter within the Council's jurisdiction, control, or advisory authority. No action may be taken on a matter discussed under this item until the matter is included on an agenda as an item on which action may be taken. A sign-up sheet is provided and individuals may address the committee by indicating their desire to speak and the topic about which they will speak. The committee reserves the right to limit the amount of time that will be allowed for each individual to speak. (The time allotted is nontransferable for each speaker.) The committee is precluded from acting on items raised during Public Comment that are not already on the agenda. No action may be taken on a matter discussed under this item until the matter is included on an agenda as an item on which action may be taken. The Nevada Open Meeting Law prohibits the discussion of the character, conduct, or competency of any person without proper notice being given to that person.

## 5. **Adjourn**

## 6. **Notice**

Notice to Individuals with Disabilities:

Members of the public who require special assistance or accommodations at a public meeting are asked to notify the District Administration at 1638 Mono Avenue, Minden, Nevada, 89423, or by calling 782-5134, so that such notification is received at least twenty-four (24) hours prior to the meeting. If copies of the complete agenda (and supporting materials) are desired in advance, they may be obtained at the District Office prior to the meeting. Please contact Caryn Harper at 775-782-5134 or charper@dcsd.k12.nv.us. Communication with the Committee as a unit may be either in writing, by personal appearance at a committee meeting, or by verbal communication through the District Superintendent.

In conformance with the Open Meeting Law, it is hereby noted that the agenda for the Douglas County School District Public Meeting has been posted at the following locations:

- Douglas County School District Office, Minden, NV
- District website: [www.dcsd.k12.nv.us](http://www.dcsd.k12.nv.us)
- State website: <https://notice.nv.gov/>

# ADMINISTRATIVE REGULATION

No. 504

Board of Trustees

Douglas County School District

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## **ATTENDANCE**

The Douglas County School District believes that regular school attendance is essential to a student's academic growth. The loss of classroom interaction because of absenteeism can never be fully regained. Therefore, the goal for all students is uninterrupted daily attendance. Through regular attendance, students will increase their classroom successes and competencies, thereby reducing the possibility of their failing to graduate from high school.

### **Positive Reinforcement:**

Each school affected by this regulation will find a number of ways to recognize or acknowledge the excellent attendance of students.

### **Related Nevada Revised Statutes:**

The following Laws address student attendance:

**NRS 392.040:** Attendance in public school is required for a child between 7 and 18 years of age.

"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."

**NRS 392.130:** Truant defined:  
**Section 1**

"...a student shall be deemed a truant who is absent from school without the written approval of his teacher or the principal of the school, unless the student is physically or mentally unable to attend school. The teacher or principal shall give his written approval for a student to be absent if an emergency exists or upon the request of a parent or legal guardian of the student."

**NRS 392.210:** Failure of parent or guardian to comply with provisions is a misdemeanor:

"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."

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NRS 392.140(1): "Any child who has been declared a truant three or more times within one school year must be declared a habitual truant."

### **Absences**

**Absence Verification:** A call or written note by a parent or guardian must be presented to the school office prior to or within 3 days after students return to school. Students will be marked as truant when such notification is not provided.

**Unavoidable Absences:** The following types of absences are considered unavoidable and/or health related. For such absences, students are allowed to make up work for full credit upon their return to school. Students will have as many days as they are absent plus one additional day to make up work for such absences. It is the responsibility of students to initiate and carry out make-up assignments. It is the instructor's role to facilitate the make-up work for students to the extent practical.

- Illness (For extended absences due to health issues, homebound instruction may be provided. Board Policy No. 209, NRS 392.050)
- Death in the immediate family
- Emergency medical or dental attention

**Avoidable Absences:** Avoidable absences are those that are not health and/or medical related. These are absences that parents or guardians deem important enough for their children to miss school. The School District does not support such absences.

The following rules apply to such absences:

- Parents or guardians may be asked to write a letter explaining how they will provide for their children's education during an avoidable absence. In the event students have excessive absences and/or difficulty academically, the principal, or designee, will contact the parents or guardians discouraging the absence. These letters will become a part of the student's educational records.
- Students will have as many days as they are absent (up to a maximum of ten days for a single occurrence) plus one day to make up missed schoolwork. All make-up work must be turned in by the beginning of the day following the total number of days allowed for make-up work. Make-up work will be provided upon a student's return to school to the extent the work can be made up outside the classroom. Alternative assignments will not be provided for those that can only be completed in the classroom. It is the responsibility of students to initiate and carry out make-up assignments.
- In the event there are not sufficient grades to determine a grade average at the end of the grading period or semester due to absences, an incomplete will

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be recorded. Grades from an accredited public school, private school, or correspondence course will be used to determine end of grading period grades.

### **Unexcused Absences:**

- Truancy - Unexcused absences for all or any part of a school day.
- Absences for which no notification is given by parents or guardians within 3 days of student's return to school.
- Tardies - Any time a student is not in their scheduled class after the tardy bell rings.

A letter from a school administrator will notify parents of all unexcused absences.

Please see the Douglas County School District Enrollment and Attendance Manual for specific instructions on withdrawal codes and attendance documentation.

### **Attendance Waiver Grades 9-12**

A student may be excused from one class for up to the full class period to attend a pre-approved physical education opportunity (see specific equivalent credit course list BP518-D) outside the instructional programs of the Douglas County School District (see AR518g).

### **Minimum Number of Days of Attendance**

Students attending a 5 day school week are provided with a total of 175 days of instruction each year. Students attending a 4 day school week are provided with a total of 147 days of instruction. The students must be in attendance for a minimum of ninety percent (90%) of the instructional days from the time of enrollment in order to be considered for promotion to the next higher grade or to earn credit. All absences, excused or not excused, count towards student attendance.

If a student has a total of 10 or more absences, for any reason, the school will notify the student's parent/legal guardian. See Example #1.

### **Example #1: (Elementary)**

A student has missed 10 school days. A letter will be sent to the student's parent/legal guardian notifying them that, if the student misses more than 18 days, including any day(s) waived under NRS 392. 122, in a school year, a conference will be held to determine the impact of the student's absences on academic achievement, grade promotion, and/or credit obtainment.

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## **Example #1: (Secondary)**

A student has missed five (5) or more days per class period within a single semester. A letter will be sent to the student's parent/legal guardian notifying them that, if the student misses more than ten (10) days per class period, including any day(s) waived under NRS 392. 122, in a semester, a conference may be held to determine the impact of the student's absences on academic achievement and credit obtainment.

If a student has, since their enrollment date, missed more than 10% of the instructional days for that school year, the school principal will request a conference with the student and parent/legal guardian. The conference will determine the effect of the absences on the student's achievement, grade promotion, and/or credit issued. The principal of the school shall provide written notice of the conference to the parent/legal guardian of the student. The notice will indicate that the student and his/her parent/legal guardian may request a review of the student's absences at the time of the conference.

Upon receiving the request for a review by the student and/or parent/legal guardian, the principal (or designee) shall review with the parent/legal guardian the reason for each student absence.

After the review, the principal (or designee) shall credit towards the required days of attendance (157 days for the 5 day school week, 131 days for the 4 day school week or 90% of the remaining instructional days since enrollment) only those student absences that comply with the NRS 392.122.

Pursuant to NRS 392.122, ten (10) instructional days may be waived if student absences comply with the following criteria:

- (a) There is evidence or a written affirmation by the student's parent/legal guardian that the student was physically or mentally unable to attend school on the day of the absence; and
- (b) The student has completed course-work requirements.

The student and his/her parent legal guardian may appeal the decision of a principal (or designee) pursuant to NRS 391.122, Subsection 2, to the Board of Trustees (or designee). See Example #2.

## **Example #2: (Elementary)**

A student has missed 18 school days. The principal sends the student's parent/legal guardian a letter requesting that a mandatory attendance conference be held. In the letter the principal advises the parent/legal guardian that, under NRS, the parent may request a review of the student's absences in order to waive a maximum of ten (10) days of absences. If the principal finds that the request to waive the ten days is

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acceptable then the attendance record shall thus reflect only 8 days of absence and the student may be promoted or issued credit.

### **Example #2: (Secondary)**

A student has missed ten (10) or more days per class period within a single semester. A letter will be sent to the student's parent/legal guardian notifying them that, if the day(s) are not waived under NRS 392. 122, then credit may be withheld. Parents will be encouraged to submit a request for the review of the student's absences in order to waive a maximum of ten (10) days of absences. If the principal finds that the request to waive the days is acceptable, then credit may be issued.

### **Attendance Requirements for Douglas Nevada Online**

Attendance for students attending Douglas Nevada Online will be recorded in Infinite Campus for the course and calendar in which they are enrolled. Attendance will be taken daily, and students marked as "present" will be based on the student meeting at least one of the following requirements each day:

- Logging into the online system daily and demonstrating progress in the courses assigned. (Progress is defined as completing lessons, submitting assignments, and/or competing assessments. The number of lessons, assignments, and/or assessments is based on the student's assigned course).
- Successful two-way meaningful communication between the student and the teacher of record for the course(s) that the student is enrolled in (two-way meaningful communication is defined as document phone-calls, two-way email correspondence, and/or virtual meetings with their instruction on course content for every course enrolled).

Students who meet at least one of these requirements daily will be marked "present" for the day, and their attendance will be recorded in Infinite Campus per NRS 388.866.

DCSD attendance procedures are followed and records are kept in Infinite Campus. The attendance personnel at the respective school sites analyze each case for review. A parent/student conference will be required for any student who is in jeopardy of not receiving credit. This meeting will be held with one or more of the following; site administrator, school counselor.

### **Truancy**

Truancies are unexcused absences for all or part of a school day and tardies defined previously in this Regulation (NRS 392.130[1]). Because students are required by law to attend all classes to which they have been assigned, unexcused or unauthorized absences from school, individual classes, before or after school assignments such as detention or classroom make-up are considered truancies. It is illegal for students to be truant or for parents or guardians to promote or allow students to be truant in Nevada (NRS 392.210). In addition, students who have 3 or more truancies are considered habitual truants (NRS 392.140[1]). Personnel are committed to working with students, parents, or guardians, and local law

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enforcement personnel to address truancy issues. The following Truancy Review Board process of notification, consultation and consequences is designed to curtail truancy.

### **Student Attendance Review Board**

#### **1<sup>st</sup> Truancy**

- Students may have a conference with a site administrator or counselor and may be assigned a consequence by the school.
- Parents will be notified in writing of the truancy and provided a copy of this Policy by mail.
- School personnel may develop an intervention plan.
- Documentation regarding this truancy will be sent to the Douglas County School District's Dropout Prevention Specialist and School Resource Officer(s).

#### **2<sup>nd</sup> Truancy**

- Students may have a conference with a site administrator or counselor and may be assigned a consequence more severe than the first occurrence. Parents will be notified in writing of the truancy and provided a copy of this Policy by mail.
- School personnel may develop an intervention plan.
- Documentation regarding this truancy will be sent to the Douglas County School District's Dropout Prevention Specialist and School Resource Officer(s).

#### **3<sup>rd</sup> Truancy**

- Students may have a conference with a site administrator or counselor and maybe assigned a consequence more severe than for the 2<sup>nd</sup> occurrence.
- Students will now be considered "Habitual Truants" per NRS 392.140.
- Parents will be notified in writing of the truancy and provided a copy of this Policy by mail.
- This notification will indicate that the next truancy will require that parents or guardians and students have a School Attendance Review Board Hearing.
- School personnel may develop an intervention plan.
- Documentation regarding this truancy will be sent to the Douglas County School District's Dropout Prevention Specialist and School Resource Officer(s).

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## **4<sup>th</sup> Truancy**

- Upon the 4th truancy, parents or guardians will be notified through the Douglas County School District's Dropout Prevention Specialist by certified mail of the time and place of their School Attendance Review Board Hearing. The School Attendance Review Board Hearing will be conducted by the Dropout Prevention Specialist of the Douglas County School District. The goal of the School Attendance Review Board will be to understand the truancy problem and to develop a plan and/or consequence that will improve students' attendance. At the School Attendance Review Board Hearing, the school administrator will show cause for the students being labeled Habitual Truants. Parents or guardians will have the opportunity to explain the situation from their perspective. They can clarify the educational goals they have for their children and the commitment of the student to regular school attendance. All deliberation, findings, and determinations of the School Attendance Review Board shall remain confidential.
- Upon being declared a habitual truant pursuant to NRS 392.140, the student must surrender his/her driver's license to the School Resource Officer in attendance at the hearing who will write the citation. The driver's license will be suspended for at least 30 days but not more than 6 months. The length of the suspension shall be determined by the Student Attendance Review Board. If the student does not possess a driver's license, the order must provide that the student is prohibited from applying for a driver's license for 30 days after the student becomes eligible to apply for a driver's license.
- If it is the second time or subsequent time that administrative sanctions have been issued because the student is a habitual truant, the suspension of the driver's license will be for at least 60 days but not more than 1 year. The length of the suspension shall be determined by the Student Attendance Review Board. If the student does not possess a driver's license, the order must provide that the student is prohibited from applying for a driver's license for 60 days after the date the student becomes eligible to apply for a driver's license.

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### DMV Certification of Attendance

The principal of a DCSD High School or his/her designee shall, upon request by a student who is between the ages of 14 and 18 years and who is enrolled in the school, provide the student a signed DMV verification form verifying that the student has complied with the minimum attendance requirements. "Minimum Attendance" is defined as at least 90% attendance since the beginning of the school year.

If the student does not satisfy the requirements of minimum attendance, the verification form shall be submitted to the Dropout Prevention Specialist for review. Should the Dropout Prevention Specialist determine that a hardship exists and it would be in the best interests of the student or his or her family for the student to be allowed to drive, the Dropout Prevention Specialist will provide a written statement to that effect. The written statement provided to the student may be used for the purposes of submitting materials that must accompany an application for a driver's license.

The parent or legal guardian of a student may request a hearing before the superintendent to appeal the denial of a driver's license. Within 30 days, the superintendent shall, hold a hearing to review the reason for the denial of the driver's license. Within 30 days after the hearing, the superintendent shall issue a written decision affirming, denying or modifying the decision to deny a driver's license and mail a copy of the decision to the parent or legal guardian of the student. There is no further appeal.

[See Policy related to this Administrative Regulation](#)

Revised:07/88  
Revised: 06/94  
Revised: 02/03  
Revised: 03/04  
Revised: 11/04  
Revised: 12/05  
Revised: 9/06  
Revised: 1/08  
Revised: 11/10  
Revised: 3/13  
Revised: 2/15  
Revised: 7/21  
Revised: 8/21

## Board of Trustees Douglas County School District

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### ATTENDANCE

The Board requires that the students enrolled in the schools of this District attend school regularly in accordance with the laws of the State. The educational program offered by this District depends upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in any well-planned instructional activity, under the direction of a competent teacher, are vital to student success. Regular attendance is an important factor in determining student competency and the grades or credits that are earned by students in the District.

Attendance shall be required of all students enrolled in the schools during the days and hours that schools are in session unless it is shown to the satisfaction of the Board that the mental condition of the student is such that he or she cannot benefit from instruction or that the physical condition of the student is such as to prevent attendance at school.

The Board of Trustees is required to establish a minimum number of days of attendance for promotion (NRS 392.122). The DCSD Board of Trustees has established a policy requiring 90% attendance for promotion to the next grade or earning credit. The emphasis of the attendance policy is on the importance of keeping students in school and providing access to the curriculum. Students who do not meet the minimum number of days of attendance will be considered for grade retention or credit not being awarded. Exceptions will be considered for extenuating circumstances such as those that are medically related and verified by a licensed physician. Verifiable family emergencies will also be considered when a student does not attend the minimum number of days of attendance.

The Board of Trustees directs the Superintendent to establish regulations regarding the School Attendance Review Board (SARB) and its duties, including regularly reviewing student attendance and providing administrative sanctions as necessary as required by NRS 392.148.

[See Administrative Regulation related to this Policy](#)

Reference: NRS 392.040 et seq

Date Adopted: 8/12/80  
Date Revised: 5/17/89  
Date Revised: 5/20/98  
Date Revised: 11/10/98  
Date Revised: 11/9/10  
Date Revised: 2/10/15

### 5 year Chronic Absenteeism District Data

DCSD Chronic Absenteeism	
2018-19	11.4%
2019-20	N/A
2020-21	14.1%
2021-22	21.8%
2022-23	22%

\*Nevada Report Card

\*Does does not include ALT Ed, AAHS or JHS

### 5 year Chronic Absenteeism State Data

State Chronic Absenteeism	
2018-19	32.7%
2019-20	N/A
2020-21	23.4%
2021-22	34.6%
2022-23	33.8%

\*Nevada Report Card

\*\*Data does not include Clark, Washoe or the Public Charter Authority

### 5 year Chronic Absenteeism Elementary Data

Elementary Chronic Absenteeism	
2018-19	9.2%
2019-20	N/A
2020-21	11.11%
2021-22	20.65%
2022-23	19.6%

\*Nevada Report Card

### 5 year Chronic Absenteeism Secondary Data

Secondary Chronic Absenteeism	
2018-19	32.1%
2019-20	N/A
2020-21	25.38%
2021-22	34.2%
2022-23	46.4%

\*Nevada Report Card

## 5 year Chronic Absenteeism District Data (percentage by school)

	18-19	19-20	20-21	21-22	22-23
CCMES	15.3	N/A	40.9	33	28.8
CVMS	10	N/A	7.1	21.1	23.1
DHS	163.8	N/A	17.5	22.7	27.6
GES	8.1	N/A	8.1	18.5	19.6
GWHS	22.7	N/A	23	39.5	35.1
JVES	11.3	N/A	7.6	21.8	17.2
MES	8.2	N/A	9	17.5	16.1
PWL	14	N/A	16.8	21.8	25.8
PHES	<5	N/A	5	13.5	14.7
SES	8.1	N/A	14.6	18.5	19.7
ZCES	11.9	N/A	20.7	34.4	36.7
Total Percentage	11.4	N/A	14.1	21.8	22

\*Nevada Report Card

\*\*Does not include ALT Ed, JHS or AAHS

## 5 year Chronic Absenteeism District Data (percentage by school)

	18-19	19-20	20-21	21-22	22-23
CCMES	15.3	N/A	40.9	33	28.8
CVMS	10	N/A	7.1	21.1	23.1
DHS	16.38	N/A	17.5	22.7	27.6
GES	8.1	N/A	8.1	18.5	19.6
GWHS	22.7	N/A	23	39.5	35.1
JVES	11.3	N/A	7.6	21.8	17.2
MES	8.2	N/A	9	17.5	16.1
PWL	14	N/A	16.8	21.8	25.8
PHES	<5	N/A	5	13.5	14.7
SES	8.1	N/A	14.6	18.5	19.7
ZCES	11.9	N/A	20.7	34.4	36.7
Total Percentage	11.4	N/A	14.1	21.8	22

\*Nevada Report Card

\*\*Does not include ALT Ed, JHS or AAHS

### 5 year Chronic Absenteeism State Data (percentage by district)

	18-19	19-20	20-21	21-22	22-23
Carson	15.3%	N/A	40.9	33	28.8
Churchill	21.9	N/A	25.4	29	33.1
Douglas	12.7	N/A	16.9	22.6	24.3
Elko	14.4	N/A	36.3	42	34.3
Esmeralda	13.5	N/A	5.9	39.5	36.5
Eureka	21.2	N/A	11	27.2	25.7
Humboldt	23	N/A	42.1	47.8	34.7
Lander	18.1	N/A	28.9	36.4	39.2
Lincoln	8.9	N/A	8.8	13.9	23.5
Lyon	19.4	N/A	18.5	39.2	38.1
Mineral	21.5	N/A	30	44.9	65.7
Nye	23.4	N/A	5.2	37.8	35.2
Pershing	13.9	N/A	21.9	27.1	20.8
Storey	19	N/A	32.9	40.5	35.8
White Pine	17.7	N/A	26.4	29.4	32.2
Total Percentage	32.7	N/A	23.4	34.6	33.8