

## ATTENDANCE POLICY

Attendance is extremely important and is a focus at Doral Academy! The state of Nevada tracks student attendance and Doral Academy is held accountable for students attending school. Aside from state reporting, students need to learn the life skill of arriving on time to school every day. Students who have missed more than ten days (total excused or unexcused) may have limited, or be restricted from, participation in field trips, sports, student performances, and/or extra-curricular activities. Students who have missed 16 or more days (total excused or unexcused) will have limited, or be restricted from, participation in field trips, sports, student performances, and/or extra-curricular activities. If your child is absent from school, written notification must be received by the school *within three school days* after their return, or the absence will be deemed **unexcused**. Any pre-arranged absence must be submitted three days in advance of the absence, using the Pre-Arranged Absence Form available in the school office. Students must attend school the day they are involved in sports practice, games, student performances, event nights, or extra-curricular activities in order to participate that day. Please remember that your child needs to be on time and in school every day in order to learn. Every minute of learning counts.

**Please be aware, ten (10) consecutive days absent without any contact with the school will be cause for automatic withdrawal from Doral Academy. Twenty (20) consecutive days absent, WITH OR without contact with the school, will be cause for automatic withdrawal from Doral Academy. In addition, if a student reaches 20 absences in a school year, that student may be retained dependent upon academic growth.**

In accordance with Nevada law, **students must be physically present in school for a minimum of 2/3's of the school day or period** (for middle/high school students) in order to be counted as present for attendance purposes. For each day a student is absent, parents/guardians must submit supporting documentation explaining the reason for the absence. Documentation submitted more than three days (72 hours) after the student's return to school will **not** be accepted, and the absence(s) will be deemed unexcused. Students with excessive absences (10% or more of the school year) will be referred to administration. Attendance Review Committee referrals will be issued after reaching the school's maximum allowance.

Doral Academy of Nevada will abide by the following Student Attendance Reporting Procedures. Attendance, defines **Excused School Absence** as:

- Personal illness of the student (medical evidence may be required by the principal or designee for absences exceeding **three** consecutive days). The written statement must include all dates the student has been absent from school. If a student is continually sick and repeatedly absent from school due to a specific medical condition, the student must be under the supervision of a health care provider in order to receive excused absences from school.
- Medical/Dental Appointment: If a student is absent from school due to a medical appointment a written statement from a health care provider indicating the date and time of the appointment must be submitted to the Attendance Clerk within 3 days of student's return.
- Death in immediate family.
- An approved school activity (absences recorded but not reported).
- Other absences with prior approval of the Principal after being turned in to the Attendance Clerk.
- Attendance at a center under Department of Children and Families supervision.
- Observance of a religious holiday or service when it is mandated for all members of a faith that such a holiday or service should be observed.

- Military Connected Students – Doral Academy of Nevada is committed to assist students from military families and will continue efforts to facilitate the development and implement policies that directly impact children of military personnel. In an effort to ease the burden of our students who have parents that may be deployed or on “Black Leave”, schools will allow up to a total of five days of excused absences each academic year to allow families time together.
  - The absences are to be pre-approved by the school principal after being turned into the registrars.
  - Students shall have a reasonable amount of time to complete make-up work.
- Events or educational enrichment activities that are not school-sponsored as determined and approved by the Principal. The student must receive advance written permission from the Principal. Examples of special events include: public functions, conferences, and regional, State and national competitions. ***Pre-Arranged absences must be pre-approved in order to be excused. A Pre-Arranged Absence Form is available in the school office. The completed form must be signed by the teacher(s) and turned into the Attendance Clerk three days PRIOR to the first day of the absence so the Principal can review.***
- Court appearance of the student, subpoena by law enforcement agency or mandatory court appearance.
- Other individual student absences beyond the control of the parent or student, as determined and approved by the Principal, require documentation related to the condition and must be turned in to the Attendance Clerk by the parent.

### COURSE MAKE-UP FOR ABSENCES

If the absences are excused, all educational requirements for the course shall be met before a passing grade and/or credit is assigned. The student shall have up to three (3) school days to **request** make-up work for excused absences. Students will have the opportunity to **submit** assignments in a period of time equal to the number of days absent.

### UNEXCUSED ABSENCES

Any absence that does not fall into one of the above excused absence categories will be considered unexcused. Any student who has been absent from school will be marked with an unexcused absence until the required documentation is received. **Failure to provide the required documentation within three school days upon the return to school will result in an unexcused absence.**

Unexcused absences include:

- Vacations, personal services, local non-school event, program or sporting activity
- Older students providing day care services for siblings
- Illness of others
- Non-compliance with immunization requirements (unless lawfully exempt)

### TARDIES

Any child who is not in their classroom by the official start of the academic school day\* will be marked TARDY. Students arriving after the commencement of school must report directly to the main office to obtain a tardy slip in order to be admitted into their classroom. **Students who have more than three tardies will not be eligible for perfect attendance certificates.** Middle school students will be marked tardy for the period in which they arrive late.

*\*Start times may vary by campus. Please refer to the individual campus policies.*

### EARLY RELEASE

Parents must present a current Driver's License or Identification Card to the front office in order to check their child out from school. Students will be released only to those adults on the registration list in the office. Students who wish to be dismissed early (on a regular school day) are required to provide documentation. Documentation submitted more than 72 hours after an early dismissal **will not be accepted**, and the early dismissal will be deemed **unexcused**. Students must be called from the front office for release. Parents without proper identification will be asked to provide it before any student is contacted and released. Due to the continuous disruptions impacting the learning environment, please do not make early release a habit. **Habitual early releases will not be allowed.** Students with excessive unexcused early dismissals will be referred to the administration. **Students will not be released from school within 15 minutes of the release time.**

### EXCESSIVE ABSENCES/TARDIES/EARLY RELEASES

Every Tardy/Absence	<ul style="list-style-type: none"><li>– Teacher will enter attendance into Infinite campus AND track/log all absences for homeroom class.</li><li>– Parents will receive email notifications of absence/tardy through Infinite Campus portal.</li></ul>
Eight absences	<ul style="list-style-type: none"><li>– Student Support Advocate/Counselor will be notified.</li><li>– Registrar to send a letter to parent(s).</li><li>– School Administration may request a parent meeting.</li></ul>
Ten absences	<ul style="list-style-type: none"><li>– Student Support Advocate/Counselor will be notified.</li><li>– Registrar to send a reminder letter to parents.</li><li>– School Administration may request a parent meeting. Restricted from field trips, performances, sports, and/or extracurricular activities, and/or other school-related privileges, including but not limited to driving may occur.</li></ul>
Sixteen absences	<ul style="list-style-type: none"><li>– School Administration sends a Notification for Required Parent Conference (RPC) with parent(s).</li><li>– School Administration &amp; Student Support Advocate/Counselor will develop an intervention plan.</li><li>– Student may be restricted from field trips, performances, sports, and/or extracurricular activities, and/or other school-related privileges, including but not limited to driving.</li></ul>
20 absences	<ul style="list-style-type: none"><li>– Registrar to send attendance letter home.</li><li>– Required parent conference with Principal and Student Support Advocate/Counselor.</li><li>– Intervention plan reviewed and revised.</li><li>– Possible educational neglect filed– Referral to Attendance Committee for possible retention (if low academically).</li></ul>

\*Extenuating circumstances will be reviewed for all cases throughout this process and progressive discipline may apply.

\*\*Tardies and absences will be tracked separately.

\*\*\*Reviews may be held to determine re-eligibility for previously restricted activities.

\*\*\*\*Driving restrictions are in accordance with Senate Bill 269.