

## **ATTENDANCE**

Attendance enforcement is a shared responsibility between home and school. Parents and guardians are required to send the student to school during all times that public school is in session (NRS 392.040)

**Checkout During School Hours:** Parents, guardians or authorized caregivers must present I.D. at the office when removing a child from the building during school instructional hours – NO EXCEPTIONS. The I.D. must match that of an authorized person on student enrollment information. **Because instructional time is very important to every child's academic success, students will not be called out of class after 2:00 p.m.** Please arrange appointments accordingly.

**Daily Attendance:** Students are expected to attend school for the entire school day. A student is recorded as absent for half of the day if more than one hour and 55 minutes of the instructional day is missed, and recorded as absent for the entire day if more than three hours and 45 minutes of the instructional day are missed. **An elementary student can be retained at the current grade if the total number of absences exceeds 20 for the school year.** Students must bring in a valid written excuse for a school absence within three days for the absence to be excused.

**Make-Up Work:** Teachers shall provide an opportunity for a student to make up missed work due to any absence, and students shall be held accountable for the work. However, when a student is absent, the educational experiences lost during that absence may be irretrievable because the instruction and interaction in the instructional setting cannot be duplicated through makeup work. Additionally, the appropriate number of days in which to complete makeup work is three (3) days (CCSD Regulation 5113.) Directly after any absence, the student and/or parents/guardians are expected to contact the teacher to obtain appropriate makeup work.

**Tardiness:** Students are considered tardy if they arrive after 8:10 a.m. and need to check-in at the main office prior to going to the classroom

**Withdrawal/Moving:** Please notify the teacher and the office if you know your student will be withdrawn from John W. Bonner Elementary School. Proper I.D. is required to receive the "Release and Transfer" paperwork.