
ATTENDANCE POLICY

*Attendance is extremely important and is a focus at Pinecrest Academy this next year! The state of Nevada tracks student attendance and Pinecrest 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. This also aligns with our vision of students being successful in future **college and career**. You cannot be successful at college or career unless you are present in class and/or on the job.*

*As with any life skill, accountability occurs for those who earned incentives for following protocol and natural consequences for those not on time or not attending school regularly. The **incentives** lay out the various individual and whole class attendance incentives student can earn.*

*Natural **consequences** for missing school include: students who have missed more than 5 days (total excused or unexcused) per semester will have limited access or be restricted from participation in field trips, sports, student performances, and/or extra-curricular activities. Students must also attend school the day they are involved in sports practice, games, student performances, event nights, or/or extra-curricular activities in order to participate that day. Students may be struggling academically and be required to repeat a grade level. ***Of course extenuating circumstances/reasons will be reviewed in the required conference with parents and an intervention plan will be developed for all students; especially those below grade level missing more than 5 days of school either excused or unexcused.***

If your child is absent from school, please remember to send a note or email to your child's teacher within 3 school days after their return, or the absences will be deemed unexcused. Any prearranged absence must be done with a letter to the teacher, informing them of the absence. Please remember that your child needs to be on time and in school every day in order to learn! There are only 180 days in a school year. Make every minute of learning count!

in back up

ATTENDANCE CHECKLIST

CALL HOME WHEN A STUDENT IS ABSENT

- Every Tardy/Absence--Homeroom Teacher Calls Home with a nice, check up call.
- Teacher Documents Call and the Reason given for Tardy/Absence

AT 3 TARDIES/ABSENCES

- Added Teacher Watch List
- Every Tardy/Absence--Homeroom Teacher Calls Home with a nice, check up call.
- Teacher Documents Call and the Reason given for Tardy/Absence

AT 5 TARDIES/ABSENCES

- Fill out Tardy/Absence Form and Give to Student Support Advocate
- Student Support Advocate Emails a Reminder Letter to Parents
- After 5 tardy/absences, notify/email Student Support Advocate for each additional absence

AT 10 TARDIES/ABSENCES

- Truancy Citation #1 is Issued
- Required Parent Conference with Student Support Advocate
- Intervention Plan is Developed

AT 15 TARDIES/ABSENCES TARDIES/ABSENCES

- Truancy Citation #2 Issued
- Absence Case Presented to Principal
- Required Parent Conference with Student Support Advocate and Principal
- Intervention Plan Reviewed and Revised
- Possible Educational Neglect Filed
- Possible Retention (if Low Academically)

AT 20 TARDIES/ABSENCES TARDIES/ABSENCES (A MONTH OF SCHOOL MISSED)

- Truancy Citation #3 is Issued
- Board Action for Withdrawal from Pinecrest Academy