

Robison Middle School Attendance Policy 2024-2025

Regular attendance at school is a necessity if students are to achieve their fullest potential.

Parents/Guardians are urged to work with school personnel to resolve issues that may interfere with their student's school attendance.

Pursuant to Nevada Revised Statute (NRS) 392.040, students between the ages of 7 and 18 must enroll and attend school for the entire time the school is in session. Students who are 6 years of age must attend school, if enrolled, for the entire time the class in which they are enrolled is in session. ALL students enrolled must follow the rules of the school district including those relating to school attendance.

CCSD Regulation 5123 and Denial of Credit

Students who exceed 10 unapproved absences in any course during the semester shall receive a failing semester grade and shall not earn semester credit for that course.

Students missing less than a full day shall be marked absent in those classes that were missed, which are part of the student's total absences.

CCSD Regulation 5113 and Denial of Credit

**Students and parents/guardians may be required to set up a conference with one of the Assistant Principals when students accumulate an excessive number of absences.*

Absence Notes

When your child is absent, please have him/her remember to do the following:

The day your child returns after an absence, he/she should report to the Attendance Office before school to turn in an absence note. Parents can also go to the [school website](#) and click on RMS Absence Note to fill out a digital absence note. A note must be turned into the office within three (3) days of the absence. Excused absences still count against the student for denial of credit.

Please include the following information for all absence notes:

- Your child's name * Grade *Student number
- The date(s) he/she was absent * Reason for the absence
- Parent/ Guardian name and signature *Parent/Guardian phone number

Sample Absence Note

September 5, 2024

Please excuse Student's Name, Grade, Student Number, on Date

He/she was home with a fever.

Thank you,

[Parent/Guardian's Name AND Signature]

[Parent/Guardian's phone number]

The office staff will evaluate the student's attendance profile and will contact parents/guardians of students who exceed three (3) unexcused absences in one semester. *Students and parents/guardians may be required to set up a conference with one of the Assistant Principals when students accumulate three or more absences.*

Approved Absences

An approved absence is defined as an unavoidable absence caused when a student is physically or mentally unable to attend school, an absence due to a court appearance, an absence due to a religious holiday, or a prearranged absence (not to exceed 10 in a school year).

Prearranged Absences

Prearranged absences must be requested in advance using the CCSD Pre Arranged Absences form. Prearranged Absences can be approved, but they still count toward a student's total number of absences.

Homework Request

Homework may be requested if a student is out of school for more than three (3) days. This request is made to the attendance clerk. Teachers are given twenty-four hours to prepare work.

Withdrawal and Transfers

If students are moving out of Dell H. Robison Middle School's attendance zone, they must obtain a Pupil Release and Transfer document from the registrar's office. A parent or guardian must bring Identification and come into the registrar's office and request the withdrawal form. The registrar will fill out the form on the computer and then provide a copy to the parent with the student's transcripts and current grades. **Hall Passes**

No passes will be issued during the **first** and **last** 10 minutes of class, except for an emergency. Students who need to use the restroom during class will need to request permission in Smart Pass or any other program put into place by the school. Passes are issued at the discretion of the teacher. Any student out of class without a pass will be subject to progressive discipline.

Truancy

When a student is absent, the school must determine the reason for the absence. A student absent from school without a valid excuse or pre arranged absence (not exceeding 10 per year) is deemed truant. When a student has three or more unapproved/unexcused absences he/she is declared a habitual truant. The consequences for a student who is cited for habitual truancy are determined by Juvenile Court and cannot be appealed through the school.

In addition to any court-imposed consequences for truancy, students who exceed the limits of absences are also subject to the penalties that may be imposed as per the district's attendance regulation (5113) including withdrawal from school.

If a parent/guardian to whom notice of the habitual truancy has been given fails to prevent the child's subsequent truancy within that school year, that person(s) is guilty of a misdemeanor (NRS 392.210).

Any person who induces or attempts to induce any child to be absent from school unlawfully or knowingly employs or harbors any child while school is in session is guilty of a misdemeanor.

Tardy Policy

Our expectation is for every student to be in classrooms on time, every day, ready to learn. Students that are tardy to class disrupt the learning, as well as the learning of their peers, and they may miss important instruction. Students are to arrive at their classrooms prior to the tardy bell, or they will be marked tardy in Infinite Campus (IC). A student who is thirty minutes or more late to class will be counted absent for the class period.

Should your student arrive to class after 8:00 a.m., they will be considered part of the tardy sweep and assigned progressive discipline for the following day unless their parent or guardian physically comes in with them, provides identification, and signs them in with office staff. Phone calls, written notes, or emails will not be accepted, and only the student's parent/guardian may come in with them, provide identification, and sign them in.

Tardy sweeps can occur every day for every class. During a tardy sweep, any student caught being tardy will be assigned progressive discipline which will be served the next school day. Dell H. Robison's progressive discipline for Tardies is as follows:

Offense	Tardy Sweep Progressive Discipline
1st	• Behavior Referral • Student marked Tardy • Parent notified by email
2nd	• Behavior Referral • 1 Day In-House Suspension
3rd	• Behavior Referral • 2 Day In-House Suspension
All Additional	• Continued offenses are considered INSUBORDINATION. • Behavior Referral • Continued progressive discipline to include suspension if prior progressive discipline does not change the behavior.

Robison Middle School Administration reserves the right to make changes and/or assign different progressive discipline resolutions at any time.

Nevada Revised Statute (NRS) 392.040 states that it is the responsibility of the parent/guardian to see that their child attends school full time and arrives on time every day.