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# OFFICE OF CHARACTER & COMPLIANCE



315. S. 7th Street  
Las Vegas, NV 89101  
(702) 799-7800  
Ext. 4500

Sarah Robinson,  
Assistant Principal

Donna Bachman,  
Secretary

Email:  
[bachmd@nv.ccsd.net](mailto:bachmd@nv.ccsd.net)

Hello parents and guardians,

According to CCSD's Virtual Online Attendance Guidelines, students will be marked present for their class when:

1. The student makes progress in their classwork leading toward mastery of Nevada Academic Content Standards and/or a course's completion that can be verified through a learning management system or other means; and/or
2. The student participates in a real-time class session (e.g., attends the live Google Meet); and/or
3. The student meets with or otherwise communicates with a licensed teacher or licensed substitute teacher who is able to discuss the student's progress in the particular course.

**LVA students are expected to attend all "live" synchronous classes/instructional sessions** for the entire synchronous session with their assigned teachers and attend guidance lessons on Wednesday mornings. **In addition, students are expected to meet with their guidance/mentor teacher once a week for a 1:1 check-in.**

Parents can monitor their child's attendance through Infinite Campus. As of December 2020, parents may sign up for attendance notifications through Infinite Campus; parents will be notified when their child is marked absent for a class.

**Attendance regulation R5113 requires absence notes in writing within 3 days of the student's return to the classroom/online learning.**

Attendance notes may be emailed to Donna Bachman (Character & Compliance Office Assistant) at [bachmd@nv.ccsd.net](mailto:bachmd@nv.ccsd.net). The parent's/guardian's email address must match the email that is on file for the parent/guardian in the student's Infinite Campus summary. Please also attach a copy of a driver's license/ID to verify further that the email belongs to the parent. Parents may handwrite the note legibly and scan or take a picture of it, along with their ID and email the information to [bachmd@nv.ccsd.net](mailto:bachmd@nv.ccsd.net)

**Attendance notes/emails must include:**

- your child's name
- your child's student number
- dates of the student's absence
- brief reason for the absence
- today's date

## APPROVED ABSENCES

**Absences are approved when:**

1. The student is physically or mentally unable to attend school, or the absence is related to the student's disability, and the course work has been completed. All medical absence notes must be submitted to Donna Bachman at [bachmd@nv.ccsd.net](mailto:bachmd@nv.ccsd.net) Teachers are not permitted to accept absence notes. Teachers can only mark students as being either present or absent.
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2. The approval of the teacher, principal, or designee has been given for an unavoidable absence due to an emergency.
3. The student is absent due to a required court appearance or a religious holiday.
4. The absence has been arranged pursuant to the request of a parent or legal guardian prior to the absence and does not exceed the allowable ten (10) arranged days per school year. Pre-arranged absence forms are available from Donna Bachman ([bachmd@nv.ccsd.net](mailto:bachmd@nv.ccsd.net)). The forms must be completed and received by Donna two days before the pre-arranged absence.

## UNVERIFIED ABSENCES

Any notification to the school about a student's absence after 3 days of the student's return to school will NOT be approved.

When a student has 3 days or equivalent unexcused absences, an attendance notification is emailed to the student's parent(s)/Guardian(s) who are listed in Infinite Campus.

When a student has 6 days or equivalent unexcused absences, an attendance notification is emailed to the student's parent(s)/Guardian(s) who are listed in Infinite Campus. In addition, a parent/student /administration conference will be conducted in regards to the unverified absences.

When a student has 9 days or equivalent unexcused absences, an attendance notification is emailed to the student's parent(s)/Guardian(s) who are listed in Infinite Campus. A parent/student/administration conference will occur.

The student may be placed on behavior probation. A denial of credit will be issued when a student accrues nine unexcused absences in the same class.

Additional attendance notifications will be sent to parents for additional accrued unexcused absences.

**Students are granted one attendance appeal per school year.**

Additional attendance interventions include and are not limited to:

- Student wellness checks at their residence
- A Harbor Referral ([theharborlv.com](http://theharborlv.com))
- CCSD attendance enforcement officer checks
- Social worker/counselor intervention

The Character and Compliance Office is here to support your child and assist you in any way possible. Please do not hesitate to contact the Character and Compliance Office at 702-799-7800 ext. 4500 for any questions or concerns about your child's attendance.

Sincerely,

Sarah Robinson & Donna Bachman  
Assistant Principal & Administrative Assistant

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