

SCHOOL ATTENDANCE

All students enrolled at FCA are subject to state attendance laws as well as policies and procedures set by the school.

It is the responsibility of parents and guardians to make regular school attendance a priority within the home. No single factor may interfere with a student's progress more quickly than frequent tardiness or absences. We strongly discourage families from planning vacations, trips, and doctor appointments when school is in session.

If your student is absent due to illness or an emergency, please contact the school with as much advance notice as possible, but no later than 8:00am on the day of the absence. To leave a message on the school's attendance inbox, call the school's main number (702) 533-1896, choose option 2 for attendance, and leave a message.

FCA is required to record both excused and unexcused absences throughout the school year. In order for an absence to be excused, documentation (e.g. doctor's note or detailed letter) must be provided for the purpose of the absence within three days of the absence. If documentation is not provided within that time frame, the absence will be considered unexcused. Pursuant to Nevada Law, the school will issue a Notice of Truancy for any unexcused absence to the parent or legal guardian of the student for any unexcused absence. A record of all absences will be maintained by the school.

Unexcused Absences

An absence is considered unexcused when:

- The absence was not due to the physical or mental inability of the student to attend school, the student's disability, an emergency, a required court appearance, religious holiday, or school disciplinary action;
- The parent/guardian fails to notify the school of the reason the student was absent and provide supporting documentation (when applicable) within the three-day window;
- When an arranged absence was not requested in advance and approved by the school administrator or when arranged absences exceed the allowable ten (10) days per school year.

Family Vacation Requests

Families are strongly encouraged to schedule vacations during school breaks. When this is not possible, up to five absences may be excused with pre-approval from a school administrator. Family Vacation Request Forms may be obtained at the front desk and must be submitted to administration no less than five (5) school days in advance of the first absence to be eligible for approval. Administration is not required to approve vacation requests and may deny them for any reason. Families are required to obtain learning materials from the teacher prior to the trip and submit missed work upon the first day back to school following the vacation.

Consequences of Attendance

Students that maintain perfect attendance during a semester will be recognized at our bi-annual awards ceremony. Other positive incentive programs celebrating individual and collective attendance achievements will be implemented by school administration throughout each school year.

Three unexcused absences in a semester – Student will be designated as “Habitually Truant” under Nevada State Law and may be referred to a Truancy Diversion Program. Students that are designated habitually truant more than twice in one school year will lose enrollment priority for the subsequent school year.

Six absences (Excused or Unexcused) in a year – The parents may be required to participate in an attendance conference with school personnel to develop an attendance support plan.

Twelve absences (Excused or Unexcused) in a year – Student may be required to “make up” absences during Saturday school or summer school in order to qualify for promotion to the next grade level. Parents of the student will be contacted and may be required to participate in an attendance conference with school personnel. Student may lose enrollment priority for the subsequent school year.

Twenty absences (Excused or Unexcused) in a year – Student may be required to “make up” absences during summer school in order to qualify for promotion to the next grade level. Student becomes ineligible for enrollment at FCA for future academic school years.

The Executive Director may make exemptions to the above policies at his / her sole discretion. Exemptions must be given in writing and provide a thorough justification for the exemption. The exemption letter must be included in the student’s permanent file.

Educational Neglect

Freedom Classical Academy has the responsibility to report educational neglect to Child Protective Services (CPS). Habitual absences impose a significant academic hardship upon students and signifies educational neglect. FCA reserves the right to notify the proper authorities about parents who fail to help their children get to school in a timely manner and/or leave their child unattended on school premises for long periods before or after school.