

## Attendance Policy/Tardy Policy

### **Types of Absences**

**Definition of an Absence** – When a secondary student (6<sup>th</sup>-12<sup>th</sup> grade) misses more than fifteen (15) minutes of any class period. When an elementary student (K-5<sup>th</sup> grade) checks in to school and misses more than ½ of the instructional time in any morning or afternoon session (1½ hours) they will be deemed absent for that session.

**Excused Absences** – Absences *with parent notification* to the school that their child will be absent including, but not limited to the following: personal illness, professional appointments that could not be scheduled outside school time, or serious personal and or family problems. Excused absences will not count toward no credit status.

**Excessive Excused Absences**—Student success is largely determined by students being present in class to learn the subject matter and master the standards. If the principal determines that a parent/guardian is calling to excuse his/her student's absences excessively (i. e. 10 or more per semester), the principal will require that a conference be held and that a contract be signed which states further student absences without an excuse from a health-care provider could be determined to be unexcused.

**Unexcused Absences** - Absences *without parent notification* defined but not limited to the following: personal illness, professional appointments and in-school violations that result in suspension from school. Five (5) unexcused tardies also constitute an unexcused absence. *Unexcused Absences will count toward no credit status (secondary) or retention status (elementary).*

**Official Absences** - Absences which are school related including, but not limited to: athletic contests, music contests, DECA, county fair, and sanctioned 4H and rodeo activities. *Participation in "official" activities are not recorded as school absences and are not recorded toward no-credit status.* A student must meet the eligibility requirements of the New Mexico Activities Association for an "official absence" to be granted.

**Medical Doctor Excused Absences** - Absences with written doctor notification to the school that the student was absent due to a medical appointment or a medical condition of which the student was under a doctor's care. *Doctor excused absences do not count toward no-credit status (secondary) or retention status (elementary).*

**Court Subpoena Absences** - Absences which require a student to be present in a court of law. *Court subpoena absences do not count toward no-credit status (secondary) or retention status (elementary).*

**Out-of-School Suspension** - Absences which are levied by the school administrator primarily for disciplinary reasons. A student that has been suspended from school for any reason will receive a grade of 0 for each day of suspension. *Out-of-school suspension will count toward no credit status.*

### **When Absent from School**

State law mandates that children be in attendance during the period when school is in session. Therefore, when a student is absent, the parent shall call the school on or before the day of the absence in order to advise the school as to the reason for the absence if a telephone is available. If a parent does not have access to a phone, either at home or at work, a note will be accepted for verification purposes. (Notification to the office must be made within one business day after the absence.) All absences not verified by parental or administrative authorization, within one business day, will be considered unexcused. For absences greater than one (1) day in length, the school should be notified each day of the absence. (Principal has the authority to consider circumstances which have merit, when considering the waiver of unexcused absences.)

If a student is absent for three (3) or more successive school days, the school shall contact the student's parents, legal guardian or custodian by telephone. The school will contact the parent (if possible) no later than the close of school on the school day next succeeding the three (3)-day period. A written notice shall be dispatched if telephone contact has not been made. The provisions of this section do not apply to any absence if the parent, legal guardian or custodian, prior to the end of the three (3)-day period, has contacted the school to explain the absence prior to the end of the three (3)-day period.

All personnel will solicit cooperation from parents in the matter of school attendance and punctuality, particularly in regard to the scheduling of medical and dental appointments after school hours except in cases of emergency and

the scheduling of family vacations during school vacation and recess periods.

### **Procedures for Notifying Parents of Student Absences**

After the third (3rd), fifth (5th) and (10th) unexcused absence during the current semester; parents will be notified by a form letter stating the number of the student's absences.

When a secondary student (6<sup>th</sup>-12<sup>th</sup> grade) receives their eleventh (11th) unexcused absence in any one (1) class, the student will be placed on no-credit status and the parent will be notified by telephone and/or a form letter stating the number of the student's absences and the appeals procedure.

When an elementary student (K-5<sup>th</sup> grade) receives their eleventh (11<sup>th</sup>) absence in a semester, the student will be placed on monitor status for possible retention in the current grade and the parent will be notified by telephone and/or a form letter stating the number of the student's absences and the procedures for retention.

### **Secondary (6<sup>th</sup>-12<sup>th</sup> grade) "No Credit" Status**

The Compulsory School Attendance Law and the Artesia Public Schools Board of Education prohibit unexcused absences. On the eleventh (11th) unexcused absence in any one (1) class, the student will be immediately placed on "no credit" ("NC") status for that class period. The student will not earn any credit and will receive a grade of "NC" for that class. *A parent/guardian will be notified by letter or phone that his/her student is on no credit status for the semester.* If the student obtains eleven (11) unexcused absences in all of his/her classes, the student will be on "no credit" status for the entire school day. The student will not earn any credits and will receive a grade of "NC" for all of his/her classes for that semester.

*Absences which are not considered toward "no credit" status are as follows: 1) Medical Doctor Excused Absences, 2) Official Absences, 3) Court Subpoenaed Absences, 4) Excused Absences by parent notification (written or verbal within one business day after the absence), and Homebound Absences.*

### **Appeal Procedure:**

A student and parent/guardian may appeal the "no credit" status and grade of "NC" at a hearing with the school administration. The hearing will be scheduled by the student and/or parent before the end of the semester. The principal/assistant principal will determine the student's final status for that semester. The student may appeal the principal's decision by submitting a written statement asking for a hearing with the Superintendent of schools. This letter should be submitted within two (2) days of the school's administrative decision. The Superintendent's decision may be appealed to the Artesia Board of Education.

### **Absence/Tardy/Extra Credit Duration**

<i>Compulsory School Attendance Law</i>	= Full School Year
<i>"No Credit" Status</i>	= Semester
<i>Tardies</i>	= 9 Weeks
<i>Extra Credit Attendance Points</i>	= 9 Weeks

### **Tardies**

**Definition of a Tardy** – Secondary Student (6<sup>th</sup>-12<sup>th</sup> grade): Arriving to any one (1) of the seven (7) class periods during the school day after the scheduled tardy bell has rung. Elementary Student (K-5<sup>th</sup> grade): Arriving after the official start time.

A secondary student (6<sup>th</sup>-12<sup>th</sup> grade) may be tardy to any one (1) class, two (2) times per nine (9)-week period, and no action will be taken. When a student receives three tardies in any one (1) class, the student will be sent to the office and the school administrator will take appropriate disciplinary action. Additional tardies will result in further disciplinary action taken by the school administrator. Tardiness of fifteen (15) minutes or more to a class (6<sup>th</sup>-12<sup>th</sup> grade) is considered an unexcused absence. The teacher shall notify the student when such incidents are recorded as absences.

## Consequences for Tardies (Artesia Zia Intermediate)

3<sup>rd</sup> tardy = ISS for the period plus one day noon detention plus parent contact

4<sup>th</sup> tardy = One full day of ISS plus parent contact

5<sup>th</sup> tardy and each subsequent tardy = One day out of school suspension plus UX absence.

A "Tardy Log" has been included in the back of your handbook. You may choose to utilize it for your own documentation of tardies.

All office/teacher-caused tardies will be discouraged to the utmost. When unavoidable, a pass will be issued allowing sufficient passage time. Such situations will not be considered tardies.

*Five (5) unexcused tardies (during a nine week period) shall count as an unexcused absence. Each tardy (during a nine week period) thereafter will also count as an unexcused absence.*

### **Extra Credit for Regular Attendance**

Students who maintain consistent and regular attendance will be rewarded at the end of each nine (9) week period with points added to their final nine (9) week grade average as follows:

Zero to One Absence = 4 points added to the final nine weeks grade

2 Absences = 3 points added to the final nine weeks grade

3 Absences = 2 points added to the final nine weeks grade

### **Make Up Work for Absences**

Make up work for absences is the responsibility of the student and will be allowed on the basis of one (1) day for every one missed, not to exceed two (2) weeks. A student who misses only one (1) day on the day of a previously announced test or deadline date will be responsible for making up the work the day he/she returns to school. Parents may request make-up work for students. Work requested by noon will be available for pick-up after 3:00 p.m. that day. Work requested after noon will be available for pick-up after 8:10 a.m. the following day.

### **Homebound Program**

If a student is hospitalized or is out of school due to pregnancy or long-term illness, the student will be placed in the homebound program. A student's parent or guardian must notify the office within two (2) days after the start of a long-term illness. The principal or assistant principal will determine whether the student should be placed in the homebound program. A student that has been placed in the homebound program must bring a written physician's statement and Exclusions and Exemptions Form (J-1982 JHD-EB in School Board Manual) to the office explaining why the student is unable to attend school.

## **TRUANCY**

### **DEFINITIONS**

**Attendance-** Means students who are in class or in a school-approved activity. If a student is in attendance up to one half the total instructional time during a school day, the student will be counted as having attended half of a school day. If the student attends school for more than one-half of the total instructional time, the student will be counted as having attended for the full day.

**Early Identification-** Means the process by which school districts promptly determine and identify students who have excessive absences and tardiness from classes or school. Early identification includes the school district's defined system for recording, reporting, and summarizing daily attendance of its students and then providing that data to the district's central administration.

**Habitual Truant-** Means a student who has accumulated the equivalent of **(10) or more unexcused absences** within a school year.

**Intervention-** Means the partnering that schools engage in with other state agencies to implement administrative remedies, provide services and provide support programs that aggressively reduce if not eliminate truancy in a school district.

**Prevention-** Means school-based innovative or proven successful programs, including alternative programs whether school-based or non-school based, that encourage regular and on-time attendance for students.

**Truancy-** Means a student who has accumulated (5) unexcused absences within any twenty-day period.

**Unexcused Absence-** Means an absence from school or a class for which the student does not have an allowable excuse pursuant to the compulsory school attendance law or rules of the local school board.

[6.10.8.7 NMAC – N, 12-30-04]

### **Parental Involvement**

After the **third (3<sup>rd</sup>), fifth (5<sup>th</sup>) and tenth (10<sup>th</sup>)** unexcused absence **within the school year**, parents will be notified by a form letter stating the number of the student's unexcused absences.

- If a student accumulates **three (3)** unexcused absences, the school will notify the parents using **Form Letter I**.
- If a student accumulates **five (5)** unexcused absences, the school will notify the parent(s) using **Form Letter II**. Upon a student's **fifth (5<sup>th</sup>)** unexcused absence within a school year, parent(s)/guardian(s) shall be contacted to inform them of the student's truancy, **sign a contract (Exhibit A)**, and request their cooperation to meet and establish a cooperative arrangement to prevent future truancy by identifying:
  - the cause(s)
  - preventative measures,
  - resources to address the causes, and
  - corrective action plan including follow-up procedures.

The parental meeting notice shall be respectful and the meeting shall be held in a language and manner understandable to the parent(s)/guardian(s).

### **Notice of Habitual Truancy**

1. Upon a student's **tenth (10<sup>th</sup>)** unexcused absence within a school year, written notice of the habitual truancy shall be given by certified mail to or by personal service on the parent(s)/guardian(s) of the student subject to who is in noncompliance with the provisions of the Compulsory School Attendance Law. **Form Letter III**
2. Should an additional eleventh (11) unexcused absence occur after delivery of a written notice of habitual truancy, the student shall within seven (7) days of this unexcused absence be reported to the probation services office of the judicial district where the student resides for an investigation as to whether the student shall be considered to be a neglected child or a child in a family in need of services because of habitual truancy and thus subject to the provisions of the Children's Code [32A-1-1 NMSA 1978]. In addition to any other disposition, the children's court may order the habitual truant's driving privileges to be suspended for a specified time not to exceed ninety days on the first finding of habitual truancy and not to exceed one year for a subsequent finding of habitual truancy.
3. If the habitual truant is not referred to the children's court by the juvenile probation office for appropriate disposition, including consideration of initial or renewed suspension of his or her driving privileges, the school district may contact the children's court attorney directly to determine what action will be taken.
4. If a determination and finding has been made by the juvenile probation office that the habitual truancy by a student may have been caused by the parent or guardian of the student, and no charges have been filed against the parent or guardian, the school district may contact the district attorney's office or any law enforcement agency having jurisdiction for appropriate investigation and filing of charges allowed under the Compulsory School Attendance Law. Charges against the parent may be filed in metropolitan court, magistrate court or district court.
5. A parent of the student; who has received written notice, their matter has been reviewed and who knowingly allows their student to continue to violate the Compulsory School Attendance Law shall be guilty of a petty misdemeanor. Upon the first conviction, a fine of not less than twenty-five dollars (\$25.00) or more than one hundred dollars (\$100) may be imposed, or the parent of the student may be ordered to perform community service. If violations of the Compulsory School Attendance Law continue, upon the second and subsequent convictions, the parent of the student who knowingly allows the student to continue to violate the Compulsory School Attendance Law shall be guilty of a petty misdemeanor and shall be subject to a fine of not more than five hundred dollars (\$500) or imprisonment for a definite term not to exceed six months or both.

[6.10.8.8 NMAC – N, 12-30-04]