

ATTENDANCE POLICIES

The regular school attendance of a child of school age is required by state law. The Board and Administration have determined that absences, excused or unexcused, have a negative impact on student achievement. Therefore, it is in the best interest of students and the school to provide a policy that limits non-school-related absences of any kind. Although the District prefers students only miss school for illness or emergencies, there are times when absences are necessary. In order to lift the burden from parents and school personnel to determine whether an absence is necessary, absences that are justified with a note from the parent/guardian will be accepted as excused. Absences in which the parent/guardian does not notify the school will be considered unexcused.

The four-day school week was established at Mosquero Municipal School for many reasons. One reason was to allow families one working day a week to accomplish all necessary doctor's appointments, shopping and miscellaneous duties. This makes it critical that students be in attendance on regular school days. Therefore, the following policy and regulations were adopted: (MSB Policy J-0500: JE)

TYPES OF ABSENCES

The four (4) main types of absences are listed and explained as follows:

- 1) **ACTIVITY** - Absence caused by a school-sponsored activity:
This class of absence does not appear on the attendance register and a class permit is not required for return to the regular schedule. Students absent from class for school sponsored events are not excused from class work missed. Students will have one day for each day of absence to make up their work. Under extenuating circumstances, faculty may allow additional time for work completion.
- 2) **EXCUSED** - Absence verified by parent(s)/guardian(s)
Excused absences are absences verified by a parent/guardian. A written statement or phone call from parent(s) or guardian(s) must be presented at the time of admission. The class permit allows the student to make up missed work. Responsibility for making up work lies entirely with the student. Students will have one day for each day of absence to make up their work. Under extenuating circumstances, faculty may allow additional time for work completion.
- 3) **UNEXCUSED** - Absence where parent/guardian does not send a note or call to verify absence.
 - A. Student not having parent(s) verification for an absence will be considered unexcused.
 - B. Both the office and faculty members will keep a record of unexcused absences.
 - C. Class work missed as a result of an unexcused absence may not be made up without the approval of the administration.
- 4) **TRUANCY** - Absence when parents will not verify the absence, did not know the student was absent, or will not cooperate with the school to regulate attendance. This is an unexcused absence and subject to additional disciplinary action.

INTERVENTIONS AND PARENTAL INVOLVEMENT

The District shall provide varying degrees of intervention for students who miss school, depending on the number of absences per semester.

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Individual prevention is called for if a student misses five percent (5%) (1.8 or 2 days per quarter) or more but less than ten percent (10%) (3.6 or 4 days per quarter) of classes or days of school. For elementary school absences, the parent is to be contacted by the attendance team for discussion. Middle school and high school absence discussions by the attendance team are to be with the parent and student. The discussions shall inform the parties of:

- the student's attendance history,
- interventions or services available to the student or family, and
- consequences of further absences which may include referral to the Children, Youth and Families Department for excessive absenteeism,

Early Intervention is called for if a student misses ten percent (10%) (3.6 or 4 days per quarter) or more but less than twenty percent (20%) (7.2 or 8 days per quarter) of classes or days of school. At this stage, the attendance team shall:

- notify the parent in writing by mail or personal service,
- provide the date, time and place for a meeting to be held for the purpose of developing intervention strategies to keep the student in an educational setting, and
- establish the following:
 - o a specific intervention plan for the student,
 - o weekly progress monitoring, and
 - o a contract for attendance.

Intensive Support is called for if a student misses twenty percent (20%) (7.2 or 8 days per quarter) or more of the classes or days of school. At this stage, the attendance team shall:

- notify the parent in writing by mail or personal service, and
- provide the date, time and place for a meeting to be held with the parent, principal or superintendent of the school and the attendance team for the purpose of:
 - o establishing non-punitive consequences for the student at the school level,
 - o identifying appropriate specialized supports needed to help the student address the underlying causes of excessive absenteeism, and
 - o apprising the student and the parent of the consequences of further absences.

Student-teacher incompatibility, if alleged, will require consultation with the teacher and a meeting initiated by the principal or superintendent with the student, parent and teacher.

If a student does not respond to intensive support as implemented above by continued absence (excessive absenteeism), the School Board shall consult with the Superintendent in executive session on the issue and shall cause the student to be reported to the probation services office of the appropriate judicial district for the purpose of an investigation as to whether the student should be considered a

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neglected child or a child in a family in need of family services, subjecting the child to provisions of the Children's code.

The records supporting such action shall be provided to the juvenile probation services office by the Superintendent within ten (10) days of the identification of the student excessively absent.

Consequences shall not include out-of-school suspension or expulsion, but should focus on intervention and fostering retention of students in the educational setting.

Only after exhaustion of intervention strategies may the District consider withdrawal of the student from membership in the school. Consulting with the juvenile probation services office or the caseworker for child services should be accomplished before such action.

EXCESSIVE ABSENCES – Secondary Students (Grades 7-12)

For those students identified as in need of Individual Prevention, Early Intervention, or Intensive Support, Friday school serves as an opportunity to make up all work that was missed for the excessive absence. Attendance at the Friday school will allow students to reduce their absence percentages. Students will be allowed to use Friday makeup days only four (4) times per semester in any one (1) class. Failure to show up for Friday make-up day may result in loss of credit for each affected high school course (or promotion points for each affected middle school course) in which excessive absences have occurred. The decision regarding the loss of credit (or points) will be made by an administrator after the holding of a “credit hearing” at which the student and his/her parents/guardians will be permitted to present any information they believe should be considered (including grades, medical documentation, unavoidable family emergencies, etc.). Students that have lost credit (or points) in a class due to absence will remain in that class and continue to attend the class until the end of the semester.

FRIDAY SCHOOL

Unless other arrangements are made, the hours for Friday School are 8:00-12:00. Students serving Friday School are to report on-time and with enough work to keep busy for the entire morning. Students arriving late or without supplies/schoolwork will not be allowed to attend. They should be prepared to do quiet seatwork, without interaction with other students, until class has been completed. Students in Friday School are responsible for transportation to and from the school.

ABSENCES FOR RELIGIOUS INSTRUCTION

Any student may, subject to the approval of the administration, be excused from Mosquero Schools to participate in religious instruction for not more than one hour each day with the written consent of his or her parent(s) or guardian(s) at a time period not to conflict with the academic program of the school. The local School Board and its employees shall not assume responsibility for the religious instructions or permit them to be conducted on school property during school hours. (Board Policy J-1900: JHCB; NMSA 22-12A-9)

STEPS TO FOLLOW WHEN ABSENT

- 1) Have a parent or guardian phone the school and inform the office of your absence before 10:00 a.m., on the day of your absence if possible.

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- 2) Have a parent or guardian write an excuse giving your name, day(s) of absence, reason for absence, and his/her signature. The principal or superintendent or secretary will call for confirmation.
- 3) Grades 7-12 present your excuse to the principal or superintendent or secretary; grades K-6 present your excuse to your classroom teacher.
- 4) Ask all teachers for make-up assignments. Assignments that are not made up will be reflected on your grade. Each student is responsible for seeing that make-up work is completed.

If parents wish to check their child out of school for an extended personal family related reason, please complete the following:

- 1) The parent(s) or guardian(s) should notify the principal or superintendent that the student will be absent.
- 2) The student will be encouraged to complete assignments prior to the absence, with the remainder to be completed upon return.

TARDINESS

Students are to be in their seats and ready to begin work by the designated time. All tardies will be documented, and teachers are responsible for consequences for tardies 1-3. A fourth (4th) unexcused tardy, and all subsequent tardies, will result in a referral to the principal or superintendent.

Consequences for tardies are as follows:

- 4 tardies: 7AM/4PM detention: 1-hour. Designated time is at the discretion of the administrator.
- 5 tardies: 7AM/4PM detention 2 days: 1-hour each. Designated time is at the discretion of the administrator.
- 6 tardies: Friday School (half day), mandatory parent meeting.

PANDEMIC ADDENDUM

During such time as a pandemic, which has been declared by authorized governmental entities, student absences relating to compliancy with Mosquero Schools Health Screening Form may be declared exempt. In such a circumstance, absences may not accrue. However, the student shall be responsible for completing work as assigned by teachers or the student will be counted absent.

Administration shall have the discretion to consider the student temporarily home bound where attendance will be determined based on participation in remote learning and completeness of assigned work.

Parent/Guardian Signature:

Date: _____