

***Gallup McKinley County Schools***  
***Procedure for submitting a Compulsory***  
***School Attendance Referral (CSAR)***

## Compulsory School Attendance Referral Procedures Gallup McKinley County Schools

**The following is the proper procedure for reporting students who violate the New Mexico Compulsory School Attendance regulation, which was established with the goal to keep children in school and not to suspend or expel students for being truant. The objective is to provide early intervention and hold both parents and students accountable for school attendance.**

### **Steps for addressing unexcused absences:**

1. When a student has 5 unexcused absences (absences do not have to be consecutive days), the school will send a letter to the parents/guardians notifying them that their child has 5 unexcused absences (letter generated at school site). **Letter must be signed by parent/guardian.** The school may elect to send a school representative to deliver the letter and get it signed by parent/guardian, or parent/guardian can come to the school to sign for the letter. The letter may be sent certified mail if the school has funding for certified mail. School will maintain a copy of the parent letter for documentation purposes. Student will be referred to school counselor to identify possible causes for the unexcused absences.
  
2. When a student has 7 unexcused absences (absences do not have to be consecutive days), the school will send a letter written by the District Attorney. **Letter must be signed by parent/guardian.** The school may elect to send a school representative to deliver the letter and get it signed by parent/guardian, or parent/guardian can come to the school to sign for the letter. The letter may be sent certified mail if the school has funding for certified mail. School will maintain a copy of the parent letter for documentation purposes. In addition to the letter from the District Attorney,
  - a. A referral to the Student Assistance Team (SAT) will be made. Copies of the 5 day and 7 day letters are to be included with the referral. The student is referred as “in need of early intervention.” The SAT will meet with the parent/guardian to discuss possible interventions and identify what actions need to be taken that will prevent the student’s unexcused absences, identify possible community resources to address this issue, and establish a corrective action plan to address the student’s unexcused absences. The action plan must also include follow up procedures to ensure that the causes of the student’s unexcused absences are being addressed. In addition to the action plan, the School Site Administrator may enforce another form of discipline, which may include before and/or after school detention, lunch detention, Saturday school, student prohibition from participating in extra-curricular activities, and/or other alternative disciplinary action, as appropriate.
  
3. “Habitual truant” means a student who has accumulated the equivalent of ten or more unexcused absences within a school year (absences do not have to be consecutive days). If the student accumulates 10 or more unexcused absences, the school site administrator and/or designee will be required to notify the parents/guardians that their child has 10 or more unexcused absences. **Letter must be hand-delivered or mailed via certified mail.** The school site administrator and/or designee will determine if a CSAR (Compulsory School Attendance Referral) report will be submitted to the Superintendent’s Office. Incomplete CSAR packets will not be accepted.

Pursuant to New Mexico Statute 22-12-7, the Juvenile Probation Office will conduct an investigation and determine necessary actions against the student or parents, which may include Teen Court (Crownpoint), referral to District Attorney’s office, or other services.

## CSAR Checklist

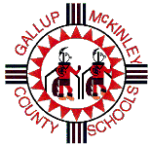
**The following is a checklist of all documents required to submit a CSAR (Compulsory School Attendance Referral):**

- \_\_\_\_ 1. Copy of the FIRST Notification Letter to parents/guardians regarding 5 days unexcused absences. (Must include documentation that the letter was hand delivered to parents or mailed via certified mail)
- \_\_\_\_ 2. Copy of the District Attorney's letter regarding 7 days unexcused absences. (Must include documentation that the letter was hand delivered to parents or mailed via certified mail)  
**(Please note that the District Attorney's letter is in lieu of the Second Notification Letter to parents/guardians)**
- \_\_\_\_ 3. Copy of the SAT interventions and action plan.
- \_\_\_\_ 4. Copy of the THIRD Notification Letter to parents/guardians regarding the 10 days unexcused absences. (Must include documentation that the letter was hand delivered to parents or mailed via certified mail)
- \_\_\_\_ 5. A description of other forms of disciplinary action, which may include before and/or after school detention, lunch detention, Saturday school, student prohibition from participating in extra-curricular activities, and/or other alternative disciplinary action, as appropriate. (If applicable)
- \_\_\_\_ 6. A complete Compulsory School Attendance Referral form with principal signature.

All CSAR reports must include all documents, as applicable, in #1-5.

Upon completing the CSAR along with attached documents (#1-5) and submit to:

**S u p e r i n t e n d e n t ' s   O f f i c e**  
**P O   B o x   1 3 1 8**  
**G a l l u p ,   N M   8 7 3 0 5**



GALLUP-MCKINLEY COUNTY PUBLIC SCHOOLS  
 P.O. Box 1318  
 Gallup, New Mexico 87305-1318  
 (505) 721-1000 \* Fax (505) 721-1133  
 Frank Chiapetti, Superintendent



**“GROWING STUDENTS TO BE PRODUCTIVE CITIZENS IN A MULTI-CULTURAL SOCIETY”**

**RE: Truancy**

**Date** \_\_\_\_\_

Dear Parents/Guardians of: \_\_\_\_\_

This letter is to inform you that your child, who is currently a student at \_\_\_\_\_, is in violation of the Compulsory School Attendance Law (22-12-1 NMSA, 1978) due to **5 unexcused absences** from school during the current school year.

The student will now be referred to our school counselor for interventions addressing attendance. If unexcused absences continue after this written notice of truancy, the student will be referred to the Student Assistance Team for additional interventions.

Your immediate attention to this matter is required. If you have questions, please contact your child’s school site administrator and/or Student Assistance Team chairperson.

Letter hand delivered on \_\_\_\_\_ (Or attach copy of receipt if certified mail)  
**Date**

Print name of person delivering letter \_\_\_\_\_

\_\_\_\_\_  
**Person delivering letter Signature                      Date**

\_\_\_\_\_  
**Parent/Guardian Signature                      Date**

7 day letter home to parent/guardian



Office of the District Attorney  
Seventh Judicial District Division II

Karl R. Gillson  
District Attorney

Date:

Parent(s) Name:  
Child's Physical Address:  
Child's City, State, Zip Code:

RE: CHILD'S FULL NAME: \_\_\_\_\_  
CHILD'S BIRTH DATE: month \_\_\_\_\_ day \_\_\_\_\_ year \_\_\_\_\_  
CHILD'S SCHOOL: \_\_\_\_\_

Dear Parent:

The School has reported that your child is in violation of the New Mexico Compulsory School Attendance Law, codified by statutes NMSA 1978, §§ 22-12-1 through 22-12-9.

This Office considers such a report as a referral for possible prosecution of the responsible parent. According to §22-12-2(C), "Any parent of a person subject to the provisions of the Compulsory School Attendance Law is responsible for the school attendance of that person.

The parent of a student who, after receiving written notice from the school of the student's habitual truancy, knowingly allows the student to continue to violate the Compulsory School Attendance Law will be subject to criminal prosecution. Upon a first conviction, the parent shall be guilty of a petty misdemeanor and subject to a fine of from \$25.00 to \$100.00 or community work service. Upon a second or subsequent conviction, the parent shall be guilty of a petty misdemeanor and subject to a fine of \$500.00 or six months in jail, or both.

To avoid any further action by this Office, you should contact your child's school attendance office directly in order to discuss this matter. What is more important, you must recognize that it is your lawful responsibility to ensure that your child attends school as required. Any hope for his or her future development and success greatly depends upon this.

KARL R. GILLSON  
District Attorney

ff.

cc: Principal's Office,

School

201 West 1st Street, Suite 100 • Santa Fe, New Mexico 87301  
Telephone: (505) 722-2281 • Fax: (505) 863-4741

Method of Delivery \_\_\_\_\_ Parent/Guardian Signature and Date \_\_\_\_\_

Name & Signature of person making delivery & date



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Frank Chiapetti, Superintendent



“GROWING STUDENTS TO BE PRODUCTIVE CITIZENS IN A MULTI-CULTURAL SOCIETY”

RE: Habitual Truancy

Date \_\_\_\_\_

Dear Parents/Guardians of: \_\_\_\_\_

This letter is to inform you that your child, who is currently a student at, \_\_\_\_\_, is in violation of the Compulsory School Attendance Law (22-12-1 NMSA, 1978) due to **10 or more unexcused absences** from school during the current school year.

Our school is required to complete a Compulsory Student Attendance Referral (CSAR), which will be submitted to the Juvenile Probation Office. The Juvenile Probation Office will investigate the case and determine whether the student is to be considered to be a neglected child or a child in a family in need of services due to habitual truancy and thus subject to the provisions of the Children’s Code (Chapter 32A NMBA 1978).

If you have questions, please contact your child’s school site administrator and/or Student Assistance Team chairperson.

Letter hand delivered on \_\_\_\_\_ (Or attach copy of receipt if certified mail)  
Date

Print name of person delivering letter \_\_\_\_\_

\_\_\_\_\_  
Person delivering letter Signature Date

\_\_\_\_\_  
Parent/Guardian Signature Date

**COMPULSORY SCHOOL ATTENDANCE REFERRAL FORM**  
**Compulsory School Attendance Law (22-12-1-NMSA, 1978)**  
**Gallup McKinley County School District**

Instructions: please respond to each item even if a reply is “unknown”, “none” or “non-applicable”.

Student First Name: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_

Student ID: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Physical Home Location: \_\_\_\_\_  
(Provide map, if appropriate)

School: \_\_\_\_\_ Grade: \_\_\_\_\_

Person completing this form: \_\_\_\_\_ Position: \_\_\_\_\_

Name of Principal: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Dates of Unexcused Absences: **Attach PowerSchool attendance report.**

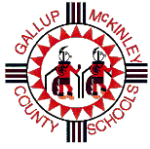
Name of Parents/guardians: \_\_\_\_\_

Parent/Guardian Contact phone number: \_\_\_\_\_

**Please complete the following:**

1. Include the outcomes of the student-counselor conference when the student obtained 5 unexcused absences.
2. Include the outcomes and action plan during SAT when the student obtained 7 unexcused absences.
3. Include the outcomes of disciplinary actions taken by the school.
4. How did the parents/guardians respond to the 5, 7 (District Attorney’s), and 10 day parent/guardian notifications, referral to SAT, or other forms of disciplinary action?

Principal Name \_\_\_\_\_ Principal Signature \_\_\_\_\_ Date \_\_\_\_\_



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Frank Chiapetti, Superintendent



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“GROWING STUDENTS TO BE PRODUCTIVE CITIZENS IN A MULTI-CULTURAL SOCIETY”

July 30, 2014

To: Principals, Assistant Principals and Attendance Secretaries

From: Frank Chiapetti - Superintendent

RE: Excused and Unexcused absences

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The New Mexico PED has revised the procedural requirements for compulsory school attendance.

Students' absences for the 2014-2015 school year will be coded in PowerSchool as Excused or Unexcused only.

The following are criteria to determine “Excused” absences:

Illness

Family Emergencies – Court Hearings, Funerals of **immediate family members**, cultural ceremonies, other emergencies as approved by the Principal. However, Principals should be careful in monitoring the number of “excused” absences in a school year.

**On the 11<sup>th</sup> absence excused/unexcused – Parents/guardians must provide a note/documentation from an official agency in order to excuse any absence beginning on the 11<sup>th</sup> absence. These can include a doctor’s note, hospital note, letter from JPO, letter from Medicine Man, etc... in order to excuse the absence. A phone call/note from home will no longer be enough to “excuse” the absence.**



The Indian Education Office will provide information explaining cultural ceremonies in detail including Zuni student involvement in cultural activities

The ceremonies listed below are part of existing cultural observances and awareness for GMCS school personnel in addressing Zuni and Navajo student involvement.

Here is a list of ceremonies that may require students to be out of school. Most ceremonies require at least four days of reverence and sacredness afterward the actual ceremony.

### **ZUNI STUDENT INVOLVEMENT IN CULTUAL ACTIVITIES**

These ceremonies will involve students help with certain chores.

**Mudhead giveaway** – Month of October (no specific date) usually held on a weekend, but requires and involves extended family members and the whole community.

**Sha' lak'o** – Late November through mid part of December.

It involves extended families as well as the whole community.

Night dances are performed during Sha'lak'o and the following week, dances usually start around 11:00pm and lasts till about 3:00am. Host families are required to feed all guests.

**Night Dances** – From February through May, usually held on weekends. Will involve young men participating in religious dances. Extended family members and community involved in preparation of food.

These ceremonies will most likely involve students as a patient.

**Deshkwi (Zuni Fasting)** – Mid December to First part of January (ten days). Students are restricted in touching others, spending money, throwing trash, building fires and eating fatty(greasy) food. It involves the whole community, especially those involved in medicine fraternities and other religious organizations.

### **NAVAJO STUDENT INVOLVEMENT IN CULTUAL ACTIVITIES**

Here is a list of ceremonies that would may require students to be out of school. Most ceremonies require 4 days of reverence and sacredness afterward the actual ceremony. At that time students can not be cutting items or touching other people (students). Sometimes, it is easier for the Parents to keep the child at home.

The only way a student cannot to go school is if they are the immediate patient. They may be asked to help with certain chores involving a ceremony.

These ceremonies will involve students help with certain chores.

**Night way** – *Winter Beginning of October to end of March:* 9 day/night ceremony. It involves extended family members and community people.

**Wind Way** - *All Seasons:* 5 day/night ceremony. It involves extended family members and community people.

**Lightning Way** - *All Seasons:* 5 day/night ceremony. It involves extended family members and community people.

These ceremonies will most likely involve students as a patient.

**Enemy Way (Nida', Squaw Dance & Anasazi)** – *Beginning of May to end of September:* 5 day/night ceremony. Once in a while this may involve a one night ceremony. It involves extended family members and community people.

**Blackening Ceremony** – *All Seasons:* 1 day/night ceremony. It involves immediate family members.

**Blessing Way/Beauty Way** - *All Seasons:* 3 day/night ceremony. It involves immediate family members.

**Kinaalda** - *All Seasons:* 5 day/night ceremony. It involves extended family members and community people.

If there are questions concerning the determination of absences, the Principal will make the final determination.