

BOARD ORGANIZATIONAL MEETING

The officers of the Board shall consist of a president, vice president and secretary, all of whom shall hold office for two (2) years or until their successors are elected and have been qualified. For the purpose of organization of the Board, the Board shall at its first regular meeting in January administer the oath of office to newly elected members and elect from its membership a President, vice-president, and secretary.

The meeting shall be called to order by the President of the Board for the preceding year. If that person is not a member of the Board, a temporary president shall be elected and the meeting shall be called to order by the temporary president. The person calling the meeting to order shall preside until a successor is chosen.

The Board shall use the following procedure to elect various officers:

The floor shall be opened to nominations for the office to be voted upon. At this time, the names of possible appointees shall be put forward by the members and debated. When the debate ends, the President shall call the roll of the members, and each member shall cast his vote. The votes shall not be tallied until all members have voted.

The nominee who receives the highest number of votes shall be appointed to the office of nomination.

The new President of the Board shall take office upon election. Election for the Vice-president shall then take place and following that the election of the secretary. Each officer shall take office upon election to that position.

Whenever there is a vacancy in a Board office, the Board shall elect a new officer to fill the vacancy during the unexpired term of office.

Adopted: 07/20/2012; Amended: 02/26/2015

LEGAL REF.: 22-5-7 NMSA

22-5-8 NMSA

22-5-9 NMSA

22-5-9.1 NMSA

CROSS REF.: BDB - Board Officers

BE - School Board Meetings

BEC - Executive Sessions/Open Meetings

BEDA - Notification of Board Meetings

PROGRAMS FOR PREGNANT/ PARENTING STUDENTS

Pregnant students should have the same educational opportunities as their peers. Such students may also need additional counseling and health services that are available through the public schools.

Pregnant students may elect to remain in the regular school program and shall not be involuntarily excluded from any part of the school program, provided, however, that reasonable safeguards are maintained both for the school's and the student's best interests.

Pregnant students are encouraged to notify school authorities of their status as soon as it is ascertained. At least ten (10) days of medical absence may be approved for a student who provides documentation of the birth of the student's child and time shall be provided for the student to make up the work.

Pregnant and parenting students of children under thirteen (13) shall be permitted four (4) days of excused absences for a child needing care upon proper documentation in accord with policy and statute. Time shall be provided for the student to make up the school work missed during the absence. The Superintendent will establish procedures as necessary to implement this policy.

Parenting students shall not bring their children to school during the regular school day. Student's children will only be permitted in specified classes when requested by an instructor with the approval of the building administration. They are not to be in any other area of the school campus.

Adopted: July 25, 2013

LEGAL REF.: 22-12A-9 NMSA

CROSS REF.: AD - Educational Philosophy/School District Mission
JIE - Pregnant / Parenting Student
IHBF - Homebound Instruction
IKEA – Make Up Opportunities

REGULATION**REGULATION****PROGRAMS FOR PREGNANT /
PARENTING STUDENTS**

The District affirms the right of a pregnant/parenting student to continue participation in the public school program.

As soon as the pregnancy is medically confirmed, the student is encouraged to consult with a member of the counseling staff or the principal for the purpose of planning her educational program.

The pregnant student may remain in the present school program, with modifications as necessary, until the birth of a baby is imminent or until the physician states that continued participation would be detrimental to the student's health.

Efforts will be made to see that educational programs of the students are disrupted as little as possible; that they receive information on available health and counseling services, as well as instruction; and that they are encouraged to return to school after delivery or following the child's needed care.

MAKE-UP OPPORTUNITIES

It is the foremost goal of the Gadsden Independent School District that every student be in attendance every day of the school year. However, when a student is absent, in spite of all the preventative and proactive measures taken to support each student's attendance and regardless of whether the absence was excused or unexcused, the student will be allowed and encouraged to make up missed work within a reasonable time. A reasonable time is defined as twice the number of school days the student was absent. School administrators or the school Attendance Team are authorized, on a case-by-case basis, to consider extenuating circumstances and adjust the allowable time or other conditions for making up missed work.

Parents and students are reminded of the many negative consequences of excessive absenteeism which may include but are not limited to referral to juvenile probation services or the New Mexico Children, Youth and Families Department.

Adopted: date of manual adoption

LEGAL REF.: 22-12A-9 NMSA

CROSS REF.: EBAA - Reporting of Hazards/Warning Systems
IHBCA – Programs for Pregnant/Parenting Students
JH – Student Absences and Excuses

REGULATION**REGULATION****MAKE-UP OPPORTUNITIES**

The following standards shall apply in the District for make-up work due to absences. Adjustments may be made when it is in the best interest of the student(s).

- It will be the student's responsibility to ask for make-up work and to arrange for a time to make up tests when the student returns from an absence.
- The student has the responsibility to work with the teacher to develop a plan for making up homework and tests.
- If work is not turned in by the time the make-up assignment is due, and the student fails to provide an acceptable explanation of the extenuating circumstances that would merit an extension, the teacher may reduce the grade on the assignment.
- When a student has been absent for illness, ample time will be given for make-up work once the student returns to school.
- In situations where the student will be absent for more than three (3) days, due to illness (i.e., chicken pox, measles, etc.), or when the parent notifies the office that the student will be absent more than one (1) week for other reasons, teachers may provide required assignments in advance or send assignments to the student.

STUDENT ATTENDANCE

Any parent, guardian or person having custody and control of a “school-age person” is responsible for the school attendance of that person until that person has reached at least eighteen years of age unless the person has graduated from high school, received a school equivalency credential or withdrawn on a hardship waiver. The school-age person has the right to attend public school within the school district of residence. The school-age person shall attend school for at least the length of time of the school year that is established in the school district in which the child is a resident or enrolled. A “school-age person” means a person is at least five (5) years of age prior to 12:01 a.m. on September 1 of the then current school year.

Pregnant and parenting students must have the same educational opportunities as their peers.

The regular school attendance of a child of school age is required by state law. Regular school attendance is essential for success in school; therefore, absences shall be excused only for necessary and important reasons. Such reasons include but are not limited to illness, injury, bereavement of a family member, other family emergencies, and observance of major religious holidays of the family’s faith or religious instruction and tribal obligations. For religious instruction and tribal obligations written consent of a parent and approval of the principal are required. A student may be excused for authorized reasons and time shall be provided for the student to make up the work.

An unexcused absence means an absence from a class or school day (half of the student’s approved program) for which the student does not have an allowable excuse.

Absent means not in attendance for a class or school day for any reasons, excused or not except for interscholastic extracurricular activities.

In the event of a necessary absence known in advance, the parent is expected to inform the school. If the absence is caused by emergency, such as illness, or injury the parent is expected to telephone the school office, if possible. When a student returns to school following an absence, a note of explanation from the parent is required, unless the parent notified the school in advance of the absence.

School administrators are authorized to excuse students from school for necessary and justifiable reasons as determined from the circumstances

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surrounding the cause of the absence.

The district shall provide interventions for students who are missing school, depending on the number of absences.

Intervention is called for if a student misses 5% or more of classes or days of school.

A public school shall provide interventions to students who are absent or chronically absent, which may include:

- Assessing student and family needs and matching those needs with appropriate public or private providers, including civic and corporate sponsors;
- Making referrals to health care and social service providers;
- Collaborating and coordinating with health and social service agencies and organizations through school-based and off-site delivery systems;
- Recruiting service providers and business, community and civic organizations to provide needed services and goods that are not otherwise available to a student or the student's family;
- Establishing partnerships between the public school and community organizations, such as civic, business and professional groups and organizations and recreational, social and out-of-school programs;
- Identifying and coordinating age-appropriate resources for students in need of:
 - Counseling, training and placement for employment;
 - Drug and alcohol abuse counseling;
 - Family crisis counseling; and
 - Mental health counseling;
- Promoting family support and parent education programs; and
- Seeking out other services or goods that a student or the student's family needs to assist the student to stay in school and succeed.

The attendance team may be convened to establish:

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- A specific intervention plan for the student;
- Weekly progress monitoring, and
- A contract for attendance.

If the student misses 20% or more of the classes or days of school, 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 with the parent, principal of the school and the attendance team for the purpose of:
 - Establishing nonpunitive consequences for the student at the school level;
 - Identifying appropriate specialized supports needed to help the student address the underlying causes of excessive absenteeism; and
 - 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 with the student, parent and teacher.

If a student does not respond to intensive support as implemented above but continues displaying 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 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 student 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

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juvenile probation services office or the caseworker for child services should be accomplished before such action.

Upon a written request by a parent for attendance data the school shall provide the following information within five (5) days:

- Absence data;
- Preventive measures;
- Resources to address the causes; and
- A corrective action plan and interventions including follow-up procedures.

Adopted: date of manual adoption

LEGAL REF.: 22-12A-1 NMSA (1978) *et seq.*
6.10.4.9 NMAC
6.10.8.7 NMAC
6.10.8.8 NMAC
6.10.8.9 NMAC
6.10.8.10 NMAC
6.11.2.9 NMAC
42 USC 11301, McKinney-Vento Homeless Assistance Act of 2001,
as amended by the Every Student Succeeds Act (ESSA) of 2015
New Mexico Activities Association Handbook, Sec. 6

CROSS REF.: IHBCA – Programs for Pregnant/Parenting Students
IKEA – Make-Up Opportunities
JE – Student Attendance
JEA – Compulsory Attendance Ages
JFAA – Admission of Resident Students
JFAB – Tuition/ Admission of Nonresident Students
JFC – Student Withdrawal from School/Dropouts
JH – Student Absences and Excuses
JHB – Truancy/Chronic Absence
JHBC – Released Time for Religious Instruction
JJJ – Extracurricular Activity Eligibility
LF – Relations with State Education Agencies

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COMPULSORY ATTENDANCE AGES

A "school-age person" means a person who is at least five (5) years of age prior to 12:01 a.m. on September 1 of the then current school year and who has not received a high school diploma or its equivalent and who has not reached the person's twenty-second birthday on the first day of the school year and meets other criteria provided in the Public School Finance Act.

Any parent, guardian or person having custody and control of a person subject to the provisions of the Attendance for Success Act is responsible for the school attendance of that person until that person has reached at least eighteen years of age unless the person has graduated from high school, received a school equivalency credential or withdrawn on a hardship waiver.

A person shall be excused from this requirement if, with the written signed permission of the parent, guardian or person having custody and control of the person to be excused, the person is excused from the provisions of this section by the Superintendent of schools for a hardship.

The school-age person shall attend school for at least the length of time of the school year that is established in the school district in which the child is a resident or enrolled and the school district shall not excuse a student from attending school except as provided in the Attendance for Success Act or for parent-authorized medical reasons.

Adopted: date of manual adoption

LEGAL REF.: 22-1-2 NMSA
22-112A-4 NMSA

CROSS REF.: JE - Student Attendance
JH - Student Absences and Excuses JHB - Truancy

ENTRANCE AGE REQUIREMENTS

Special Education Preschool

A child evaluated and recommended for special services for a disability in accord with statute, and who is at least three (3) years of age at any time during the school year, may be admitted to preschool.

Kindergarten

A child who has reached at least five (5) years of age prior to 12:01 a.m. on September 1 of the then current school year may be admitted to kindergarten.

High School

A person who has not received a high school diploma or its equivalent and qualifies on the basis of standards and qualifying examinations may enter high school.

Adopted: date of manual adoption

LEGAL REF.: 22-1-2 NMSA (1978)
22-12A-1 *et seq* NMSA

CROSS REF.: JHD - Exclusions and Exemptions from School Attendance
JLC - Student Health Services and Requirements

REGULATION**REGULATION****STUDENT ATTENDANCE RECORDS****Attendance Records**

Each time a class meets, the teacher shall check and formally record the attendance of all students assigned to the class or program for that period of instruction. The name of any absent student shall be entered on the prescribed attendance/absence report and be submitted to the office.

The names of students shall be entered on the appropriate attendance forms. For elementary school students' morning and afternoon attendance shall be reported. Secondary schools shall report attendance each period.

A master list of student absences will be prepared daily from attendance reports received in the office.

The school administrator is accountable for assuring that accurate and timely daily records of student membership and attendance are maintained and reported.

Record Keeping and Reports

The following records shall be kept for each student with absences exceeding the individual prevention level of 5% or more who have been enrolled for 10 days or more.

- Attempts to notify the parent of student absences on any given day.
- Attempts to improve attendance by a talk with parent.
- Attempts to meet with the parents to discuss intervention strategies, and
- Intervention strategies implemented to support keeping the student in an educational setting.

REGULATION**REGULATION****STUDENT ATTENDANCE TEAM**

An attendance team shall be established at each school in the district comprised of administrators, teachers, staff and community members whose responsibilities will include:

- Recommending evidence-based metrics to provide early identification of students at risk of chronic or excessive absenteeism.
- Developing and implementing an attendance improvement plan that:
 - keeps students in an educational setting;
 - assists a student's family to remove barriers to the student's regular school attendance or attendance in another educational setting;
 - provides additional educational opportunities to students who are struggling with attendance.
- Establishing intervention efforts to keep students in the educational setting which will permit withdrawal, suspension or expulsion only after exhaustion of these efforts for absence-related actions.
- Examining for accuracy class attendance records, absence reports, and documentation required for chronically or excessively-absent students and any other absence reports required by the Public Education Department per the Attendance for Success Act.
- Assessing community-based organizations that may provide services to students in the way of support and intervention regarding attendance issues and encouraging school sharing of compliant data in accord with the Family Educational Rights and Privacy Act exceptions.

SCHOOL-BASED HEALTH CLINIC

The School District may provide health services to students and staff through a contracted provider in concert with the New Mexico Department of Health.

This school-based health clinic may provide medical and mental health services.

Services may include reproductive services.

Administration of medication is limited to Class "C" Pharmacy License. [16.19.10.11A (1)(c) Class "C" clinic drug permit for clinics where dangerous drugs are administered to patients of the clinic.]

Health clinic services may be provided as long as funding is available.

Adopted: date of manual adoption