

KMS Attendance Policy 2016-2017

Attendance

A new truancy law went into effect which will give schools more options to get students to school every day. Students with excessive absences will be referred to Social Services and to the District Attorney's office. We do not like to take these drastic measures but it is important to your child's success in school that they come to school every day. **Please call the office or send a note when your child will not be in school.**

Student attendance is essential for student learning and maintaining good grades. Students are to be to school no later than 8:00 to insure they are in class when the bell rings.

Absences

The following criteria determine "Excused" absences: **Documentation is required for excused absences.**

- ❖ Illness – Doctor, dentist, clinic appointment
- ❖ Family Emergencies
- ❖ Court Hearings
- ❖ Funerals of **immediate family members**
- ❖ Cultural ceremonies
- ❖ Other emergencies as approved by the Principal.

Verified Absence is notification through a call or note from parent to school that the child is absent but it is not may excused (see excused).

Unexcused – Student is absent and no note or phone call has been sent prior to the absence. Parents receive an automated phone call for notification of absence.

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 hand-delivered or mailed via 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. For criteria in determining excused/unexcused absences and Principal discretion, refer to page 10 (memo dated October 17, 2011).

2. When a student has 7 unexcused absences (absences do not have to be consecutive days), the school will send a district letter to the parents/guardians notifying them that their child has 7 unexcused absences (letter generated at school site) along with a letter by the District Attorney. **Letters must be hand-delivered or mailed via certified mail.** In addition to the school letter:

a. A referral to the Student Assistance Team (SAT) will be made. Copies of the 5 day and 7 day letter are to be included with the referral. The student is referred as "in need of early intervention."

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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, prohibited 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 need to submit a CSAR (Compulsory School Attendance Referral) report to Learning Services. Learning Services will review the CSAR report, letters, and documentation. Upon review, the complete CSAR report and documentation will be submitted to the Juvenile Probation Office for investigation. 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, referral to District Attorney's office, or other services.

School Work Make-Up

Students are allowed to make up work due to absences. For each day absent, the student will have that amount of time to turn in missed work. Students are responsible for asking the teachers for their missing work, notes, etc. All work must be turned in within the time allotted.

Tardy Policy

The first bell rings at 8:00 a.m. with the tardy bell ringing at 8:10am. Please make sure your child is at school before 8:00 a.m. in order to get to class on time. If your child arrives at school 15 minutes after any class period begins, your child will be marked absent for that class.

See Absences for excused tardy

The First 3 unexcused tardies = lunch detention. Students will then be given a lunch detention for each unexcused tardy.