

Attendance for Student Success

Regular student attendance is the first necessity for success in school. Maximum learning cannot occur if a child is not in class. Therefore, it is the responsibility of the parent and the student to hold absences to a minimum.

Whole School Prevention means universal, whole-school prevention strategies for all students, including students who have missed less than 5 percent of classes or school days for any reason. All personnel will solicit cooperation from parents in the matter of school attendance and punctuality, particularly regarding the following:

The scheduling of medical and dental appointments after school hours except in cases of emergency.

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

The school may require an appointment card or a letter from a hospital or clinic when the parent has not notified the school of an appointment of medical or dental nature.

-Teachers, if a student is absent from **your class** for three (3) or more consecutive periods the teacher shall contact the student's parents, legal guardian, or custodian by telephone, if possible, no later than the close of school on the school day next succeeding the three-day period.

-Powerschool will call parents if a student misses a class and is unverified at the end of the school day.

-5-day letters will be sent to parent/guardian when a student has missed 5 days.

Individual prevention is called for if a student misses **5% of the year (180 Days) =9 Days or 63 periods** or more but less than 10% of classes or days of school. Parents/legal guardians will receive a letter from the school detailing The Individual Prevention Contract that will be discussed by the attendance team, parent, and student. The discussions shall inform them 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.

PHS 5% Attendance Contract.

Early Intervention is called for if a student misses **10% of the year (180 Days) =18 days or 126 periods** or more but less than 20% of classes or days of school. The attendance team shall;

notify the parent in writing by mail or personal service,

providing 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.

The attendance team shall be convened to establish;

a specific intervention plan for the student, (My student Success Plan),

weekly progress monitoring, and

a PHS 10% Attendance Contract.

The student is referred for a screening to receive individualized support provided by Mental Health Provider or Engage NM.

(Incentive) The student is placed in PHS Rewards if they attend classes for 5 consecutive days.

Intensive Support is called for if a student misses *20% of the year (180 Days)* =36 days or 252 periods. or more of the classes or days of school. The attendance team shall;

notify the parent in writing by mail or personal service,
providing the date, time, and place for a meeting to be held with the parent, principal of the school, and the district attendance team for the purpose of;
establishing non-punitive 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 appraise the student and the parent of the consequences of further absence

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, if possible, no later than the close of school on the school day next succeeding the three-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-day period, has contacted the school to explain the absence.

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.

Excused absences 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 instructions and tribal obligations. For religious instruction and tribal obligations, the written consent of a parent and approval of the principals are required. A student may be excused for parent or doctor authorized medical reasons.

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

School administrators are authorized to excuse students from school for necessary and justifiable reasons as determined by the circumstances surrounding the cause of the absence.

A verified absence is not necessarily an excused absence. However, verification is important for the safety of students. Verification provides the school with information that you, as a parent or guardian, know the student is not in school on a given day or at a given time.

The same general standards shall apply for special education students, except that such eligibility shall be determined on a case-by-case basis in relation to the respective student's individual education programs for those receiving C and D level services.

MAKE-UP OPPORTUNITIES

The following standards shall apply in the District for makeup work due to student absence.

Adjustments may be made when it is in the best interest of the student(s).

The following standards shall apply in the District for make-up work due to student absence. 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.

Assignments or homework assignments not completed by the due date because of absence may be made up without loss of points provided that:

- A. The student speaks to the teacher the day after the absence(s) and obtains the assignment to be completed.
- B. Students with an absence will be allowed two (2) days for every day missed to complete the assignment.
- C. Students may be required to remain after school to receive instruction to complete the assignment(s).
- D. Assignments not turned in by the third (3rd) day after the absence will have points deducted for each day late at the discretion of the teacher. No assignments will be accepted after five (5) days from the absence due date. *(ie: If a student is absent one (1) day, a missed assignment is due two (2) days after the student's return. If the assignment is not turned in on the third (3rd) day following the absence, the student may turn the assignment in within the next five (5) days and receive some or all credit, depending on the teacher's guidelines. A student who misses three (3) days, is allowed up to six (6) days after the absence to complete the assignment for full credit, and up to five (5) additional days for full or reduced credit depending upon the teacher's guidelines.)*

In situations where the student will be absent for more than three (3) days, due to illness (i.e., chickenpox, measles, etc.), or when the parent notifies the office that the student will be absent for more than one week for other reasons (e.g., vacation, fairs, parent deployment, etc.) teachers may provide required assignments in advance or send assignments to the student.

Tardy Procedure

Each student is allowed four tardies in each class per nine weeks. After the fourth tardy parent contact should be made and documented on referral and contact log. If a student accumulates five(5) tardies in a class during a nine-week grading period. Teachers will refer students to the Assistant Principal with a referral. Students will be assigned lunch detention for tardies beyond their 4th. A list for the day's Lunch Detention will be sent out in the morning to all teachers. Please make sure to check your email. Fourth-period teachers will need to **escort** any student on the list to ISD right after the 4th period.

5th Tardy	1 Day Lunch Detention
6th Tardy	2 Day's Lunch Detention
7th Tardy	3 Days Lunch Detention
8th Tardy	½ Day ISD
9th + Tardy	1 DAY ISD

Student tardies will accumulate for each nine-week grading period. The tardy process will start over at the beginning of each nine-week period. *Any student more than 10 minutes late to class will be considered absent and is counted towards the tardy total.

