

## ATTENDANCE POLICY

Kirtland Central High School is a community serious about learning. We believe there is a direct correlation between academic success and regular attendance. Regular and consistent attendance helps the student to develop responsibility, self-discipline, and quality citizenship as well as prepare him/her for the college and workplace setting.

The attendance policy of Kirtland Central High School states the responsibilities of students, parents, teachers, administrators, and attendance office. It defines absences and tardies, and specifies loss of credit due to absences and tardies. The policy also outlines the procedures to make up absences and tardies as well as reinstate credit.

### RESPONSIBILITIES

The major responsibility for acceptable attendance lies with the student and parents. Students and parents are responsible for monitoring absences and tardies in each class using the Powerschool website. The address is <http://ps.centernalschools.org>. Username and passwords may be obtained in the front office.

#### Students:

- The student shall be in class or designated area on time and every day. Students should be aware that the classroom instruction is sequential and learning requires a continuity of attendance and effort.
- The student shall follow proper check-in and check-out procedures.
- The student shall obtain make-up work from the teacher and turn in according to instructions given by the teacher.
- The student shall monitor his/her absences via the Powerschool website.

#### Parents:

- Parents will show support of District and KCHS policies by discussing the importance of good attendance with their student to avoid loss of credit and violation of the New Mexico Compulsory Law and by expecting regular attendance.
- Parents should avoid interruptions in class time by scheduling appointments before or after school.
- Parents should schedule family vacations during school breaks.
- Parents should monitor their student's attendance and grades via the Powerschool website.
- The responsibility of the parent is further summarized by the following:
  - New Mexico Compulsory Law NMSA 1978§§22-12-1 – 22-12-9

Parents/guardians are responsible for their children's regular school attendance and may be fined and/or imprisoned if they knowingly allow their children to miss school.

#### Teachers:

- Teachers shall maintain accurate daily roll of absences and tardies.
- Teachers shall emphasize the importance of punctuality by starting class on time.
- Teachers shall discuss attendance issues with students and inform school administration if attendance does not improve.

### Administration:

- The administration shall enforce the New Mexico Compulsory Law which may include referral to the District Attorney's Office for excessive absenteeism.
- The administration shall identify students with attendance issues and work cooperatively with parents/guardians and students to improve attendance.
- The administration shall enforce steps and procedures necessary to improve student's attendance and follow the guidelines of the Attendance Policy as well as the KCHS Parent/Student Handbook.

### Attendance Office:

- The attendance office shall keep administrators and parents/guardians informed of attendance problems.
- The attendance office shall notify parent/guardians of excessive absenteeism by automatic dialer and/or letter.
- The attendance office shall review and correct discrepancies in student attendance records.
- The attendance office shall issue admittance slips to Attendance School.

### ATTENDANCE CODE DEFINITIONS

A	Student absent from class or more than 10 minutes late
AO	Absence made up in Attendance School
E	Excused absence verified by parent (limit 3 per quarter)
T	Student was late to class up to 10 minutes (tardy)
TO	Tardy made up in Attendance School
D	Ditching (cutting class) or leaving class without teacher permission. Truancy.
DO	Truancy made up.
Q	In School Suspension or Alternative Out of School Suspension (AOSS)
R	Out of School Suspension
X	School sponsored activity
P	Pre-arranged absence (limit 5 per semester)
G	Student in Guidance Office
O	Student in Office
S	Student with other staff (testing, IEP, making up work)

### DEFINITIONS

A student is considered absent from school or class any time he/she is not present. School activities and assemblies that are scheduled during school time (7:50 am to 3:20 pm) are considered part of the school day. Students are required to be at the activity or in a school supervised alternate area during that time. If a student needs to leave school for any reason during the school day, he/she is required to check out through the attendance office using proper check out procedure. (See Check In/Check Out)

- **Unexcused absence (A):** Student is absent and (1) the school receives no information explaining the absence or (2) the reason given for the absence is one that is not accepted by the school, truancy court, or state law as a valid excuse for missing school, i.e. going out to lunch, skiing, sleeping in, babysitting, shopping, etc. Students who come to class after the (10) minute tardy period are marked absent.
- **Verified absence (E):** The absence is excused when the parent/guardian has notified the school of an illness. Physician or dental appointment, bereavement, court appearance, or, in rare cases

a family emergency or special religious observance. In cases where absences become excessive, the administration may require a physician note to verify illness. **Parents may only verify three excusable absences per quarter.**

- **Tardy (T):** The student comes to class late up to ten (10) minutes after the bell rings. A student is tardy when he/she is not sitting at the desk ready to work when the bell rings, as determined by the teacher.
- **Make-up absence, tardy, or truancy (AO, VER/OK, TO, DO):** The student attended Attendance School for the prescribed amount of time to help make up for time and instruction lost due to an absence or tardy.
- **Truancy (D):** Either parents/guardians or the school are not aware of the student's absence or the student did not follow proper checkout procedure. Parents/guardians, police, or school personnel verified the student's absence as truancy.
- **Activity Absences (X):** Students participating in activities that do not involve the entire student body will be excused by an administratively approved Activity Release form. Students are not penalized for the absence, but must make-up assigned work per teacher's disclosure statement. If a student begins to accumulate excessive activity absences, the teacher should submit a referral to the appropriate assistant principal.
- **Prearranged Absence (P):** An absence where the student has received a Vice Principal's approval to be absent and the time does not have to be made up.

**Suspensions-in school and alternative out of school (Q):** The suspended student is counted present on attendance records and cannot be penalized for nonattendance on days of suspension. Make-up work must be provided for suspended students. Work must be completed within the time requirements of the individual teacher. **However, if a student is suspended AOSS (alternative out of school) and chooses to go home instead of serving AOSS, the absences are counted as unexcused and must be made up in Attendance School.**

## ATTENDANCE

To earn credit, a student must attend school on a regular basis. If a student has four (4) or more excused absences(s) or three (3) or more tardies per class per quarter that are not made-up, the student will receive no grade (NG) for the quarter grade in that class. **All absences and tardies that are not made-up will result in no grade for the quarter grade in that class.** Parents/guardians may excuse up to three (3) absences per class per quarter and two (2) first period tardies per class per quarter where a valid excuse (i.e. sickness, doctor's appointment, etc.) for an absence exists. Absences must be excused within 3 days of the absence date. First period tardies must be excused the day of the tardiness. Excused absences in excess of three must be "made-up" at attendance school in order to reinstate credit status. **All unexcused absences must be made up at attendance school in order to avoid loss of course credit.**

Students who have not met the attendance requirement but have received a passing grade will receive "no grade" (NG) if the excessive absences/tardies are not made up or excused through the review process. NG is not available to students who failed academically; those students will receive an F grade regardless of their attendance. A (NG) differs from an F in that NG does not figure into the student's overall GPA. However, both NG and F result in loss of credit. For athletic eligibility purposes, student government, and other programs that have a minimum GPA requirement, NG is counted as a failing grade.

- Students released from their regular classes in order to participate in school approved, extracurricular activities are not considered absent.
- Absences due to suspensions or confinement in county detention do not need to be made up. However, assignments from each class must be made up according to individual teachers' classroom policies/procedures.

- The “make-up” of excessive absences or tardies in attendance school does not excuse students from completing the class work and assignments missed during the absences(s). Makeup of the missed work is subject to requirements outlined in individual teachers’ classroom policies/procedures.

### **Pre-arranged Absence**

Kirtland Central High allows students to make application his/her Vice Principal to miss up to ten (10) school days of each year for pre-arranged release. These pre-arranged release days will not contribute to the accumulated total of absences. Forms are available in the attendance office and must be picked up at least two days prior to the absence. **Students may take no more than five (5) pre-arranged absences (P) per semester without having to complete make-up sessions.**

### **Check In/Check Out**

Once students have arrived at school, they are expected to remain in school and attend all day. If a student must leave early or arrive late, the following procedures must be followed. Absences during the school day will not be excused if proper check-out procedures were not followed.

Kirtland Central High requires that each parent/guardian have on file a Check-out Authorization List. This list informs KCHS of the people the parent/guardian grant permission to have contact with the student. The list is comprised of two parent/guardians and three emergency contacts who are 21 years of age or older. **ALL** persons wishing to check-out, check status of, or conference with a student must present a government issued photo ID at the front office. Once verified against the Check-Out Authorization List, the person must sign the check-out list with date, time, and reason for the check-out. **Signing the check-out list does NOT serve as an excuse for the absence.**

Students may not check themselves out of school. Phones calls and notes authorizing check-outs will not be accepted. **Students leaving campus without following proper check-out procedures will be considered truant.**

Students arriving after the school day has begun are expected to check-in with the Attendance Office to obtain an admit slip. Students must submit documentation (parent note or doctor/dentist letter) upon arrival.

Students becoming ill while in school will report to the health office. The nurse, with the permission of the parent, will make the decision to dismiss the student from school. Students who become ill and report to areas other than the health office (cafeteria, restrooms, off campus) will be considered truant. Absences due to being sent home by the school nurse are treated as illness and must be made up.

### **ATTENDANCE SCHOOL AND AVOIDING LOSS OF CREDIT**

On the fourth excused absence or third tardy and every subsequent absence or tardy per class, per quarter, students will be required to complete a subject specific session(s) or general session(s) of attendance school to make up the missing class time. Students are required to attend either a subject specific or general session of attendance school for each class period absence or tardy. A full day absence requires a student to attend 4 full attendance school sessions. Attendance school sessions are 50 minutes in length. Students are required to attend 25 minutes of a general or subject specific session for each unexcused tardy.

- **All truancies and unexcused absences must be made up by completing attendance school.** Attendance school sessions will be offered after school on designated days with Saturday sessions available. **All absences or tardies that occur during the first half of the quarter must be made up before mid-term. All absences and tardies that occur after mid-term must be made up by the end of the quarter.** *To avoid any problems it is strongly suggested that the student make up the time within two (2) weeks of the occurrence.*

- Absences occurring during the last week of the quarter must be made up during the first week of the following quarter. An attendance school schedule will be available from the attendance office. Students must sign up for attendance school in the main office and must present an attendance school pass (ASP) when they arrive at attendance school. The goal is to have make-up sessions subject specific, so tutoring help can be given. Students must select the subject they wish to attend, or they will be assigned a general make-up session.
- For admittance into attendance school, students must have an ASP for that day and session and schoolwork in their possession. No food, drink, electronic device or any other disruptive items will be permitted in the attendance session area. Kirtland Central High School rules including the dress code will be enforced in each session. Sessions will start promptly. Students arriving late will lose the opportunity to attend the session.
- A student that is disruptive, as determined by the teacher, during attendance school will be removed from that session of attendance school and will forfeit the time for that session. **Failure to make up absences or tardies will result in no grade (NG) for the class (es).**

### **Teacher Make-up**

Teachers who desire to do so may allow students the opportunity to make up absences by attending special make-up sessions in their own classes. Teacher initiated make-up hours are allowed only for the class of the teacher providing make-up; hours are not transferable to another teacher. **The assigned work must be academic in nature** (no service work). The student picks up and brings the Attendance School Pass (ASP) to the teacher. The teacher turns in the record of completion to the Attendance Office. Teachers setting up their own make-up sessions are not paid for the time spent supervising the tutoring. *\*Make-up hours required for absences and tardies in these individual teacher sessions are the same as outlined for make-up in Attendance School.*

### **Absence Review Process**

Students and their parents/guardians may appeal to the Absence Review Committee to waive, reduce, or change the make-up requirement for absences in excess of the three allowed per class per quarter. *Reviews are reserved for uncontrollable attendance issues*, i.e., physician-verifiable illness, bereavement, court appearances, verified emergencies, etc. The waiving of a student's attendance obligations through the absence review process is infrequent. In the case of chronic, pre-existing, or extended unforeseen health conditions, a school official or designee can waive the review process and excuse absences. This requires that the student or parent/guardian be in regular contact with a school official or designee.

**To be considered, reviewed absences must meet the following criteria:**

- Absences must have been parent/guardian-excused (indicating parent/guardian knowledge of the absences and appropriate school notification) within three (3) school days of the student's return to school.
- Verification by a physician may be required for absences due to illness, where absences are excessive. The excuse must be date specific.
- An explanation of why the absences are being appealed must be verified by a parent.
- Absence review submission forms must be completed and submitted within 5 days of absence in question. Absence Review Forms will be available in the attendance office. The review forms must be signed by a parent. The Absence Review Committee will not rule favorably on the following: verified truancies, leaving school without checking out properly; unverified illness where absence is excessive; educational leave taken without prior approval; chronic tardiness; or absences not excused by a parent/guardian at the time of the absence or within five (5) school days of the student's return to school.