

STUDENT ABSENCES AND EXCUSES

When Absent from School

If the parent(s)/guardian(s) have a telephone and provide the contact number to the school, the school may make a reasonable effort to give notification of absence within three (3) hours of the beginning of the school day if the school has not received confirmation of the student's absence. No right of being informed is established by this direction to staff.

State law mandates that children be in attendance during the period when school is in session. Therefore, when a student is absent, the parent shall call the school on or before the day of the absence in order to advise the school as to the reason for the absence if a telephone is available. When it is impossible to call on the day of the absence, the school should be notified on the morning the student returns by signed parental note, in time for the student to obtain an admission approval prior to class time. All absences not verified by parental or administrative authorization will be considered unexcused after two (2) days of the student returning to school.

Within Powerschool and in accordance with state law, absences are defined as **excused**, and labeled “**E**,” **school-sponsored**, and labeled “**S**,” and finally, unexcused, labeled “**A**.”

The following shall be considered **excused “E”** absences:

- A student who is temporarily ill or injured or whose absence is approved by the administrator of the school of attendance on a prearranged basis. Prearranged absences shall be approved for appointments or circumstances of a serious nature only which cannot be taken care of outside of school hours. Prearranged absences **may** include: medical and dental appointments, court appearances, family trips, and college visits.
- A student who is absent for an extended period due to a documented physical, mental, or emotional disability.
- The District may require suitable proof regarding the above exceptions, including written statements from medical sources.

EXCESSIVE EXCUSED ABSENCES

New Mexico State law requires that a student of school age be in attendance in school to receive their education. The Ruidoso Municipal School Board recognizes that there are situations that arise that necessitate the absence of a student. These are illnesses, death in the immediate family, professional appointments and religious reasons. While these reasons are accepted as excused, we also realize that a student must be in the educational setting in order to acquire the knowledge that is necessary to be educationally competent. Students who have excessive excused absences in excess of **ten (10)** will need to provide written verification in the form of a doctor's excuse, professional appointment excuse or the verification of a death in the immediate family. **Absences in excess of ten (10) excused will be counted as unexcused.** We realize that each case is different and as a first line of appeal the parent may talk to the Assistant Principal or the Principal.

The following shall be considered **school-sponsored "S"** absences:

- A student who is attending any school sponsored activity or activities of an educational or athletic nature with advanced approval of the administration.

The following shall be considered **unexcused "A"** absences:

- Any absence not covered by one of the foregoing explanations.
- Each absence that is not immediately explained as excused or school-sponsored will be recorded as unexcused.
- The parent/guardian of a student receiving an unexcused absence will receive phone notice from the school (provided the parent/guardian has chosen this option and has provided the school with an appropriate contact number).

NOTIFICATION TO PARENTS/GUARDIANS:

- On the fifth (5th) absence, written notification will be mailed to parents (check for fifth absence in twenty (20) days for truancy notice).
- On the tenth (10th) absence, written notification will be mailed to parents (check for habitual truancy).
- On the eleventh (11th) absence, and ensuing absences, provisions of the Children's code and Mescalero Apache Tribal Code will be implemented and appropriate referrals initiated.
- Students absent ten (10) consecutive days will be dropped from attendance records.

The school Principal is responsible for monitoring attendance procedures and assuring that:

- Attendance is checked and recorded daily for each class.
- Parent/guardian written notes are processed.
- A system is implemented to periodically monitor student absences with follow-up activities initiated as appropriate.

TARDINESS

Tardiness is defined as the appearance of a student without a proper excuse after the scheduled time that a class begins. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy student to uninterrupted learning, penalties shall be imposed for excessive tardiness. Parents or guardians will be notified of all penalties regarding tardiness. Each school will establish and determine the appropriate penalties for tardiness and publish the information in the school's Student Handbook.

In an unavoidable situation, a student detained by another teacher or administrator will not be considered tardy provided that the teacher or administrator gives the student a pass to enter his next class. Teachers shall honor passes presented in accordance with this policy.

The provisions of this policy shall be applicable to all students in the District, including those above and below the age of compulsory attendance as required by law.

Students who are tardy to school in the morning **MUST** first report to the office.

MAKE-UP WORK

Students with absences will be allowed and encouraged to make up work which was missed:

- All students will be required to make up missed work.
- The number of days allotted for completion of make-up work is the same as the number of days absent.
- **Make-up work for unexcused absences is allowed with the goal of providing the student an opportunity to keep up with class and an incentive to attend school; however, this work will only be eligible for sixty percent (60%) credit after the fifth (5th) unexcused absence. This is a consequence for excessive absences.**
- It is the shared responsibility of parent, child, and school staff to ensure that missed work is made up.
- Powerschool provides parents/guardians with real-time access to students' grades and attendance.