

EXPECTATIONS FOR ALL STUDENTS ATTENDING LA RESOLANA RESOLANA LEADERSHIP ACADEMY

ATTENDANCE POLICY

The Federal No Child Left Behind Act requires that states, school districts and schools be held accountable for ensuring that all student meet high academic standards. On time, daily attendance is a critical component of this educational process. New Mexico law dictates that:

- Students between the ages of five (5) and eighteen (18) years of age are mandated to attend public school, private school, home school or a state institution;
- LRLA reports habitual truants to the Children's Youth and Families Department for educational neglect, the Children's Court Liaison Office and to the State of New Mexico;
- LRLA has a school-wide goal of 100% attendance for every student at the end of each trimester;
- Parents/Guardians are responsible for notifying the school every day a student is absent;
- Absences will be marked **excused** in the cases of illness, doctor's appointments (with a note), family emergencies, death in the family, religious commitments, diagnostic testing, participation in a school activity or extenuating circumstances agreed to by the school administrator.

Regular attendance is an important key to success. LRLA students can learn only if they are on time and present in all classes daily. Emphasis will be stressed on consistency among students, parents, teachers and the school administration in adhering to the attendance policy. Parents or guardians are to report absences directly to the school at 505-243-8114 or they may also send a signed and dated note with the student to the office upon returning to school. Failure to do so within two days of the absence will result in an unexcused absence.

For extended absences of three (3) days or more due to medical reasons, parents or guardians are to notify the school on the first day of the absence so that teacher's can also be notified of the absences. Family vacations are considered unexcused absences, and it is expected that parents will schedule vacations during periods of time when school is not in session.

LRLA maintains a closed campus. If a student is on campus, he/she must be in class. Ditching and/or chronic tardies to class will be sent to in-school suspension and parents or guardians will be notified. Make-up work privileges will not be allowed in these cases. If the absences or tardies continue after parents and guardians are notified additional consequences will be administered.

Parents and guardians must come in to the school to sign students in and out of school. This measure ensures the safety of all students.

DAILY ATTENDANCE PRACTICES

- Teachers will record student absences in every class, in their grade books and/or in Power School on a daily basis;
- Safety phone calls will be made by the office staff to the student's home every time a student is absent;
- Students are required to make-up work for excused absences. Make-up work for unexcused absences will be left to the discretion of the teaching staff.
- The principal has the discretion to make allowances for students who are faced with serious injury or chronic illness with the proper medical documentation.

MAKE- UP WORK FOR ABSENCES

- Students are required to make up work for excused absences;
- It is the student's responsibility to request make-up assignments upon return to school;
- Teachers may need 24 hours from the time of the request to compile missed assignments;
- Students will have the opportunity to complete the work in a period of time equal to the number of days absent, unless other arrangements have been mutually agreed upon by the student and the teacher;
- Make-up work for unexcused absences will be left to the discretion of the teaching staff.
- The New Mexico Compulsory School Attendance Laws requires that early intervention strategies be utilized with all students who have unexcused absences or truancy issues in an educational setting. Truancy Referral Guidelines as prepared for the New Mexico Public Education Department will be utilized to ensure that all students are in compliance with the New Mexico Compulsory School Attendance Laws.

The written protocol for school required action regarding unexcused absences including truancy is as follows:

UNEXCUSED ABSENCES	CONSEQUENCES
3rd unexcused absence	Three day parent absentee notification form mailed home by certified mail with delivery confirmation will be sent; truancy office will be notified; school administrator will call parents/guardians to address concern.
5th unexcused absence	Five day parent absentee notification form mailed home by certified mail with delivery confirmation; A report of educational neglect to CYFD will be made by the school administrator; the Truancy Office will also be notified and parents will be required to meet with the school administrator to discuss unexcused absences and further consequences.
7th unexcused absence	A follow-up call/report to CYFD will be made by the school administrator to report continued unexcused absences, the Truancy Office will be notified again and a second meeting with parents/guardians will be scheduled with school administrator to develop an attendance contract for both student and parents/guardians to sign. Student will attend Saturday School to make-up absences.
10th unexcused absence	If a student has accumulated <i>an equivalent of ten or more unexcused absences within a school year</i> , the parents or legal guardians <i>shall be given written notice by certified mail with delivery confirmation</i> that the student is a habitual truant and is not in compliance with the Compulsory Attendance School Laws for the State of New Mexico. CYFD will be notified at that time and the student will be withdrawn from LRLA for a "10 Day – No Show".

RE-ADMIT PROCESS

If student is dropped from school after 10th consecutive absence, the student can only re-enter the school after their name has been selected in the lottery as it applies and is re-enrolled after a mandatory meeting with the student, parents or legal guardians and the school administrator.

TARDYS

Students who are habitually tardy for class will receive consequences as designated by the school administrator and/or student government.

- Consequences for being habitually tardy to class during the school day could result in a summons to the Student Supreme Court;
- If a student is tardy (late) to school in the morning three times that will equal 1 (one) unexcused absence and the student will be **REQUIRED TO ATTEND TWO HOURS OF SATURDAY SCHOOL** with the principal or her designee to make-up the missed time in school.
- Students who miss more than ten percent (10% or 4 minutes) of any class period will be marked absent and the absence will be unexcused. Three unexcused absences due to habitual tardiness will result in a meeting with the school administrator and parents or legal guardians of the students to resolve the issue and/or the student will be **REQUIRED TO ATTEND TWO HOURS OF SATURDAY SCHOOL** with the principal or her designee to make-up the missed time in school.