

ATTENDANCE MANUAL

This Manual is enacted to implement the requirements of New Mexico State Statutes 22-12A-1et. Seq. NMSA for "Attendance for School Success Act."

- A "school-age person" means a person who is at least five (5) years of age prior to 12:01 a.m. on September 1 of the current school year and who has not received a high school diploma or its equivalent and who has not reached the person's twenty-second (22) on the first day of the school year.
- Any parent, guardian, or person having custody and control of a person subject to the provisions of the Attendance for Success Act is responsible for the school attendance of that person until that person has reached at least eighteen (18) years of age unless the person has graduated from high school, received a school equivalency credential or withdrawn on a hardship waiver.
- Each local school board and governing authority of a private school shall enforce the provisions of the Attendance for School Success Act for students enrolled in their respective schools.
- The regular school attendance of a child is required by state law. Regular school attendance is essential for success in school; therefore, absences shall be excused only for necessary and important reasons. Such reasons 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 instruction and tribal obligations.
- Absent means not in attendance for a class or school day for any reason, excused, or not excused except for interscholastic extracurricular activities.
- An unexcused absence means an absence from a class or a school day (half of the students approved program) for which the student does not have an allowable excuse.
- In the event of a necessary absence known in advance, parents/guardians are asked to inform the school.
- For religious instruction and tribal obligations written consent of a parent and approval of the principal are required.
- A student may be excused for authorized reasons and time shall be provided for the student to make up work.

Each school district or charter school shall maintain an attendance manual that:

- Provides for the early identification of students with unexcused absences, habitual truants, and chronic absences and provides intervention strategies that focus on keeping truants in an educational setting and prohibit out-of-school suspension and expulsion as the punishments for truancy (22-12A-8, 11, 12, 13 NMSA).
- Uses withdrawal as provided in 22-12A-8, 11, 12, 13 NMSA only after exhausting efforts to keep student in an educational setting; and
- Requires that attendance be taken for every instructional day in every public school or school program in the district.

School District and Charter Schools shall report truancy, habitual truancy, and chronic absence rates to the department in a form and at such times as the department determines and shall document efforts to keep truants and habitual truants in educational settings.

Resolution of the Navajo Nation Council

Section Enactment of the Navajo Sovereignty in Education Act of 2005 for school attendance:

- Every person who has a Navajo child or Navajo children under his or her care between the ages of five and eighteen years shall assure the attendance of the child or children in school. Local school governing boards shall develop programs to improve regular school attendance in compliance with this manual.
- Any child residing in the Navajo Nation who violates the provisions of this section shall be subject to penalties prescribed in 17 N.N.C. 222 and 223 for petty misdemeanors. Any Navajo minor residing in the Navajo Nation who



violates the provisions of this section shall be subject to the jurisdiction of the Family Courts of the Navajo Nation.

Definitions

- **School Day** means a portion of the school day that is at least one-half of a student-approved program. For secondary, the number of periods in a day equals the number of periods a student would have to miss to accrue one day of absence. For example, if a student misses 3 periods on Monday, 1 period on Tuesday, and 4 periods on Wednesday, that would constitute one day of absence.
- **Absent** means not in attendance for a class period or school day for any reason, whether excused or *not*, provided that "absent" does not apply to participation in interscholastic extracurricular activities (missing 50% of class period warrants an absence)
- **Student Assistance Team (SAT) Plan** means a tiered data-informed system for public schools and school districts to identify students who are chronically or excessively absent and to aid public schools in developing whole-school prevention strategies and targeted interventions.
- **Chronically absent rate** means the percentage of students, in the aggregate and disaggregated by the subgroups, required for reporting pursuant to the federal Every Child Succeeds Act, in the public school and a school district who have been enrolled for at least ten days and who have missed ten percent or more of the school days since the beginning of the school year.
- **Chronically absent or chronic absenteeism** means that a student has been absent for ten percent or more of the classes or school days for any reason, whether excused or not, when enrolled for more than ten days.
- **Excessively absent or excessive absenteeism** means a student who is identified as needing intensive support and has not responded to the intervention efforts implemented by the public school.
- **Excused absence** means an absence from a class or school day for a death in the family, medical absence, religious instruction or tribal obligations, or any other allowable excuse pursuant to the policies of the local school board.
 - The following criteria are to be used for documenting an Excused absence:
 - Illness
 - Emergencies as approved by the principal
 - Family emergencies such as court hearings or funerals of immediate family members
- **Medical Absence or medically absent** means that a student is not in attendance for class or school day for a parent or doctor-authorized medical reason or the student is pregnant or a parenting student. Parents may call for health-related absences up to 3 times before a doctor's note is required.
- **Unexcused absence** means an absence from a class or school day for which the student does not have an allowable excuse pursuant to the Attendance for Success Act or policies of the local school board.

CULTURAL CEREMONIES APPROVED AS EXCUSED ABSENCES

Zuni Student Involvement in Cultural Activities

- These ceremonies will involve student help with certain chores:
 - Mudhead giveaway-Month of October (no specific date) usually held on a weekend but requires and involves extended family members as well as the whole community
 - Sha'lak'o— Late November through mid-part of December involves extended family members, as well as the whole community with Night Dances, performed during Sha'lak'o and following weeks which start around 11:00 pm and last until 3:00 am/ Host families are required to feed all guests
 - Night Dances-February through May usually held on weekends involving young men participating in religious dances.



Extended family members and the community are involved in the preparation of food.

- These ceremonies will most likely involve the student as a participant
 - Deshkwi (Zuni Fasting) Mid-December to the First part of January (ten days). Students are restricted from touching others, spending money, throwing trash, building fires, and eating fatty (greasy) food. It involves the whole community, especially those involved in medicine fraternities and other religious organizations

Navajo Student Involvement in Cultural Activities

- Below includes a list of ceremonies that would require students to be out of school. Most ceremonies require 4 days of reverence and sacredness after the actual ceremony, including death/funeral. During that time students cannot cut items or touch other people (students). Sometimes during these four days, it is easier for the parent/guardian to keep the child at home.
- The only way a student cannot go to school is if they are the immediate participant. They may be asked to help with certain chores involving a ceremony.
- These ceremonies will most likely involve students helping with certain chores
 - Night Way-Winter Beginning of October to end of March: 9 day/night ceremony involving extended family members and community people
 - Wind Way-All Seasons: a 5-day/night ceremony involving extended family members and community people
 - Lightning Way-All seasons: a 5-day/night ceremony involving extended family members and community people

These ceremonies will most likely involve students as participants.

- Enemy Way (Nida'Squaw Dance)-Beginning of May to end of September: a 5-day/night ceremony and occasionally a one-night ceremony. Extended family members and community people are involved
- Blackening Ceremony-All seasons: a three-day/night ceremony involving immediate family members
- Blessing Way/Beauty Way-All seasons: a 3-day/night ceremony involving immediate family members
- Kinaalda-All seasons: a 4-day/night ceremony involving extended family members and community people

If there are questions regarding the determination of absences, the Principal will make the final determination.

PROGRAM FOR PREGNANT/PARENTING STUDENTS (22-12A-9 NMSA)

- Pregnant and Parent Students should have the same educational opportunities as their peers. Such students may also need additional counseling and health services that are available through public schools.
- Pregnant students may elect to remain in the regular school program and shall not be involuntarily excluded from any part of the school program, provided, however, that reasonable safeguards are maintained both for the school's and the student's best interest.
- Pregnant students shall notify school authorities of their status as soon as it is ascertained. At least ten (10) days of medical absence may be approved for a student who provides documentation of the birth of the student's child and time shall be provided for the student to make up the work.
- Parenting Student means the father of the child.
- Pregnant and parent students of children under thirteen (13) shall be permitted four (4) days of excused absences for a child needing care upon proper documentation in accordance with the manual and statute. Time shall be provided for the student to make up school work missed during the absence. The Superintendent will establish procedures as necessary to implement this Manual.
- Parent students shall not bring their children to school during the regular school day. Student's children will only be permitted in specific classes when requested by the instructor with the approval of the building administrator. They

are not to be in any other area of the school campus.

INTERVENTION STEPS

- Definition of Interventions for Student Absences:
 - Tier 1: Early Warning is called for if a student misses between 3 and 7 (equal to <5%) classes or days of school.
 - Tier 2: Individual Prevention is called for if student misses between 9 and 17 (equal to 5% or less than 10%) classes or days of school.
 - Tier 3: Early Intervention is called for if student misses 18 (equal to 10% or less than 20%) classes or school days.
 - Tier 4: Intensive Support is called for if student misses 36 (equal to 20%) of the classes or school days. Failure to respond to Intensive Support is called for if a student misses more than 36 (>20%) of the classes or school days.
- Consequences for excessive tardies and absences shall not include in or out-of-school suspension/detention or expulsion but should focus on intervention and fostering retention of students in the educational setting.
- Only after exhaustion of intervention will Gallup McKinley County School District consider withdrawal of the student from membership in the school. Consulting Juvenile Probation Services (JPO) or the caseworker for child services should be accomplished before such action.

Indicators	Intervention Steps to Address Absences
Tier 1: Early Warning (<5%) 3-7 absences	<ul style="list-style-type: none"> • A call is made to the parent or guardian by the school's secretary or designee on each absence and recorded in Synergy (Check-in). • (Day 3). A call is made and recorded in Synergy by the school secretary or designee. Discussion is around the importance of attendance and the impact of absences (Concern). • (Days 5) A letter of concern (First Notification) is generated by the Student Information System (SIS) and delivered to the parent/guardian by the school's home-school liaison on the "5th" absence and a copy is signed by the parent/guardian to acknowledge hand-delivery. School copies are kept on file to document the visits and parents/guardians are given a copy. • (Day 7) A letter of concern (Second Notification) is generated by the SIS and driven home by the school's home-school liaison on the "7th" absence and a copy is signed by the parents to acknowledge it was hand-delivered. The counselor or SSA contacts the family to review the attendance manual, in person, or over the phone. Documents are sent out with the liaison for signatures. The counselor or Student Success Advisor initiates the attendance Student Assistance Team (SAT/MLSS) process at the 7th absence and a plan is developed with the family to intervene on attendance issues to include: <ul style="list-style-type: none"> ○ Review of student's attendance history, grades, and behavior ○ Assessment of student and family-specific needs to make necessary referrals to appropriate private or public agencies for support (e.g., CYFD) ○ Review potential consequences for further absences • Parent/Guardian meets with School Counselor/Student Success Advisor (SSA) to investigate reasons for absenteeism
Tier 2: Individual Prevention (5-9%) Includes 9 full-day absences OR 18 tardies, missed class periods (secondary), or early check-outs	<ul style="list-style-type: none"> • (Day 9). A letter of concern (Third Notification) is generated by the Student Information System (SIS) and delivered to the parent/guardian by the school's home-school liaison on the "9th" absence and a copy is signed by the parent/guardian to acknowledge hand delivery. School copies are kept on file to document the visits and parents/guardians are given a copy. • Student will remain in the Student Assistance Team (SAT/MLSS) Process for Attendance Issues (Scheduled Attendance SAT/MLSS reviews conducted every 3 weeks):



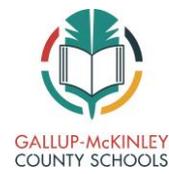
	<ul style="list-style-type: none"> ○ Attendance SAT/MLSS is facilitated by leadership (e.g., Principal, Dean, Counselor, SSA) ○ Review of student's attendance history, grades, and behavior ○ Assessment of student and family-specific needs to make necessary referrals to appropriate private or public agencies for support (e.g., CYFD) ○ Review potential consequences for further absences (e.g., academic, social-emotional, Compulsory Attendance in NM)
<p>Tier 3: Early Intervention (10-19%) Includes 18 full-day absences OR 36 tardies, missed class periods, or early check-outs</p>	<ul style="list-style-type: none"> ● Student remains in Student Assistance Team (SAT/MLSS) and is monitored on a 3-week basis until attendance improves significantly. ● (Day 18) A letter of concern (Fourth Notification) is generated by the Student Information System (SIS) and delivered to the parent/guardian by the school's home-school liaison on the "18th" absence and a copy is signed by the parent/guardian to acknowledge hand delivery. School copies are kept on file to document the visits and parents/guardians are given a copy. ● Attendance meeting is conducted with the parent/guardian, student, and SAT Team to establish non-punitive consequences for the student. ● SAT Team establishes the following: <ul style="list-style-type: none"> ○ A specific intervention plan for the student ○ Weekly progress monitoring ○ A contract for attendance is implemented and signed by the student, parent/guardian, and SAT Team members
<p>Tier 4: Intensive Support (>20%) Includes 36 absences OR 72 tardies, missed class periods, or early check-outs</p>	<ul style="list-style-type: none"> ● (Day 36) A letter of concern (Fifth Notification) is generated by the Student Information System (SIS) and delivered to the parent/guardian by the school's home-school liaison on the "36th" absence and a copy is signed by the parent/guardian to acknowledge hand delivery. School copies are kept on file to document the visits and parents/guardians are given a copy. ● Attendance meeting is conducted with the parent/guardian, student, and SAT Team ● SAT Team establishes the following: <ul style="list-style-type: none"> ○ Non-punitive consequences for the student at the school level ○ Appropriate specialized supports are identified to address the underlying causes of excessive absenteeism ○ Inform parents/guardians and student of the extended potential consequences for further absences (Referral to District Attorney is near due to educational neglect).
<p>Failure to Respond to Intensive Support</p>	<ul style="list-style-type: none"> ● (Day 40) A letter of concern (Sixth Notification) is generated by the Student Information System (SIS) and delivered to the parent/guardian by the school's home-school liaison on the "40th" absence and a copy is signed by the parent/guardian to acknowledge hand delivery. School copies are kept on file to document the visits and parents/guardians are given a copy. ● Superintendent is notified of the student's failure to respond to Intensive Support. ● Superintendent notifies the School Board of the Next Steps: <ul style="list-style-type: none"> ○ Student is referred to the Probation Services Office (JPO) or the District Attorney (DA) of the appropriate judicial district for investigation of chronic truancy ○ The office of JPO or DA will determine if the student is considered a neglected child or a family in need of services ○ Judgement is based upon Children's Code

ATTENDANCE for SUCCESS ACT CHECKLIST

The following is a checklist of all documents to submit for an ATTENDANCE FOR SUCCESS ACT Referral to the Juvenile Probation Office (JPO)

- 1. A parent/guardian contact/call log for 3 days of absences and notice of verification is entered into the school log.
- 2. A copy of First Notification Letter to parents/guardians for 5 days of absences (<5%) and notice of verification that the student has been placed in the Student Assistance Team (SAT/MLSS) Process.
- 3. A copy of Second Notification Letter to parents/guardians for **7** days absent (<5%) and notice of verification that the student remains in the Student Assistance Team (SAT/MLSS) Process.
- 4. Copy of Third Notification Letter to parents/guardians for **9** days (5-9%) absent and notice of verification that student remains in the Student Assistance Team (SAT/MLSS) Process.
- 5. Copy of Fourth Notification letter to parents/guardians for **18** days (10-19%) absent and notice of verification that student continues in the SAT/MLSS Process. Must include SAT/MLSS documentation, Attendance Contract, Notification of SAT Meetings, and has been signed by the parent/guardian to acknowledge hand delivery.
- 6. Copy of the Fifth Notification Letter sent home to parents/guardians for **36** days (>20%) absent and SAT Documentation.
- 7. Copy of the Sixth Notification Letter sent home to parents/guardians for **40** days absent.
- 8A. Complete ATTENDANCE for SUCCESS ACT Referral & Form with the principal signature and include all supporting documents. Submit to:
Juvenile Probation Supervisor
1720 E. Aztec Ave. Suite B Gallup, NM 87301
Phone: 505-722-7857 ext.1203
FAX:505-722-3167
- 8B. Copy of Referral Form and supporting documents sent to Superintendent's Office for Notification to Board of Education

2023-2024 Attendance Manual



Attendance for Success Act 22-12A-1et.Sq.NMSA Gallup McKinley County School District

Instructions: Please respond to each item even if the reply is "unknown," "none" or "non-applicable."

Student First Name: _____ Middle: _____ Last: _____

Student ID: _____ Date of Birth: _____

School: _____ Grade: _____

Student Mailing Address: _____ Phone Number: _____

Physical Home Location: (Provide map, if appropriate)

Location: _____

Dates of unexcused absences: *Attach Student Information System Attendance Report*

Name of Parents/Guardians:

Parent/Guardian Contact phone number(s): _____

Principal Name: _____ Principal Signature: _____ Date: _____