



**Piedra Vista High School
Attendance Procedure
2023-2024**

PIEDRA VISTA HIGH SCHOOL ATTENDANCE PROCEDURE

- ❖ At Piedra Vista High School we will prepare, nurture, and inspire students to become relevant, productive members of their communities. The PVHS community will collaborate to engage in high-quality learning opportunities that develop a growth mindset while promoting receptiveness, mutual respect, and integrity. The Farmington Municipal Schools exemplifies The Farmington Way of rising to excellence in every pursuit. As a district we provide all children with rigorous, relevant and engaging learning experiences through instructional systems.
- ❖ Piedra Vista High School is committed to determining the educational practices and providing appropriate responses that allow for student success. We understand that attending class matters. Students cannot benefit from investments in high quality instruction and more engaging, rigorous curriculum unless they are in the classroom learning. Therefore, we are enhancing the opportunity for students to be successful. In an effort to increase student success, to prepare students for attendance expectations in their future careers, and to exemplify our commitment to excellence, Piedra Vista High School has established the following attendance procedures.
- ❖ Farmington Municipal School District is committed to the philosophy that every student should attend every class, every period, every day. Daily attendance and promptness are expected in all classes and are essential for success in school. Attendance represents a critical component in the overall success of each student. In accordance with the Farmington Municipal Schools District Policy, this attendance procedure will state the responsibilities of Piedra Vista High School teachers and staff, students, and parent/guardians regarding school attendance, defines attendance, defines absences and tardies, specifies loss of credit due to absences and tardies, and outlines attendance school make-up procedures to reinstate credit.

ATTENDANCE POLICY GOALS

Piedra Vista High School's attendance procedure will help students accomplish the following goals:

1. Develop student responsibility
2. Maintain an attendance habit that promotes learning
3. Develop quality citizenship
4. Increase respect for teachers, other students, and learning
5. Achieve success in their courses
6. Prepare for future employment

RESPONSIBILITIES

The Role of the Student

1. The student shall gain the most out of their educational experience by regularly attending school and being on time to all classes.
2. Students shall be present in assigned or designated areas at all times.
3. Students will try to set up medical and dental appointments for weekdays after school.
4. Students shall follow proper check-in/check-out procedures.

5. Students shall contact his/her teachers to find out what they missed and obtain make-up assignments from the teacher due to absences and shall turn them in according to arrangements made with the teacher.
6. If the student is struggling with a challenge that is keeping them from school, confide in an adult at school and seek help.

The Role of the Teacher

1. Teachers shall take roll regularly and keep an accurate roll of all absences and tardies.
2. Teachers shall emphasize the importance of punctuality by beginning class promptly with meaningful and engaging instruction that draws students to school.
3. Teachers shall cultivate an atmosphere where students feel welcomed, nurtured, respected and safe.
4. Teachers will utilize an effective teaching model to engage students in learning through bell to bell instruction that will encourage students to come to school.
5. Teachers will reach out to frequently absent students to find out in a supportive manner why they are missing school and what would help them attend more regularly. If attendance does not improve, inform the attendance liaison and/or administration.
6. Teachers will encourage families to partner with other school staff, such as school counselors, social worker and/or nurse, as well as community agencies to get needed support to help children and families solve a significant barrier to getting to school.

The Role of the Parent/Guardian

1. Parents/guardians should avoid interruptions of the academic year and plan medical appointments and vacations at times that will not require students to be out of school.
2. Parents/guardians will show support regarding district policies and state law by expecting regular school attendance for student success.
3. Parents/guardians shall contact the attendance office and notify the school of a student's absence, in the case of illness or other legitimate reasons for absences, within five (5) days of the absence.
4. Parents/guardians shall talk about the importance of attending school every day. Monitor your child's attendance and academic progress and seek help from school staff when necessary.

The Role of the Attendance Office and Front Office

1. The front office shall reinforce a positive, welcoming experience.
2. The attendance office shall keep administrators and parents/guardians informed of attendance problems.
3. The attendance office shall notify parents/guardians of excessive absenteeism by email, phone message, robo call, or letter.
4. The attendance office shall send out a daily Safe Arrival robo call to a student's parent/guardian who was absent during first and/or second hour.
5. The attendance office shall review attendance daily and resolve discrepancies in student attendance records.
6. The front office shall provide check-in /check-out slips upon authorization by phone or in person by a student's parent/guardian.

The Role of the Administration

1. The administration shall cultivate a school wide culture of attendance and provide a safe, supportive and collaborative culture.

2. The administration shall identify students with attendance issues and work cooperatively with parents/guardians and students to improve attendance.
3. The administration shall develop Staff Capacity to Adopt Effective Attendance Practice.
4. The administration shall maintain an earnest and persistent effort to improve student attendance.
5. The administration shall advocate for resources and policies to improve attendance.
6. The administration shall enforce and uphold New Mexico State Compulsory Attendance Law that may include a referral to Children, Youth and Families Department or the probation services office of the judicial district for excessive absenteeism and/or to investigate whether the student should be considered to be a neglected child or a child in a family in need of family services.

ATTENDANCE

To earn credit, a student must attend school on a regular basis. If a student has missed more than 10 classes either parent verified that are not accompanied with a doctor's note or unexcused per class per semester that are not made-up, the student will receive no grade (**NG**) for the semester grade in that class. Any absences that are parent verified accompanying a doctor's note will be coded as a PVM (Parent Verified Medical) and will not count towards students absences for No Grade Status. **All absences that are not made-up will result in no grade for the semester grade in that class.** Parents/guardians may excuse up to ten (10) absences per class per semester where a valid excuse (i.e. sickness, doctor's appointment, etc.) for an absence exists. Absences must be excused within 5 days of the absence date. First period tardies must be excused the day of the tardiness. **Excused (not with a doctor's note)/ unexcused absences in excess of ten must be "made-up" at attendance school in order to reinstate credit status.**

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.**

1. Students released from their regular classes in order to participate in school approved, extra curricular activities are not considered absent.
2. 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.
3. Students who have their absences Parent Verified with a Doctors note.
4. 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). Make up of the missed work is subject to requirements outlined in individual teachers' classroom policies/procedures.

PRE-ARRANGED RELEASE

Piedra Vista High School allows students to fill out an application to an administrator 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 front office and the truancy office and must be picked up at least two days prior to the absence. **Students**

may take no more than ten (10) pre-arranged release absences per year without having to complete make-up sessions.

ACCESS

Piedra Vista High School provides computerized attendance information updated daily to assist parents/guardians and students. Students and parents/guardians may check class grades and attendance records through PowerSchool. A link is provided at www.pvhs.k12.nm.us. In addition, parent/guardians may check attendance by calling 599-8880 between 8:00 a.m. and 3:30 p.m.

FLEX TIME ATTENDANCE

Attendance for FLEX time will be taken in their regular class period attendance. If a student is present in their class but misses FLEX time for that period their attendance will change to an absence. Example, if a students' is present in their second hour but is absent in FLEX time their class attendance will be changed to absent.

TARDIES

Tardies will be handled through several different means of intervention including but not limited to tardy sweeps, lunch detention, and Saturday school. Tardies won't put a student on to No Grade status.

ATTENDANCE SCHOOL AND AVOIDING LOSS OF CREDIT

1. On the eleventh absence in combination of either/or excused and unexcused absence and every subsequent absence per class, per semester, students will be required to complete a session(s) of attendance school to make up the missing class time. Students are required to attend a session of attendance school for each class period absence. A full day absence requires a student to attend 4 full attendance school sessions (after school) or 1 Saturday School session. Attendance school sessions are 50 minutes in length. Students are required to attend a 25 minute session for each unexcused tardy.
2. Absences occurring during the last week of the semester must be made up during the first week of the following semester. An attendance school schedule will be available from the attendance office.
3. Policies and procedures will be followed regarding students with excessive absences and tardies. Students who receive ISS for attendance purposes will still need to make up their time in after school or Saturday school. Time spent in ISS will not count towards time made up for lack of attendance.
4. For admittance into attendance school, students must have schoolwork in their possession. No cell phone, or any other electronic device other than their laptop will be permitted in the attendance session area. Piedra Vista 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.**
5. 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) and loss of credit until they are made up.**

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 teacher turns in the attendance school google form of completion to the Truancy 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 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 allowed per class per semester. *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:

1. Absences must have been parent/guardian-excused (indicating parent/guardian knowledge of the absences and appropriate school notification) within five (5) school days of the student's return to school.
2. An explanation of why the absences are being appealed must be verified by a parent.
3. Absence review submission forms must be completed and submitted within 5 days of absence in question. Absence Review Forms will be available in the front office and the truancy 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.

Check In/Check Out

1. Once a student has been to school and needs to leave for any reason, it is imperative that the student checks out through the front office. All checkouts must be confirmed directly with parent/guardian contact by telephone or in person at the time of checkout or prior to checkout.
2. Students leaving school without following proper checkout procedure will be considered truant. If students enter campus after first hour classes, they must check-in through the front office. They will be given a check-in slip with the date, time, and reason for the check-in to be given to the current teacher.

ATTENDANCE DEFINITIONS

1. A student is considered absent from school or from a class any time he/she is not present.
2. School activities and assemblies that are scheduled during school time between 8:00 a.m. and 3:12 p.m. (800am to 1210pm on Mondays) are considered part of the regular 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 front office using proper check out procedure. (See Check In/Check Out)
3. **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.*
4. **Verified absence (PV):** *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.

5. **Verified Absence Medical (PVM):** *The absence is excused and was accompanied with a doctor's note from any type of a medical appointment.*
6. **Tardy (T):** *A student is tardy if she or he is not present at the start of class. A student arriving late to class without prior authorization needs to advocate for themselves by speaking with the teacher to have the absence changed to a tardy if the teacher has already taken role and marked them absent for their class. Students who are frequently tardy, either at the beginning of the day or to classes during the day, may be subject to disciplinary measures.*
7. **Make-up absence, tardy, or truancy (A/OK, PV/OK):** *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.*
8. **Activity Absences (AC):** *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 instruction. If a student begins to accumulate excessive activity absences, the teacher should submit a referral to the appropriate assistant principal.*
9. **Suspensions-in school and out of school (ISS and OSS):** *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.*

Attendance Code Definitions

A: Unexcused absence - The student was absent from or was more than 10 minutes late to class and the school was not notified by parent/guardian.

A/OK: Absence Made Up - The student completed attendance school for the absence.

PV: Verified Excused Absence The student was absent and considered excused because of court note, or parent note/phone call within the 5 day time limit, or parent/ guardian checked out student.

PVM: The absence is excused and was accompanied with a doctor's note.

PV/OK: Absence Waived - Attendance record changed/approved by appeals committee.

T: Tardy – Student was up to 10 minutes late to class.

ISS: In School Suspension - Student is placed in a detention at the school and is in attendance.

OSS: Suspension - The student has been removed from school setting for disciplinary reasons.

AC: School Activity - The student is out of class due to a school sponsored activity.

G: Counselor/ Testing - Student is with a School Counselor or Social Worker or is taking a school sponsored assessment

N: Nurse - Student is either with the nurse or the absence has been verified by the nurse with a doctor's note.

PIEDRA VISTA HIGH SCHOOL

ATTENDANCE PROCEDURE SUMMARY

1. Students with a combination of unexcused and excused absences of eleven (11) or more per class per semester will not receive credit for that class unless attendance school make-up time is completed.
2. Approved School Activity absences, Pre-Arranged Release (10 days max per year), Parent Verified and Medical absences are not counted toward the absences allowed per semester. However the student must make up any assigned work missed in those classes.

3. For admittance into attendance school students must have schoolwork in their possession. No cell phone, electronic device other than their school issued laptop, or any other disruptive items will be permitted in the attendance session area. 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. Students arriving late will lose the opportunity to attend the session. Piedra Vista High School rules including the dress code will be enforced in each session.
4. **All absences that occur during the first half of the semester must be made up before mid-term. All absences that occur after mid-term must be made up by the end of the semester.** *To avoid any problems it is strongly suggested that the student make up the time within two (2) weeks of the occurrence.*
5. Absences occurring during the last week of the semester must be made up during the first week of the following semester.
6. Policies and procedures will be followed regarding students with excessive absences and tardies. Students who receive ISS for attendance purposes will still need to make up their time in after school or Saturday school. Time spent in ISS will not count towards time made up for lack of attendance.
7. **For athletic eligibility purposes, student government, and other programs that have a minimum GPA requirement, NG is counted as a failing grade.**
8. An absence review committee is provided for extenuating circumstances.