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**Gallup-McKinley County Schools**  
**Chief Manuelito Middle School**  
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Moving towards excellence

Active, positive participation

Valuing our community

Staying safe and healthy

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## CHIEF MANUELITO MIDDLE SCHOOL ATTENDANCE AND TRUANCY POLICY

The Chief Manuelito Middle School staff believes there is a direct relationship between attendance and achievement in school. Students with good attendance achieve good grades, enjoy school, are successful, and learn positive habits that contribute to their personal success and are ready for high school when they enter it. It is ultimately the parent/guardian's responsibility to ensure your child is in school daily and to notify the school of any absences.

Students are to be in attendance starting the first day of school each semester. GMCS superintendent Mike Hyatt issued a letter on August 9, 2017, explaining the importance of attendance in school as well as the framework of our districts attendance policy which is as follows: Parents/guardians must provide proper documentation for the absence to be excused. **Valid excused absences include: medical reasons (appointments or illness), death in the family, court or other legal proceedings and religious ceremonies.** Parent/guardians are encouraged to call or visit the office to review their child's attendance record. A copy of this letter will be provided upon request.

**Any student that comes into school late will need to sign in with the attendance office. If the student is 1-10 minutes late after school has begun it is considered a tardy. Students that are 11 minutes late or more will be considered absent for that class period as they are truant. If a student accumulates 5 instances where they are late to school, they will be given a misbehavior and need to meet with administration. If a student accumulates 10 instances, CMMS reserves the right to contact Children Youth and Families Department (CYFD) and have the situation of chronic truancy investigated on the ground of education neglect by the parent.**

The Power Announcement System is used to send automated phone calls in the morning for any student who has been marked with an unexcused absence by a teacher. If you receive a call, please call the school (505-721-5600 or 505-721-5611) to verify the absence. If an absence is not verified or excused a second call will go out in the afternoon. If the absence is verified, this does not mean the absence is excused. Also, with any absence, excused or unexcused, all work the student misses, needs to be made up promptly.

**In alignment with the GMCS Compulsory School Attendance Referral (CSAR) Procedures and Memo from the Superintendent of Schools regarding CSAR Policy (on the proceeding 2 pages), Chief Manuelito has developed and will enact the following attendance policy:**

1. When a student has accumulated 5 unexcused absences (absences do not have to be consecutive days), the school will send a letter to the parent/guardian notifying them that their child has 5 unexcused absences (letter generated at school site). Letter must be signed by parent/guardian and returned to the attendance office. Student will be required to meet with a counselor to discuss the absences.
2. When a student has 7 unexcused absences (absences do not have to be consecutive days), the school will send a letter written by the District Attorney's office. Letter must be signed by parent/guardian and returned to the attendance office. A referral will be made to the Student Assistance Team (SAT) and a parent/guardian must have an SAT meeting to discuss possible interventions for excessive absenteeism.
3. When a student accumulates 10 or more unexcused absences (absences do not have to be consecutive days), the student is a **\*\*Habitual Truant**. Letter must be signed by parent/guardian and returned to the attendance office. Your student will also be placed on an **\*\*Attendance Contract**. When the **\*\*Attendance Contract** is issued it will be explained and student and parent/guardian will sign the contract. A copy of the **\*\*Attendance Contract** will be given to the parent/guardian.

**A Habitual Truant student is in danger of failing, being placed in the SAT system and not promoted possibly not being promoted to the next grade level.**

**\*\*Truancy/UNEXCUSED Absences- When a student is absent from school without a valid excuse and without proper notification from parent/guardian.**

**\*\*Habitual Truant- A student who has accumulated ten (10) or more unexcused absences within a school year is "Habitually Truant".**

**\*\*When a student is placed on Attendance Contract all absences from the date of the contract MUST be excused with Professional Documentation. If Professional Documentation is not provided upon return the absences will not be excused and no homework will be given. Also parent/guardian will be required to meet with a Principal or Assistant Principal.**

#### **EXCESSIVE CONSECUTIVE ABSENCES-**

**IF A STUDENT ACCUMULATES 10 CONSECUTIVE ABSENCES THEY WILL BE DROPPED FOR EXCESSIVE ABSENCES FROM CHIEF MANUELITO MIDDLE SCHOOL. If they decide to return and re-enroll they must meet with a Principal /Asst. Principal before they do so.**

If you have any further questions or concerns, please let us know by calling 505-721-5611. Thank you.



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