

# TISA

TAOS INTEGRATED SCHOOL OF THE ARTS

## **Attendance policy 2016-2017**

Regular daily attendance is vital to the learning process and social dynamics of a TISA classroom. The days, weeks, and months unfold in an intentionally rhythmic sequence that supports the overall curricular goals. Therefore, it is important that a child be on time and present each day.

Notify TISA of your situation. Parents are required to contact the school concerning absences and notify TISA of extenuating circumstances that may hamper school attendance.

The excuse must be received within 48 hours of the absence or the absence will be recorded as unexcused.

Students not in attendance for ten (10) consecutive school days or 20 recorded absences per semester will voluntarily relinquish their lottery positions unless arrangements have been made with the Director prior to the absence.

Time allotment for getting a child's work: Teachers need two school days to prepare school work for pre-approved absences.

Students are expected to be on time and in attendance when classroom lessons begin. Being on time is a valuable lesson in life, especially relating to future work activities. Students are required to check in at the office for an admit slip when they are tardy. Teachers will not accept students into class without an admit slip.

**Excused absences include:** a student's religious observation, a student's illness, death in a student's family or a student's medical appointments and district sports participation.

**Unexcused absences include:** vacations, shopping trips, family visits, parent unable to bring student to school, or other non-approved absences.

**Intergovernmental Agreements:** While all children attending public schools are subject to the Compulsory School Attendance Law reporting, TISA takes into consideration the sovereignty of Native American tribe members (with 506 documentation) and will excuse absences due to tribal customs and religious practices. Native American students who are habitual truants will be referred to the JPPO and Tribal Government.

**Tardiness:** Tardy students are late 1 minute after classes begin. Parents must get a tardy slip at the office. Teachers will not admit a tardy student without a slip. Class attendance is taken and maintained by instructional hours. Over three hours missed instructional time equals one day absence. Three (3) days tardy, will count as one (1) unexcused absence for attendance purposes. Any student showing a consistent pattern of days tardy will be reported to the Children, Youth & Families Department and/or the Juvenile Probation Office. **There are no “excused” tardies.** The opening of each school day draws the teacher and children together preparing them for the focus needed to accomplish the day’s work. It is essential for the well-being of the children and their classes that they arrive on time, have time to greet friends, help prepare the room for the day, and settle into the daily rhythm. **Please ensure your child is on time to school each day.**

**Absence for Part of a Day:** Please sign your child out at the office if you must take your child out for part of the day. When the child returns to school, please sign in at the school office and get an admit slip before returning your child to class.

### **UNEXCUSED ABSENCE INTERVENTION STRATEGIES**

**1 unexcused absence:** It is the parents’ responsibility to call in to provide a reason their child was absent from school. Excused absences include: religious observation, illness, death in family or medical appointments. **Unexcused absences include:** vacations, shopping trips, family visits, parent unable to bring student to school, or other unexcused activities. Parents have 24 hours to call in to excuse their child’s absence. After 24 hours, the child is considered unexcused.

**3 unexcused absences:** TISA will send a 3-day unexcused attendance letter by mail with personal receipt informing the parents that their child has 3 unexcused absences and if the absences continue, according to the NM Compulsory School Attendance Act, the child and parents will be referred to the Juvenile Probation Office. Pursuant to NMSA-22-12-7 New Mexico Compulsory School Attendance Law.

**5 unexcused absences:** 5-day unexcused attendance letter goes home via mail with personal receipt informing the parents of their child’s unexcused absences and possible referral to the JPPO. A presentation on the problems associated with excessive absences will be available for parents to view.

**7 unexcused absences:** 7-day unexcused attendance letter goes home via mail with personal receipt informing the parents of their child’s unexcused absences and a final warning that if the child should accrue 10 unexcused absences, he/she would be considered a Habitual Truant and referred to the Juvenile Probation Office. At this time, parents are required to schedule a meeting with the Truancy Prevention Specialist and a corrective plan shall be established. This plan will have follow-up procedures that address the causes of the child’s truancy and referral to community organizations for assistance if needed.

**10 unexcused absences:** 10-day unexcused absence letter goes home via mail with personal receipt informing the parents’ of their child’s unexcused absences with a date, time, and a place to meet to discuss what will happen if the child should accrue another unexcused absence. PreJPPO referral paperwork is filled out and an attendance contract is designed to address the causes for the student’s unexcused absences and to establish a corrective action plan.

Documentation will be kept listing notification, communication, and interventions for each student in need of early intervention and habitual truancy.

**11+ unexcused absences:** Within 7 days a referral will be sent by the school to the JPPO. Noncompliance with the conditions of probation will result in a referral to the District Attorney for prosecution, per NMSA-22-12-7 New Mexico Compulsory School Attendance Law

### ***Appointments and Family Vacations***

Please try to schedule appointments for your child outside of school hours. Remember that the students are not in school on Fridays. If appointments must be made during school hours, please notify the teacher and office ahead of time. Family vacations should be planned to coincide with school vacation times as noted on the school calendar. However, if a family emergency requires the child to be absent, please contact BOTH class TEACHER and OFFICE with as much advanced notice as possible.

### ***Illness during the School Day***

A child who becomes ill or is injured during the school day will be sent to the office. The parents/guardians will be notified if it is necessary to send the child home. State law requires that after 3 days of illness a written doctor's excuse be provided for documentation.

### **EXCUSING STUDENT ABSENCES:**

- Please call attendance line 758-7755 and then dial 201 for attendance: state the date and why your child is absent.
- DO NOT rely on verbal communication or notes left with office staff or the teacher.
- Messages left on a teacher's voicemail are not sufficient - you must leave a message with the office.
- Absences are only excused if called in within 48 hours.
- Doctor's excuses must be provided after the third consecutive absence and within 48 hours.
- There are no excused tardies. Keep in mind 3 tardies = 1 unexcused absence.
- Instructional time begins promptly - even 1 minute late is a tardy.

Help each student succeed at school - plan vacations during scheduled school breaks!

### ***Inclement Weather Procedures***

TISA will follow Taos Municipal Schools with respect to snow days and delay days. Listen to or tune into KTAO, KRQE, and KOAT for information regarding snow days and delay days. TISA is not part of the district and is a district of its own, should a call need to be made that the Taos Municipal Schools does not make, TISA will.