

SFHS ATTENDANCE GUIDANCE DOCUMENT

ATTENDANCE CLERK: Nora Solano

EMAIL excuses on each day of excused absence to: nsolano@sfps.info

OR

Call in excuse on each day of absence AND send an excuse note when student returns to school

PHONE NUMBER: 467-2905

It is strongly recommended that students and parents monitor absences and tardies in PowerSchool daily, so they can address attendance issues and corrections as soon as possible. You may create a Powerschool account at www.sfps.info; look for PowerSchool under Parents and Students tab, or you may come in to the school for a web access instruction printout. If you have no computer with Internet, community libraries have computers for public use, or you can come in to the school for an attendance/grades report.

SFHS school secretaries are available for phone assistance: Aggie Busto 467-2415; Sylvia Diaz 467-2447; Michelle Galaz 467-2401; Karen Hare 467-2409

Email Erin Foster at efoster@sfps.info If you have online problems with Powerschool.

ATTENDANCE: Student is in class or in a school-approved activity.

EXCUSED ABSENCES:

Bereavement: Absences for the death of a student's immediate family members are the child, spouse, father, mother, stepfather, stepmother, aunts, uncles, siblings, step-siblings, half-siblings, grandparents, mother-in-law, father-in-law, first cousins, foster parents, guardians, and others who reside in the same household with the student.

Long-term illnesses: Absences for acute or chronic health-related problems that require a student to be out of school more than three (3) consecutive days, as verified by health-care professional's note or school nurse verification or School-Based Health Center.

Short-term illnesses: Short-term illnesses include any medical or mental condition that keeps a student out of school fewer than three (3) days, as verified by parent notification. Short term illnesses also include medical or mental conditions that requires a student to see a health care professional on a recurring basis with standing appointments and, that such appointments occur at least once per month. The student must obtain an official note from the health-care professional (doctor, dentist, mental health counselor, etc.) verifying that the absence is recurring and necessary.

Hazardous weather conditions: Absences for hazardous weather conditions shall mean weather conditions that would endanger the health or safety of the student when in transit to and from school either approved by the Superintendent or designee, or subsequently approved by the Superintendent or designee.

Late bus arrivals: Students will not be considered late or tardy if caused by late bus arrivals at school.

School sponsored/school sanctioned activities: Absences for events or activities sponsored or held by school clubs, athletics, extracurricular or curricular classes.

Visits to Colleges or Universities: Absences for visits to college/university campuses on officially designated visitation days, or on alternate visits when the student has applied for admission to the particular college/university.

Parent-requested absences for educational travel: Opportunities may be designated as an excused absence if approved by the principal and the assigned schoolwork is completed within two weeks of return to school or another agreed upon time frame.

Birth of the student's child: The school shall provide ten days of excused absences for a student who provides documentation of the birth of the student's child; provided that the student shall be allowed a time period to make up the work that the student missed that equals the number of days the student was absent for the birth of a child; and provides four days of excused absences for a student who provides appropriate documentation of pregnancy, or that the student *is a parent of a child under the age of thirteen needing care; and allows the student a time period* to make up the work that the student missed that equals the number of days the student was absent. NMSA 1978 22-12-3.1

Other emergencies or set of circumstances: Absences that, in the judgment of the Superintendent or designee, constitutes a good and sufficient cause for absences from school.

UNEXCUSED ABSENCES:

Absences from school or a class for which the student does not have an allowable excuse pursuant to the Compulsory Attendance Law or rules of the local School Board.

OFF-CAMPUS PASSES:

OFF CAMPUS PASSES ARE NOT EXCUSES: An excuse note for the time missed must be submitted when the student returns to school. If the off-campus pass was for an appointment, a note from the institution is required.

Students are required to go see the nurse if they start feeling unwell during the school day. The nurse will check student's health symptoms and call for parent pick up if necessary. Off-campus passes for health-related parent pick up will be issued in her office. Students should take excuse note for time missed to the attendance clerk when they return to school.

TARDIES:

Students are required to get to all classes ON TIME. Students who miss roll call due to tardiness are marked unexcused absent at that time. Students are required to submit a late pass in order for the teacher to convert the absence to a tardy.

Students and parents are responsible for checking accuracy of attendance records. If a legitimate tardy is not reflected in the attendance record on PowerSchool, students may respectfully ask the teacher for a correction. Students may be required to show proof of attendance (i.e., classwork for that date).

PLEASE NOTE: Teachers cannot make changes to attendance records after the date of attendance; the teacher must email changes after that point to the attendance clerk.

Makeup Work Requests:

Parents and students have the responsibility for requesting makeup work and completing it in a timely fashion as directed by the teacher.