



# Red River Valley Charter School



P.O Box 742 - Red River, NM 87558 • 575.754.6117 • administration@redrivervalleycs.com

## ATTENDANCE POLICY

RRVCS provides students with a rigorous educational experience that follows the guiding principles of E.D. Hirsch's Core Knowledge Curriculum. Therefore, classes are designed to actively include students in the acquisition of knowledge and skills, and to minimize instructional strategies that cause students to be passive learners. Students gain academic acquisition and flexibility from dynamic, relevant, and authentic learning experiences; these can only happen if students are in the classroom. When a student is not present for a class, it impedes learning. Furthermore, when absent, a student cannot contribute to the class direction, nor gain from the contributions of peers. Additionally, the State of New Mexico mandates compulsory school attendance.

The New Mexico School Act (Sec. 22-12-1C-7D) states that "Parents, guardians, or others having custody of children of compulsory school age must insure that children in their care attend school, and may be held criminally responsible for causing their children to violate the law.

### **RRVCS Attendance Policy**

**Absences – If your child(ren) will be absent, it is the parent/guardian's responsibility to call the school office at 575-754-6117. Please do not text/call the teacher unless it is in addition to the call to the school office. It is important for documentation and keeping all of the calls and notices to one person is vital.**

**Excused: All excused absences must have a written note submitted to the office:**

1. Medical Appointment (with a note from the doctor)
2. Illness (More than 4 days requires a note from the doctor)
3. Covid Quarantine (close contact &/or contraction)
4. Diagnostic Testing
5. Death in the Family
6. Religious holidays or religious instruction
7. Family emergency (e.g., car accident, family illness, death)
8. School-related educational activity (e.g., travel for academic or athletic events, travel abroad, etc.)
9. Weather related travel difficulties with notification/verification from the parents.



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## **Unexcused**

1. An absence that does not have an accompanying written note signed by a parent becomes an unexcused absence after TWO days.
2. Any absence with a note from the parent or medical professional that does not fit the prescribed “excused absences” definition is an unexcused absence.
3. Vacations and Family Trips that do not coincide with school scheduled breaks and holidays. Please refer to the school calendar before scheduling trips.

The NM Public Education Department requires that each school report unexcused absences of two or more classes up to fifty percent of an instructional day as one-half day absence, and the unexcused absence of more than fifty percent of an instructional day to be counted as one full-day absence.

## **Extended Absences / Illness**

1. If students are sick or injured and under a doctor’s care, the school should be notified ASAP and a doctor’s note verifying the illness / treatment, sent to the school. If the student is to be “excused” from participation in a specific class, (i.e. Physical Education) the doctor’s note must specify the timeframe covering the excused absence. If the student should need to surpass the specified timeframe, they must provide another doctor’s note indicating the continued excused period. The student will need to provide a written note from the doctor to allow them back into class, clearing the injury or illness.
2. If a student is sick or injured and under a doctor’s care and must be out of class for more than 12 school days (a three-week period) a conference will be held with the parents and a decision will be made concerning removing the student from the class (Withdraw Passing), and a study hall assigned to them. If necessary, the student will be placed on a 504 Plan in lieu of removal from the class.

**Policy Consequences** The New Mexico School Act (Sec. 22-12-1C-7D) states “...a student also may be subject to a Children’s Court prosecution as delinquent for committing the criminal offense [excessive absence] or as a child in need of supervision because of truancy.” RRVCS is responsible for keeping and maintaining records of a student’s attendance and informing parents when their child(ren)s attendance is not meeting minimal standards. Parents and students may check absences and tardiness by calling the school and speaking to Mrs. Lewis.



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The following consequences apply to students with unexcused absences or who are habitually absent from school.

## Policy Requirements for Returning to School

Students returning to school after an absence can avoid the consequences of this policy by submitting a note explaining the absence to the office. Notes are accepted the day of return and the day thereafter. Absences without a note by the end of the second day will remain unexcused. The note must include the following information:

- Student name
- Parent or guardian signature
- An explanation or reason for the absence
- Date(s) of the absence

The student is responsible for all work missed during an absence. The student must consult with his/her teachers and determine all work missed. Teachers will provide students with adequate time to complete missed assignments, at least equivalent to the amount of time missed during the absence, not to exceed 5 days in the case of an extended absence.