

ALBUQUERQUE SCHOOL OF EXCELLENCE

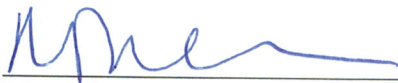
Compulsory School Attendance Policy

The Albuquerque School of Excellence Board recognizes that daily class attendance by school age persons at all grade levels is an essential component in the learning process, in the development of self discipline, and in preparation for post-secondary training, education and employment. Daily class attendance is a requirement of the New Mexico Compulsory School Attendance Law (6.10.8 NMAC)

Punctual and regular School attendance is expected. Excessive absenteeism and/or tardiness shall be reported by the teacher to the principal as this problem may not be recognized in the School's office. A student is to be readmitted to class following an absence only after receiving an admission slip from the office. The absence shall be recorded in the teacher(s) grade book. No student should ever be excused from a class or School unless authorized by the principal or his/her designee. A student shall not be given credit for a class if he or she has been in attendance less than 95 percent of the days the class is offered, unless an attendance committee established according to School policy gives credit because there were extenuating circumstances for the absences. The School shall establish guidelines for determining what constitutes extenuating circumstances and shall establish alternative ways for students to make up work or regain credit lost because of absences for extenuating circumstances.

Instructional and administrative staff members are expected to notify a parent or guardian when, in his/her opinion, the student is performing or beginning to perform failing academic work or the student is displaying or beginning to display improper School conduct (poor attitude or classroom behavior, poor attendance, excessive tardiness, etc.) which could possibly lead to academic failure and/or serious disciplinary actions.

Adopted on 01/09/2010 by ASE Governing Council



Mustafa Zengin, Secretary of ASE Governing Council