



TO'HAJIILEE COMMUNITY SCHOOL
P.O BOX 3438 To'Hajiilee, NM 87026

Attendance

Policies and Procedures

It is important that your child attend school everyday. Good attendance is encouraged; however a maximum of 10 unexcused absences are allowed per semester. Students will be rewarded for perfect attendance.

- *Federal regulation 25 CFR 36.31 states that a student who has not participated, either directly or through approved alternative instructional methods or programs, in a minimum of 160 instructional days per year without a written excused absence will not be promoted. A school board or a school committee may review a promotion decision on a case-by-case basis. This decision can be changed, in writing, if there are compelling and or extenuating circumstances. A parent liaison will be making home visits to ensure attendance and will collaborate with the court system.*

Please call the school 908-2426 x2239 or send a note when your child is absent to be considered for an excused absence.

Excused Absences

1. Illness requiring a doctor's care or hospitalization.
2. Illness requiring home care.
3. Medical/dental/eye care appointments.
4. Participation in religious ceremonies as approved in advance by the Principal.
5. Verified emergencies.

While these absences may not count against the 10 days allowed per semester, when combined with unexcused, they may be the cause for a review of a student's total attendance record. A student will be allowed to make up missed assignments within a reasonable amount of time as established by the teacher.



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Legitimate Absences

Legitimate Absences not counting against the 10 excused absent days per school year:

1. Participation in school-sponsored activities, i.e., scheduled assemblies, fieldtrips, sports events, etc.; missed work may be made up.
2. When bad weather occurs and school provided transportation is not available, missed work may be made up.
3. Absences as a result of school suspension: missed work may not be made up.

Students are not permitted to participate in school events (games, dances, fieldtrips, and other special events) while on suspension.

Unexcused absences

Any absences not listed in A: Excused Absences, the student will not have the opportunity to make up any missed work.

1. After 3 unexcused absences: parent contact by phone, email, or home visit.
 2. After 10 unexcused absences, a school representative will make a referral to Prosecutor's Office. (needs to be RE-ENFORCED)
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Tardies

Every effort should be made to have your child at school on time. Tardiness does affect your child's education. Students who arrive after 8:10 a.m. must come to the office for tardy slip before going to class. After 3 consecutive tardies a written referral will be processed through the ISS Program and parents will be notified.

1. Parent will accompany student to sign in with school registrar.



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2. Three (3) tardies will constitute as an absence when changing mid and high school classes

NOTE: Excessive school absences and tardiness may effect federal and Navajo Nation financial family assistance income. Identify specific programs: Navajo Nation Department of Self Reliance General Assistance.

*Letters requested by parents will not be granted due to excessive absences