

Naaba Ani Elementary School

1201 N. 1st Street
Bloomfield, NM 87413
505-634-3500
FAX: 634-3584



Sharon Jensen, Principal
Tina Webb, Dean of Students

Dear Parents/Guardians of Naaba Ani Students,

On Tuesday, January 10, the Bloomfield School Board approved changes to the Student Attendance Policy within the School Board Policy. Policy J-0511, JE-R regarding Student Attendance now reads as follows:

STUDENT ATTENDANCE

Attendance Records

Each time a class meets, the teacher shall check and formally record the attendance of all students assigned to the class or program for that period of instruction. The name of any absent student shall be entered on the prescribed attendance/absence report and be submitted to the office.

A master list of student absences will be prepared daily from attendance reports received in the office.

The school administrator is accountable for assuring that accurate and timely daily records of student membership and attendance are maintained and reported.

Primary Schools Parent Verified/Excused Absences

Parent/guardians may excuse up to three (3) absences per quarter (without verification) and three (3) first period tardies per quarter where a valid excuse (i.e. sickness, doctor's appointment, etc.) exists. Absences must be excused within 5 days of the absence date and first period tardies must be excused the day of the tardiness or they will remain unexcused. Absences beyond these three must be verified with documentation from their medical provider or other service agency in order to be excused.

Middle School Parent Verified/Excused Absences

Parent/guardians may excuse up to three (3) absences per class per quarter and two (2) first period tardies per class per quarter where a valid excuse (i.e. sickness, doctor's appointment, etc.) for an absence exists. Absences must be excused within 5 days of the absence date or they will remain unexcused. First period tardies must be excused the day of the tardiness. Excused absences in excess of three must be made up according to school policy. All unexcused absences must be made up.

Secondary School Attendance Policy

Bloomfield High School is committed to academic excellence and understands that learning is increased with consistent attendance. In accordance to Bloomfield School District Policy, this attendance policy states the responsibilities of Bloomfield High School teachers, students, and parent/guardians regarding school attendance define absences and tardies, specifies loss of credit due to absences and tardies, and outlines attendance school make-up procedures to reinstate credit.

- *Students with any unexcused absences or truancies will not receive credit for that class unless attendance school make-up time is completed.*
- *No Grade Status (NG) is determined by an accumulation of attendance points in each class during a grading period (quarter). A student's letter grade will become an NG when he or she accumulates 4 or more attendance points in a class during a grading period. There are 4 codes in power school that have a numerical value attached to them. These codes and their numerical value are as follows:*

<i>TRUANCY (TRU):</i>	<i>4 POINTS</i>
<i>ABSENCE (AB):</i>	<i>4 POINTS</i>
<i>VERIFIED ABSENCE (VER):</i>	<i>1 POINT</i>
<i>TARDY (T):</i>	<i>1 POINT</i>

We were informed that this policy will go into effect immediately. Consequently, this letter is to inform you of these attendance policy changes.

The number of allowed Parent Verified/ Excused Absences is the main difference for students at Naaba Ani. I am not certain how huge the impact will be for most of our students, although we will do everything we can to address concerns.

As we progress through the next few days of implementing the new Attendance Policy, I am certain we will run into issues and I ask for your patience as we transition to the new system.

If you have questions, please contact me or one of the secretaries at 634-3500 and we will do our best to figure this out together.

Sincerely,



Sharon Jensen, Principal