

**Early Dismissal**

ATC recognizes that students' school attendance is directly related to their academic success. ATC College Crew assigns each student a College Crew Leader who assists the student with preparing for college in accordance with the goals of a college prep education. The College Crew Leaders will support regular school attendance and support academic success for each of their students.

On one designated day per week that school is in session beginning the fifth week of school, students with satisfactory school attendance and grades, as outlined below, will be released at 2:30 pm.

Bus transportation on early dismissal days will be provided at the regular dismissal time.

Students eligible for early dismissal may remain at school and may attend a study hall or an ATC-approved activity. Early dismissal days are not intended as a time for eligible students to socialize on campus.

Parents/guardians are responsible for making transportation arrangements for students released at 2:30 pm. Students who leave campus must sign out prior to leaving campus on each early dismissal day. The ATC administration will notify parents in writing at the beginning of each school year of the requirement that they make transportation arrangements for their children for early dismissal days.

Students who have unsatisfactory attendance as further described or who have an average of 60 or below in any class, or who are in need of tutorials, as determined by the student's teacher, will stay at school on the designated day until regular dismissal. Students with 3, 5 and 7 excused or unexcused absences in a semester may be assigned to tutorials after those absences are identified or at the discretion of the teacher. Students with 10 or more absences may be assigned to tutorials until regular dismissal through the end of the semester.

Students required to stay on campus until regular dismissal will do schoolwork, attend a tutorial, participate in a parent/teacher conference, or engage in another educational activity, as directed by the student's College Crew Leader.

Early dismissal gives teachers an opportunity to hold parent/teacher conferences, provide tutorials, and assist students with their work. Early dismissal days are not intended as a time for teachers to plan classes, grade homework or tests, or engage in similar activities that are not directly assisting students.

**Addressing Excused and Unexcused Absences**

The following procedure will be followed for students with excused and unexcused absences:

- After 3 absences from any class during a semester, the student's College Crew Leader will contact the student's parents/guardian via telephone or call a meeting to notify the parents/guardian of the absences.

- After 5 absences from any class, the student and his/her parents/guardians will meet with the College Crew Leader to discuss the reason(s) for the absences and how the student can improve his/her attendance.
- After 7 absences from any class, the student's grade level team will meet with the student and his/her parents/guardian to develop a written plan for improved attendance.
- After 10 absences from any class, the student's grade level team will meet to determine a course of action which may include the following:
  - The student may lose credit for a class or classes for the semester.
  - The student may lose credit for a class or classes for the semester, and the student's grade level team may develop a credit recovery intervention plan. The plan will be in writing and will set forth what is required of the student to restore credit of a class or classes. The student, the student's parents/guardian and the team will sign the plan. Credit for the class or classes may only be restored if the team certifies at the end of the semester that the student has complied with all requirements in the plan. If there are extenuating circumstances, such as illness, hospitalization or participation by the student in homebound instruction during absences, the team may restore credit at its discretion.

This procedure is not intended to limit additional contact between ATC and the student and parents/guardian or to prohibit imposition of additional requirements or restrictions on students with absences.

Unexcused absences may result in additional disciplinary action, which may include but is not limited to immediate parent/guardian contact, detention, and referral to the Children, Youth and Families Department.

### Notification of Student Absences

It is the responsibility of students' parents/guardians to request ATC to excuse a student's absence, except absences due to school sponsored/sanctioned activities. Notification of an excused absence must be given to ATC within 3 days of a student's return to school or the excuse will not be accepted. Three consecutive absences require a health care provider's note.

Parents/guardians may excuse a student's absence of up to 5 days by telephone to the school. After 5 absences, any subsequent absence must be excused by health care provider's note or other appropriate documentation from the parents/guardian, or the absence will be unexcused.

### Excused Absences

Excused absences include short and long term mental and physical illnesses, observance of religious holidays, bereavement, school suspensions, a court summons, school sponsored/sanctioned activities, hazardous weather conditions, pre-approved parent requested absences for educational travel or other approved purposes, and other circumstances that, in the judgment of the ATC Principal, constitute good cause for absence from school.

The following absences or tardiness will be excused by the school without the need for parents/guardian to contact the school:

- Late bus arrivals
- Hazardous weather conditions: Weather conditions that would endanger the health or safety of the student when in transit to and from school, as approved by the Principal
- Short-term suspension: Removal from school for 1 to 5 days for disciplinary reasons
- Long-term suspension: Removal from school for 6 days or longer for disciplinary reasons following a formal due process hearing
- School sponsored/sanctioned activities, including activities held by school clubs, athletics, extracurricular activities, and curricular classes.

#### Unexcused Absences

- Any absence that doesn't fall into the excused category.
- Critical Time During the School Year Will Not Be Excused:
  - These include the final weeks of the semester during scheduled final exams (unless student has completed enough credit to have completed the course early).
  - During the New Mexico Public Education Department required testing cycles