



Remote Learning Attendance Policy

Pursuant to required guidance from the New Mexico Public Education Department (PED) during this time when remote instruction is made necessary by the presence and spread of Coronavirus “the school’s attendance policies, along with the Attendance for Success Act (Act), shall provide the basis for how attendance is taken.” *PED Support Document on Attendance for Success Act, July 30, 2020 page 1.* The School will provide a copy of this Policy to all parents of students enrolled in the School and will publish this Policy on the Schools’ website.

Reporting and Data Tracking Requirements. Attendance during periods of remote-only instruction must continue to be taken and reported to the PED.

1. The PED recognizes that

“Student ability to participate in remote learning opportunities is inherently inequitable. While some students will have time, space, equipment, and support to participate in instructional activities remotely, others will not. [Therefore] school policies on attendance must account for those inequities when providing for how student attendance in remote learning is determined.” *PED Support Document on Attendance for Success Act, July 30, 2020 page 1.*

2. In compliance with the preceding paragraph the School shall endeavor to mitigate this inequity by utilizing one or more of the following methods for taking attendance, included but not limited to:
- A. Tracking and retention of log-ins to online classes;
 - B. Attendance taking by the classroom teacher or any other school staff member prior to the start of an online class;
 - C. Visual confirmation of presence in an online class by the classroom teacher or any other school staff member;
 - D. **Insufficient internet service.** For students who do not have consistent access to internet service sufficient to attend online classes the School shall first work closely with the family to ascertain if there is anything the School can do to aid the student in consistent access to sufficient internet service, which may include providing the student with a “hotspot.” For these students attendance may be counted in any of the following ways including but not limited to:
 - 1) Participation in the online class via audio means only such as telephone;
 - 2) Viewing a previously recorded online class in full;
 - 3) Timely completion and turning in of paper school work followed by a phone call with the classroom teacher to assess comprehension of the work turned in;
 - 4) Any other method designed to assess participation in, as well as learning and comprehension of topics taught to and learned by the student’s cohort during the same period of time.

Interventions. Interventions for students who experience absences will continue to occur at the tier thresholds as follows as required by the Attendance for Success Act and guidance from PED:

1. **TIER 1: The Whole School Prevention Tier** is for students who have missed less than five percent of classes or school days for any reason. Whole school prevention strategies are universal attendance supports and may include activities such as whole school attendance campaigns, class attendance competitions, parental notification of student absences through robocalls or electronic communication, Positive Behavioral Supports and Interventions (PBIS) to create welcoming school/ classroom climates, education nights, social contracts, extra-curricular activities, and attendance incentives, among others.

2. **TIER 2: The Individualized Prevention Tier** is for students who have missed five percent or more, but less than 10 percent of classes or school days for any reason. In addition to whole-school prevention strategies and other supportive interventions, for Tier 2 elementary students, the attendance team shall talk to the parent/family and inform the parent/family of the student's attendance history, the impact of student absences on student academic outcomes, the interventions or services available to the student or family, and the consequences of further absences. For Tier 2 middle or high school students, the attendance team provides the same interventions as for elementary students and involves the student in their conversations with parent/family.
3. **TIER 3: The Early Intervention Tier** is for students who have missed 10 percent or more, but less than 20 percent of classes or school days for any reason. In addition to whole-school prevention strategies and other supportive interventions, for Tier 3 students, the attendance team shall notify the parent/family in writing of the student's absenteeism. The notice shall include a date, time, and place for the parent/ family to meet with school officials/staff to develop intervention strategies that focus on keeping the student in an educational setting. The attendance team shall be convened to establish a specific intervention plan for the student that includes establishing weekly progress monitoring and a contract for attendance. To the extent appropriate, given the student's age, the student should be actively involved in the formulation of the attendance contract, the provisions of which should include a focus on both academic and extracurricular activities appropriate for and of interest to the student.
4. **TIER 4: The Intensive Supports Tier** is for students who have missed 20 percent or more of classes or school days for any reason. In addition to whole-school prevention strategies and other supportive interventions, for Tier 4 students, the attendance team shall give written notice to the parent/family, including a date, time, and place for the parent/family to meet with the school principal and the attendance team, and establish non-punitive consequences at the school level, identify appropriate specialized supports that may be needed to help the student address the underlying causes of excessive absenteeism, and apprise the student and the parent/family of the consequences of further absences. *PED Support Document on Attendance for Success Act, July 30, 2020 page 2-3.*

Medical Absences.

1. Absences due to medical conditions may be excused absences if the status of the student is disclosed to appropriate school personnel and if relevant documentation is provided. The School attendance policies shall provide time for students to make up schoolwork missed due to excused medical absences.
2. A student shall be allowed ten (10) days of excused medical absences for the birth of a child, and at least four days for pregnancy or parenting.
3. Excused medical absences, including medical absences for students on 504 plans and students who are expectant or parenting, are included when determining students' attendance intervention tiers. However, for students who are excessively absent (students missing 20 percent or more of class periods or school days), additional excused medical absences need not be considered when determining whether a student must be referred to the probation services office.