



**Southwest Secondary Learning Center
Attendance Policy: Attendance for Success Act
2020-2021**

Regular class attendance by school age persons at all grade levels is not only an essential component in the learning process, in the development of self-discipline, and in preparation for post-secondary training, education, and employment, it is also a requirement. The New Mexico Legislature passed the Attendance for Success Act in 2019 to replace the School Compulsory Law. The Southwest Secondary Learning Center's Governance Board and Administration are responsible for the enforcement of this act.

Under the act, schools are responsible for reporting attendance to the state and implementing tiered interventions for those students who are chronically absent for any reason. Attendance is reported during remote learning periods, remote days during hybrid learning, and for in person attendance.

Attendance during remote learning days will be taken based on participation in teleconference platform sessions AND course progress. Attendance is counted as the amount of engagement a student shows in the learning, not the mastery of the content.

Attendance at Southwest Secondary Learning Center will be measured in *two* ways:

- ❖ **Physical Attendance:** attending Main Lab, Smart Lab and Physical Education on campus or through teleconference sessions during remote learning periods.
- ❖ **Virtual Attendance:** Student's participating in Edgenuity course work on a regular basis to maintain an Actual Grade of 70% or better in all core academic coursework. This requires student engagement with Edgenuity *outside* the Southwest Secondary Learning Center's building, which evidences student attendance.

Recording Student Attendance: Physical attendance is taken in all classes on the Southwest Secondary Learning Center campus and in required teleconference sessions during remote learning periods. Student's virtual attendance is also evidenced by academic activity such as

Edgenuity login and logout times, lessons completed, time spent on assignments, grades and information about work completed and current status in each course. Students have a beginning and ending date for each virtual course and a weekly work schedule to keep pace with the semester timelines.

Definition of Physical and Virtual Absences:

- ❖ **Physical Absence:** a physical absence is defined as any absence in a scheduled in person or remote session in Main Lab, Smart Lab and/or PE.
- ❖ **Virtual Absence:** Students will receive an Unexcused Virtual absence for lack of progress in their classes. When the student falls below 70% actual grade in any class, the student and parent are given a written warning for “lack of progress”. If the student does not meet their target in every class within 1 week of written warning, a Virtual Absence will be recorded.

Early Intervention Strategies and Consequences for Continued Absences:

The Attendance for Success Act requires intervention for students who are chronically absent (physical and virtual combined) for any reason.

- ❖ Students who accumulate 2 or more *Virtual Absences* will be placed on a Student Attendance Improvement Contract by the Academic Dean. Students on contract will be required to schedule an extra main lab session based on seat availability. Seat availability is based on open seats in designated session times (8:00-11:30, 12:00-3:30 or 4:00-5:40). The student will remain in the extra scheduled session for the duration of the semester. In a remote learning period, the extra session will be through a teleconference platform and the time determined by the Academic Dean and sponsor teacher.
- ❖ **Tier I – Whole School Prevention Tier:** students who have missed less than 5% of classes or school days for any reason (excused or unexcused). Student supports include Positive Behavior Supports and Interventions (PBIS) systems, extra-curricular activities, and parent notification of absences.

- ❖ **Tier II – Individualized Prevention Tier:** students who have missed 5% or more, but less than 10% of classes or school days for any reason (excused or unexcused). The student’s parent/guardian will be notified of the attendance history, the impact of absences on academic performance, and the consequences for continued absences. The parent/guardian will be notified of Interventions or services available to support the student.
- ❖ **Tier III – Early Intervention Tier:** students who have missed 10 percent or more, but less than 20% of classes or school days for any reason (excused or unexcused). The parent/guardian will be notified in writing of the student’s absenteeism and will be expected to meet with school officials to develop intervention strategies to keep the student in an educational setting. A specific plan for the student may include weekly progress monitoring and an attendance contract. Students in this tier may be prohibited from extra-curricular sports/activities to focus on academic improvement.
- ❖ **Tier IV – Intensive Supports Tier:** students who have missed 20% or more of classes or school days for any reason (excused or unexcused). The parent/guardian will be given written notice of the student’s absenteeism and required to meet with school officials to determine specialized supports that may be needed to address excessive absenteeism and potential underlying causes. If the student continues to have unexcused absences after written notification of excessive absenteeism, the school is required to report to the judicial district in which the student resides (Attendance for Success Act, Section 12.B.). Students who have been referred to the Children, Youth, and Families Department (CYFD) for excessive absences will be reported to the state in STARS with a discipline infraction code (Section 13.A.2).

Notification of Absences

- ❖ The parent/guardian will notify the school when the student will be absent by sending an email to secondaryattendance@sslc-nm.com or calling 505-296-7677. Information required for the Administration to determine whether an absence(s) is excused must be provided within the week of the absence(s) occurred. *Failure to provide timely acceptable reasons for a student’s absence will result in an unexcused absence.*

- ❖ Southwest Secondary Learning Center will contact parents/guardians informing them of their child's absence when the school does not receive prior notification.
- ❖ Students must attend all scheduled sessions at Southwest Secondary Learning Center for which they are enrolled and working from home does not replace physical attendance. During a remote learning period, teleconference sessions will take the place of scheduled in person sessions.
- ❖ Absences will be excused for the following reasons:
 - Illness
 - Family emergencies
 - Medical condition/emergence
 - Religious Commitments
 - Death in the family
 - Diagnostic testing
 - Medical appointment
 - School sponsored activity
 - Extenuating circumstances approved by school administration
- ❖ School-related absences are not included when evaluating excused, unexcused and excessive absences.
- ❖ No out of school suspension or expulsion shall be imposed on a student as a penalty for truancy, however, a student may be withdrawn from the Southwest Secondary Learning Center if he or she is a habitual truant and all other efforts have been exhausted.
- ❖ Students will automatically be withdrawn after ten consecutive days of nonattendance without contact from the parent.

Tardies

- ❖ Students arriving late (after 10 minutes) to their scheduled session (Main Lab, Smart Lab, PE) must sign in at reception desk. ***Students will receive an absence for every third tardy arrival.***

Pregnant and Parenting Students

The pregnant or parenting student is responsible for communicating the student's pregnancy and parenting status to the appropriate school personnel if the student chooses to disclose the information. Southwest Secondary Learning Center will provide ten (10) days of excused absences for a student who provides documentation of the birth of the student's child and the student will be provided time equal the number of days the student was absent for the birth of a child to make up work missed due to the birth of that child¹.

Pregnant students may take up to four (4) days of for pregnancy related health care for herself and if she provides a health care provider note. Students missing work related to pregnancy shall have the same number of days that she was absent to make up the work missed. The time for make-up work will begin on the first day the student returns to class following the excused absence.

Parenting students (father or mother) may take up to four (4) days to care for a child. Documentation of parent status may be requested by school administration. A student missing school for care related to his/her child shall have the same number of days that he/she was absent to make up the class work missed. The time for make-up work will begin on the first day the student returns to class following the excused absence.

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