



**SOUTHWEST  
PREPARATORY  
LEARNING  
CENTER**

**Southwest Preparatory 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 Preparatory 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.

Students who miss more than 50% of a given class period will be considered absent for the entire period.

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

The Attendance for Success Act requires intervention for students who are chronically absent for any reason.

- **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 Absence

Parents will notify the school when the student is absent by calling 505-269-7677 or sending an email to the attendance address: [preparatoryattendance@sslc-nm.com](mailto:preparatoryattendance@sslc-nm.com).

Absences are considered excused for:

- Illness
- Limited family emergencies
- Medical condition/emergency
- Religious commitments
- Death in the family
- Medical or legal appointments
- Extenuating circumstances as approved by school administration

Students will not be counted absent when the school is notified the student is engaged in:

- Diagnostic testing
- School sponsored activities

Students who are absent from class are expected to make up all missed assignments. Assignments will not be provided in advance for students who are unexcused and must be completed upon the student’s return to school.

Students will be given one day for each day absent to complete missed work for full credit. It is the student’s responsibility to obtain missed work upon their return to school.

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 Preparatory Learning Center if he or she is a habitual truant and all other efforts have been exhausted.

## **TARDIES**

If a student is late to school, he/she should go directly to class after being signed in by a parent or guardian. Tardies will be considered excused for the same reasons that apply to student absences, and documentation is required. Teachers are expected to apply the following consequences from the discipline rubric for each unexcused tardy.

- **1st/2nd Tardy:** Class consequence which could include lunch detention in order to make up missed work.
- **3rd Tardy:** Class consequence and the teacher will contact the parent/guardian; referral for 2-5 days lunch detention, possible behavior contract.
- **4th Tardy:** Class consequence and the teacher will contact or conference with the parent/guardian; referral for 2-5 days of lunch detention and behavior contract.
- **Subsequent Tardies:** Class consequence and the teacher will refer to the Dean of Students for an attendance contact and conference with the parent/guardian. Further consequences for habitual tardiness will be dealt with through progressive discipline procedures as determined by Administration with individual students and parents.