



ATTENDANCE FOR SUCCESS ACT

ATTENDANCE POLICY: CLOUDCROFT MUNICIPAL SCHOOLS

REMOTE LEARNING

“For schools that enter remote-only instructional models as a result of an emergency such as the COVID-19 pandemic, the school’s attendance policies, along with the Attendance for Success Act, shall provide the basis for how attendance is taken. Attendance during periods of remote-only instruction must continue to be taken and reported to the NMPED.”

ELEMENTARY

- Teachers will teach live stream lessons daily during scheduled time.
- Teachers will take an AM attendance and a PM attendance at the end of their live stream lessons daily.
- Students who are not able to attend live stream lessons, must be reported by a parent within 24 hours.
- If justified due to illness appointments the absence can be excused. If due to internet issues, it may be waived.
- Students will review recorded lessons within their allotted make-up time for their absence in Canvas. (Asynchronous)
- Teachers will review timestamps within Canvas to see who missed the live stream session and schedule make-up.
- Teachers will review Canvas to take attendance of the students who missed their class to ensure make-up was completed. Teachers will notify the secretary to make attendance changes within Powerschool.
- Student(s) who are absent from the live streamed class lesson, and whose parents do not call to excuse the student(s), will be marked absent-unexcused.
- Students who do not have Internet access or cannot access hot spots will receive a hard copy of the assignment with a scheduled due date.
- The school will make arrangements with the students/parents to receive the hard-copy of the assignment and to retrieve the lesson at a scheduled time (i.e. drop-off locations, parents coming to the school for pick-up).
- Alternative attendance will be arranged for those students who do not have the Internet or cannot access hot spots. Individualized student arrangements will be made between the parent, administration, and the Attendance Team per student with this situation.
- The school will report attendance to the State through PowerSchool.
- An attendance report will be run daily to account for students who have missed 1 or more sessions. Reports will be given to administrators for review.
- Staff members and the Attendance Team will make phone calls and emails to speak directly to the parents of the students who have missed 1 or more classes.



MIDDLE

- Teachers will teach live stream lessons daily during scheduled times.
- Attendance will be taken daily by each teacher during live streamed class. (Synchronous)
- Students who cannot attend class at the scheduled time to view the live streamed lesson (i.e. illness, doctor appointment) will have a parent call the school to excuse their student(s) from the particular class.
- Students will review the recorded live stream video during their make up time in their Canvas. (Asynchronous)
- Teachers will review Canvas to take attendance of the students who missed their class to ensure make-up was completed.
- Student(s) who are absent from the live streamed class lesson, and whose parents do not call to excuse the student(s), will be marked absent-unexcused.
- Students who do not have Internet access or cannot access hot spots will receive a hard copy of the assignment with a scheduled due date.
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- The school will report attendance to the State through PowerSchool.
- An attendance report will be run daily to account for students who have missed 1 or more classes. Reports will be given to administrators for review.
- Staff members and the Attendance Team will make phone calls and emails to speak directly to the parents of the students who have missed 1 or more classes.



HIGH

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- Teachers will review Canvas to take attendance of the students who missed their class to ensure make-up was completed.
- Student(s) who are absent from the live streamed class lesson, and whose parents do not call to excuse the student(s), will be marked absent-unexcused.
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Tiers of Support

Tiers of Support	Tier One Intervention: Whole School Prevention	Tier Two Intervention: Individualized Prevention	Tier Three Intervention: Early Intervention	Tier Four Intervention: Intensive Supports
Absenteeism	<ul style="list-style-type: none"> Less than 5% of classes or school days missed for any reason 	<ul style="list-style-type: none"> 5-10% of missed classes or school days for any reason 	<ul style="list-style-type: none"> 10-20% of missed classes or school days for any reason. (Chronic Absenteeism) 	<ul style="list-style-type: none"> 20% or more of missed classes or school days for any reason. (Excessive Absenteeism)
Incentives	<ul style="list-style-type: none"> Incentives to keep students attending virtually. (i.e. homework pass, choice of extra credit, prize drawing.) 	<ul style="list-style-type: none"> Incentives to keep students attending virtually.(i.e. homework pass, choice of extra credit, prize drawing.) 	<ul style="list-style-type: none"> Incentives to keep students attending virtually.(i.e. homework pass, choice of extra credit, prize drawing.) 	<ul style="list-style-type: none"> Incentives to keep students attending virtually.(i.e. homework pass, choice of extra credit, prize drawing.)
Training/Education	<ul style="list-style-type: none"> Whole-school prevention/supportive strategies will be discussed. (PBIS) 	<ul style="list-style-type: none"> Whole-school prevention/supportive strategies will be discussed. (PBIS) 	<ul style="list-style-type: none"> Whole-school prevention/supportive strategies will be discussed. (PBIS) 	<ul style="list-style-type: none"> Whole-school prevention/supportive strategies will be discussed. (PBIS)
Measures to Support Attendance	<ul style="list-style-type: none"> Students who missed school will receive a Robocall or phone call notifying parents of the missed class(es). 	<ul style="list-style-type: none"> Students who missed school will receive a Robocall or phone call notifying parents of the missed class(es). A written notice (date, time, place) to the family to meet and discuss attendance and academic and SEL performance. A conference will be held with the student and his/her/their parent/guardian. A discussion on attendance and academic and SEL performance will be discussed Consequences of more missed school days will be discussed. Interventions will be discussed to support student attendance.. 	<ul style="list-style-type: none"> A written notice (date, time, place) to the family to meet and discuss attendance and academic and SEL performance. A conference will be held with the student and his/her/their parent/guardian. Consequences are discussed and put into place. Interventions are put into place to support student attendance. 	<ul style="list-style-type: none"> A written notice (date, time, place) to the family to meet and discuss attendance and academic and SEL performance. A conference will be held with the student and his/her/their parent/guardian. Consequences are discussed and put into place. Interventions are put into place to support student attendance.



<p>Student Referral to CYFD</p>				<ul style="list-style-type: none">• Students who continue to have unexcused absences after written notification of excessive absenteeism, shall be reported to the judicial district in which the student resides .• and schools are required to report for each reporting date and at the end of the year the students who were referred to the Children, Youth, and Families Department (CYFD) because of excessive absences (Section 13.A.2).
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