

Taos Municipal Schools

Elementary Student Attendance Guidelines SY 20-21



NMPED has created the Attendance for Success Act 2020-2021 Implementation which aligns with Attendance for Success Act, which requires that school attendance data be reported to the New Mexico Public Education Department (NMPED). NMPED has specifically directed all districts to update their attendance policies to reflect current attendance reporting for remote instructional programs, as provided by their school, each day.

In compliance with the Attendance for Success Act, Enos Garcia Elementary, Ranchos Elementary and Arroyos Del Norte Elementary school has an attendance support team to identify and provide interventions for those students with attendance issues.

Attendance Support Team Members:

Ranchos Elementary School

- Lourdes Cordova, Principal
- Camille Scarcella, Regular Ed Social Worker
- Julie Gray, EXPRO Social Worker
- Classroom/SPED teachers

Enos Garcia Elementary School

- Sarah Bradley, Principal
- Nicole Mora-Atencio, Assist Principal
- Marcos Herrera, Phoenix Academy
- Rose Liceti, Counselor
- Julie Gray, EXPRO Social Worker
- Florence Miera, District Social Worker
- Classroom/SPED teachers

Arroyos Del Norte Elementary School

- Deborah Branchal, Principal
- Florence Miera, District Social Worker
- Camille Scarcella, Regular Ed Social Worker
- Angela Romero, EXPRO Social Worker
- Classroom/SPED teachers

Student attendance and daily participation remains a critical component of learning. This is particularly important in a remote learning environment. Parents should continue to call the school to report absences: Arroyos del Norte 737-6175, Enos Garcia 737-6070 (2nd-5th) and 737-6095 (PreK-1st), Ranchos 737-6150.

The following attendance plan includes guidelines for reporting accurate attendance in remote-only and hybrid learning situations:

1. Attendance will be entered in PowerSchool twice daily for a.m. and p.m. by 9:00 a.m. the following day. The rationale for the delay in posting attendance is to give students, who cannot access live instruction or posted assignments during the school day, time to complete assignments in the evening.

See attached instructional schedule for live and posted instructional times.

2. Provide students with opportunities to participate in an asynchronous learning activity.

Evidence of Participation:

- Participate in live and recorded sessions through Canvas and/or Microsoft Teams (MT)
- Completion of assignments
- Participation in core and online programs to include, but not limited to
 - Seesaw
 - Istation (Reading and Math)
 - Wonders/Maravillas
 - Teach to One Math (Enos and Ranchos 5th grade)
 - Ready Math (ADNE)
 - Math Expressions (Ranchos K-4th grades)
 - Into Math (ENOS K-4th grades)

3. Attendance Team will evaluate weekly attendance in PowerSchool and referrals made by teachers to determine students who would be deemed chronically absent based on Evidence of Participation (#2).

- Tier I: Classroom teacher will monitor and encourage attendance (students missing 1 in 20 days (5%) of class or school days for any reason)
- Tier II: Classroom teacher and Social Worker/Counselor will have a documented conference with parent/guardian (students missing 2 in 20 days (10%) of class or school days for any reason)
- Tier III: Classroom teacher and attendance team will meet with parent/guardian (students missing 3 in 20 days (15%) of class or school days for any reason)
- Tier IV: Additional action by Attendance team and possible CYFD referral (students missing 4 in 20 days (20%) of class or school days for any reason)

4. For students who are unable to complete online assignments or assessments, the district may furnish offline instructional resources like pre-loaded flash drives assigned to each student or work packets. In those instances, the student will submit the flash drive or packet to the teacher within 1 week of completing the assignment for grading. Credit for attendance will be given upon completion of assignments. The approved offline resources will be:

- Wonders/Maravillas
- Site adopted math programs
- Istation lessons
- Science and Social Studies through Wonders/Maravillas
- Inspire Science
- Explode the Code
- Really Great Reading
- Others-Principal approved

5. Families and students will:

- be responsible for their own learning and have high expectation for themselves
- contact their teachers when they are having academic and/or social and emotional difficulties during teacher office hours
- read class materials carefully
- review assignments, grades, due dates and updates for each class
- complete assignments
- contact their teacher when not able to participate in online learning
- follow online norms and remain respectful to teachers and classmates
- seek supports when having difficulty when engaging in remote learning

6. Attendance Team will:

- review attendance data on a weekly basis
- identify high risk students
- contact parents/guardians
- employ online academic and attendance contract
- continue weekly progress monitoring of identified student's assignments and attendance
- enter data into student communication tracking log
- make referrals as necessary and provide additional support