

purpose as the accountability assessment (A–F School Rating System) and as the High School Graduation Assessment. Meeting proficiency on the 11th grade Science NMSBA is a graduation requirement. Beginning with the Spring 2015 administration, the NMSBA will only assess Science and Spanish Language Arts.

Grade 3 – 11 PARCC

The Partnership for Assessment of Readiness for College and Careers (PARCC) is a consortium of States working together to develop a set of assessments that measure whether students are on track to be successful in college and their careers. These computer-based K–12 assessments in Mathematics and English Language Arts give teachers, schools, students and parents better information on whether students are on track in their learning. These assessments serve as tools to help teachers customize teaching and learning to meet student needs.

Grades 4, 7 and 11 - NMAPA

The New Mexico Alternative Performance Assessment (NMAPA) is an assessment for students with significant cognitive disabilities which recognize that although students start with different abilities all can learn. These tests measure learning over time and progress against standards (Expanded Grade Band Expectations). Beginning with the spring 2015 administration, the NMAPA will only assess Science and at the High School Level, Social Studies.

Grades K-12 – ACCESS for ELs

The purpose of Assessing Comprehension and Communication in English State-to-State (ACCESS) for English Learners is to allow students to demonstrate their level of proficiency through the performance indicators and to describe the spectrum of a learner's progression from knowing little to no English to acquiring the English skills necessary to be successful in an English-only mainstream classroom without extra support.

End-of-Course (EoC) Exams

EoC Exams have multi-tiered uses and help meet many educational objectives in New Mexico. Passing scores on New Mexico EoCs are indicative of a student being minimally proficient as described in the performance level descriptors and course alignment to curricular standards. Educators use EoC results to make curricular decisions that improve achievement outcomes for students. EoC results are also used to establish a measure of teacher effectiveness, to create common measures for course content and as an alternate demonstration of competency for graduation requirements for students.

Istation

Istation's Indicators of Progress (ISIP) Early Reading and ISIP *Lectura Temprana* are sophisticated, web-delivered computer-adaptive testing (CAT) systems that provide continuous progress monitoring (CPM) by frequently assessing and reporting student ability in critical domains of reading and Spanish Early Reading, respectively, throughout the academic year (beginning, middle, and end).

ATTENDANCE – NEW MEXICO COMPULSORY SCHOOL ATTENDANCE ACT

Purpose

It is the intent of the New Mexico Compulsory School Attendance Act (NMCSAA) that school age persons receive an education and do not dropout or otherwise withdraw prematurely prior to completing an educational program. To that end, a school-age person shall attend public school, private school, home school or a state institution until the school-age person is at least eighteen years of age unless that person has graduated from high school or received a general educational development certificate. A parent may give written, signed permission for the school-age person to leave school in case of a documented hardship approved by the local superintendent. NMCSAA prohibits out-of-school suspension and expulsion as a punishment for unexcused absences and habitual truancy and allows withdrawal for non-attendance only after exhausting intervention efforts to keep students in educational settings. (Also see the LOSS OF CREDIT section in this Handbook.)

NMCSAA Definitions

Attendance means students who are in class or in a school-approved activity. If a student is in attendance up to one-half the total instructional time during a school day, the student will be counted as having attended one-half

of a school day. If the student attends school for more than one-half of the total instructional time, the student will be counted as having attended for the full day.

Habitual truant means a student who has accumulated the equivalent of ten (10) or more unexcused absences within a school year.

Intervention means the partnering that schools engage in with other agencies to implement administrative remedies, provide services and provide support programs that aggressively reduce if not eliminate truancy in a school district or charter school.

School-age person means a person who is at least five years of age prior to 12:01 a.m. on September 1 of the school year and who has not received a high school diploma or its equivalent. A maximum age of twenty-one shall be used for a person who is classified as special education membership as defined in Section 22-8-21 NMSA 1978 or as a resident of a state institution.

Student in need of early intervention means a student who has accumulated five (5) unexcused absences in a school year.

Unexcused absence means an absence from school or a class for which the student does not have an allowable excuse pursuant to the compulsory school attendance law or rules of the local school board, governing authority of a private school, or governing board of a charter school.

ATTENDANCE - PROCEDURES

Elementary school teachers take attendance each instructional day once in the morning and once in the afternoon. Secondary school teachers take attendance each class period. A parent/guardian must notify the school that the student will be absent in accordance with the notification procedure established by the school. The parent shall call, email, send note, or report absences in person immediately after the return of the student. All absences not verified by the parent or had prior authorization from administration will be considered unexcused.

Excused absences may be for the following reasons with appropriate documentation:

- Illness (including chronic illness documented on an Individualized Health Plan, IEP, 504 Plan)
- Limited family emergencies
- Bereavement
- Medical, health or legal appointments
- Suspensions
- Observance of major religious holidays of the student's/family's faith
- College visit
- Deployment of a military parent as defined in the "Military Children" procedural directive
- Limited extenuating circumstances as approved in advance by the school principal
- **Pregnant or parenting student** (see Policy JIE, **Pregnant/Parenting Student**). A pregnant or parenting student (parenting a child under thirteen years of age) may be permitted excused absences for the pregnancy and for limited parenting purposes along with the opportunity to make-up work missed during the absence, provided the student communicates the pregnancy and parenting status to the appropriate school personnel.
- Ten days of excused absences will be permitted for a student who provides documentation of the birth of the student's child and additional days of excused absence shall be permitted if deemed medically necessary by the student's physician for the pregnancy or care of the birthed child and reported to the school attendance office.
- Four days per semester of excused absences, in addition to the number of allowed absences for all students (see cross referenced policies below) shall be permitted for students who provide appropriate documentation of pregnancy or that the student is the parent of a child under the age of thirteen needing care.
- Additionally, the pregnant or parenting student shall be allowed at least a time period to make up the work the student missed that equals the number of days the student was absent.

Unexcused Absences – reasons include:

- Non-school sponsored activities or trips
- Family vacations outside of the normally scheduled school breaks.

Make-Up Work

- Students may complete work for all excused absences.
- For unexcused absences, and once a student is identified as a habitual truant (10 unexcused full-day absences) make-up work may be provided for the student at the discretion of the principal on a case-by-case basis.
- On the first day back to class, students are responsible for requesting make-up assignments.
- Failure to complete make-up work in the time allowed may place students at risk of not earning class credit.
- Students will have the opportunity to complete the work in a period of time equal to the number of days absent unless other arrangements have been mutually agreed upon by the student and the teacher.
- Parents are strongly encouraged to notify the office of student absences, including suspensions, and pick up work during the absence.
- Teachers may need 24 hours from time of the request to compile assignments.
- It is expected that students will take semester finals on the days that they are scheduled.
- Students will be allowed to make up finals if they are missed due to an excused absence as listed in this handbook.

Excessive Absences

- Schools will identify and provide intervention strategies for students with excessive absences.
- School-related activities taking students out of school are not included when evaluating excessive absences.
- State law requires schools to withdraw a student after ten (10) consecutive days of absence, but only after the school has exhausted its efforts to keep the student in an educational setting through a variety of interventions.
- Schools will require approval from the office of the Director of Information Systems prior to dropping a student approaching ten (10) consecutive days absent. Schools may not use out of school suspension or expulsion as punishment for truancy.

School Messenger

Parents will be notified of a student's absence by School Messenger at the end of school day.

School Sponsored Activities

School sponsored means any activity in which the sponsor is in attendance or transportation is paid by the school district.

Official Daily Attendance

The District must submit student attendance to STARS reflecting attendance for every instructional day prior to 40th, 80th, and 120th reporting periods.

Documentation after an Absence

When a student is absent from school, the student - upon arrival or within 48 hours of returning to school- must bring a note signed by the parent that describes the reason for the absence. A phone call from the parent may be accepted, but the District reserves the right to require a written note.

Doctor's Note after an Extended Absence for Illness

Upon return to school, a student must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school. Should the student develop a questionable pattern of absences, the principal may require a statement from a doctor or health clinic verifying the illness or condition that caused the student's absence in order to determine whether the absence or absences will be excused or unexcused.

