

## Distance Learning Policies and Procedures

**Purpose:** *Raíces staff want to ensure that when students must miss school for an extended time due to medical or other excused reasons, that they have the support they need to keep up with learning critical content and skills that are being missed due to their absence.*

**Policy:** With respect to the NM PED state requirements regarding distance learning (NMAC § 6.30.8), we will not be providing distance learning to students with extended student absences or serve “delinquent youth who are detained temporarily or who are committed for long term care and rehabilitation.” In making this decision we cite NMAC § 6.30.8.2 which states: “This rule does not apply to the use of technologies or methods used in distance learning programs when such technology or methods are used within a regular classroom setting solely to supplement or aid classroom instruction.” [Rp, 6.30.8.2, 9-30-08]. We will not be using such technologies in our classrooms other than to, on limited occasions, supplement classroom instruction. The use of such technologies will not be a regular part of our instructional methods.

However, we will institute procedures to assist children in making up lessons/classroom instruction who have excused absences due to long term care health or rehabilitation issues or are detained temporarily for charges of delinquent behavior. The Director of Operations and Community Outreach will be in charge of overseeing these procedures are executed.

### **Procedures for Assisting with Home Instruction During Extended Student Absence:**

1. Should a student be reported absent, the procedures of the Compulsory School Attendance Policy will be triggered and within the first hour of the school day, attempts will be made to contact the home to determine the reason(s) for absence.
2. If it is determined that the student will be absent for more than 3 days for any of the excusable reasons stated for absence in the Compulsory School Attendance Policy, the Director of Operations will meet within the day with the student’s teacher.
3. The Director of Operations will gather written assignments and materials to be delivered to the home for a parent/guardian to use to assist the student with make-up work by the end of the school day.
4. If the student is absent for more than 5 days, the Director of Operations will make a home visit at the end or beginning of each week to collect any homework products, talk over accomplishments with the parent/guardian, and report back to the student’s teacher.
5. In order to track the assistance provided to the home and ensure a follow-up plan, the form on page 2 will be used to track progress.

**Assistance with Home Instruction Tracking Report**

Confirmation of Absence

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Person Confirming: \_\_\_\_\_

Reason for Absence: \_\_\_\_\_

Student's Teacher: \_\_\_\_\_

Assignments and Instruction to Parent/Guardian:

Materials Provided:

Signature of Parent/ Guardian Receiving Homework: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Person Delivering or Picking up Homework: \_\_\_\_\_