



POLICY: Distance/Remote Learning

Approved by Legal Council: May 28, 2026

Approved by Governing Council on: July 1, 2026

PURPOSE

The purpose of this policy is to establish standards and accountability for the delivery of high-quality distance and remote learning at Siembra Charter High School. This policy ensures that distance learning opportunities:

- Align with New Mexico content standards and benchmarks;
- Provide equitable access to instruction and technology;
- Protect student rights, privacy, and safety; and
- Comply with New Mexico law, PED guidance, and Albuquerque Public School (APS)-aligned best practices applicable to charter schools.

AUTHORITY

This policy is adopted in accordance with:

- NMAC 6.30.8 (Distance Learning)
- NMAC 6.29.1 (Charter School Governance and Operations)
- NMSA 1978 §22-2-1 et seq.
- Applicable PED guidance related to distance and virtual instruction
- FERPA, IDEA, Section 504, and ESSA requirements

DEFINITIONS

Distance / Remote Learning: Instruction in which students and teachers are separated by time, location, or both, and instruction is delivered through digital, online, or other technology-based means.

Asynchronous Instruction: Instruction not occurring in real time.

Synchronous Instruction: Instruction occurring in real time with direct teacher-student interaction.





GENERAL PARAMETERS

Access and Equity

- Siembra shall ensure students enrolled in distance learning have reasonable access to required technology, either on campus or through approved off-campus arrangements.
- Instructional materials shall be accessible to students with disabilities and compatible with assistive technology, consistent with Americans with Disabilities Act (ADA), Individuals with Disabilities Education Act (IDEA), and Section 504 requirements.

Instructional Design

- Distance learning shall not be used as a permanent substitute for in-person instruction unless authorized by the New Mexico Public Education Department (PED) guidance, emergency provisions, or approved instructional models.
- Asynchronous instruction may supplement instruction but shall not eliminate meaningful teacher-student interaction.

ATTENDANCE, PARTICIPATION, AND CREDIT

- Student attendance and participation in distance learning shall be documented and verified in accordance with PED attendance requirements.
- Methods for verifying attendance may include:
 - Log-in and participation records
 - Assignment submission
 - Teacher interaction and progress monitoring
- Students who meet course requirements shall receive grades and academic credit equivalent to in-person instruction.
- Failure to meet attendance, participation, or academic integrity requirements may result in loss of credit.

STAFFING AND QUALIFICATIONS

- All teachers providing distance learning instruction shall:
 - Hold appropriate New Mexico licensure for the grade level and subject area taught, or





- Be authorized under PED-approved licensure exceptions or assignments.

Outdated “highly qualified teacher” terminology is not applicable and shall not be used.

LOCAL IMPLEMENTATION AND OVERSIGHT

The Head Administrator, or designee, shall serve as the Distance Learning Coordinator and is responsible for:

- Approving distance learning courses for student enrollment
- Ensuring instructional alignment with state standards
- Scheduling coursework to avoid conflicts with on-site instruction
- Monitoring student progress and engagement
- Ensuring compliance with FERPA, copyright law, and student data privacy standards

STUDENT SUPPORTS AND PROTECTIONS

- Students with Individualized Education Programs (IEPs) or Section 504 Plans shall receive all required accommodations and services during distance learning.
- Distance learning platforms shall comply with student data privacy and cybersecurity standards.
- Academic integrity expectations shall apply equally to distance and in-person learning.

PROVIDER ACCOUNTABILITY

- If Siembra utilizes third-party distance learning providers (including non-IDEAL-NM platforms), the school shall maintain documentation that such courses meet New Mexico content standards.
- Siembra retains authority to discontinue use of any provider that fails to meet instructional, legal, or performance expectations.

PHYSICAL LOCATION AND PROGRAM LIMITATIONS

- Siembra Charter High School and its instructional operations shall maintain a physical presence within the State of New Mexico.





PARENT AND STUDENT COMMUNICATION

- Parents/guardians and students shall be informed of distance learning expectations, participation requirements, and available support.
- Notice shall be provided in English and, when applicable, in the primary language of the family.

RECORDKEEPING AND COMPLIANCE

- Records related to attendance, instruction, grades, and provider agreements shall be maintained in accordance with FERPA and record retention requirements.
- This policy shall be reviewed annually and updated as needed to remain compliant with New Mexico law and PED guidance.

This policy applies to all distance and remote learning activities conducted by Siembra Charter High School.

