



La Joya ISD

Campus Attendance Improvement Protocols

Goal: Improve Attendance at all Comprehensive High Schools.

Daily protocol for first period

1. Teachers will stand by their classroom door and encourage all students to report to class before the tardy bell rings.
2. Students who arrive on campus after the tardy bell rings, must report to the front office and sign in with Truancy Officer. Staff assigned to outside drop off zones will direct students to sign in at front office and report to class. Students walking around will be escorted to their classroom by administrators or security officers.
3. First period attendance report will be generated at 9:00 am. Parent Link will contact parents of absent students.

Daily protocol for second period

1. Teachers will stand outside the classroom door and encourage students to get to class.
2. Administrators and security personnel will walk around campus and ensure that ALL students report to class.
3. Suspend ALL hall passes, pullouts and counseling sessions until attendance has been posted by the teacher. (exceptions may exist)
4. Students who are not in class after the tardy bell rings and refuse to go to class, will be identified and escorted by staff to the designated area to meet with an administrator. Parent contact will be made by the administrators and current discipline protocol will be followed. Names will be turned in to attendance clerks for proper coding for 2nd period. (ADA period)
5. Teachers with morning block schedule will check attendance again during second period and make changes, if necessary, for students who came in late and change from absent to tardy.

Attendance Clerk and Truancy Officer Responsibilities

1. Will set up table by campus entrance and sign in students who arrive late in the morning and send them to class with a tardy pass.
2. The Attendance Clerk will keep a daily tardy log of students for reference and assure that these students are coded properly.
3. Students who come in late more than three times will have their names turned in to the administrator in charge of attendance who will meet with students and contact parents.
4. If students drives vehicle to school and arrives late more than three times, their names will be submitted to campus police sergeant and administrator for possible revocation of permit. Parents will be notified of possible consequence.
5. All phone calls and conferences with parents will be documented.
6. All documentation of names turned in to police and administrators will be kept on file and followed up on a weekly basis by Truancy Officer and submitted to District Attendance/Truancy Supervisor.

Administrator in Charge of Attendance Responsibilities

1. Assist Attendance Clerk and Truancy Officer by campus entrance and monitor students who are coming in late.
2. Monitor and assign Security Officer to the student drop off zone and have them address the parents who are arriving late to drop off their child. Warn them of consequences for coming in late. (EVERYDAY)
3. Assure that ALL teachers are posting attendance by 10 am.
4. Review daily the list of teachers who do not post attendance on time and take proper action against teachers/substitutes who fail to post.
5. Meet with students who refuse to go to class during ADA period and intervene with appropriate strategies.
6. Select Attendance Committee Members, organize and head meetings.
7. Assure that assigned hall duty staff is in designated area during designated time.
8. Administer hall way sweeps when needed.

Campus Principal/Assistant Principal/ Responsibilities

1. Ensure that all administrators and staff are at assigned locations between periods.
2. Encourage students to be in class on time.
3. Escort students to their proper classes during passing periods.
4. Monitor hall passes.
5. Conference with students who refuse to go to class. If skipping class continues, call parent and set up conference to help identify reasons why student is skipping and address it with a plan.
6. Refer chronic skippers to Truancy Officer.
7. Meet with teachers and encourage them to keep students in the classroom during the ADA period for proper documentation of attendance.
8. Provide incentives for students who improve their attendance.

Teacher Responsibilities

1. Greet students at the door every class period and encourage all students to be in class on time. Make every attempt to ensure that your students are accounted for and engaged.
2. Collect student tardy slip, if need be, and allow your students to enter your classroom immediately.
3. Post attendance on time. If a student arrives late to class, after attendance has been posted, change code from absent to tardy.
4. Do not issue out passes to students during ADA 2nd period, unless absolutely necessary.
5. If student is absent from your class, contact parent/guardian via phone and document on parent contact log. Parents need to know their child is not attending class. Set up parent conference if need be to discuss students attendance issues.
6. DO NOT allow students in your classroom that are not scheduled to be there.
7. Submit weekly contact log to Truancy Officer of students who were absent 3 or more days during the week.
8. Keep students engaged in classroom work and activities.
9. Provide encouragement and support to students who need extra help and attention.

Campus Security Officer Responsibilities

1. Encourage students to report to class on time.
2. Report to assigned areas and monitor activity.
3. Escort students to classroom who are wandering in the halls or outside the building during class.
4. Assist administrators with hall sweeps during 2nd period to get students in the classrooms.
5. Check ALL hall passes and direct students to destination. If student does not have a pass, then direct student to classroom to get one. No student should be out of the classroom without a pass. Remind the teacher that they will be sent back if they don't have a pass.
6. Escort or report students to administrator who refuse to go to class.