

# LA JOYA I.S.D.

## TRUANT CONDUCT PROCEDURES

**Truancy:** A student who has unexcused voluntary absences on ten or more days or parts of days within a six month period. *TEC: 25.0951*

**Note:** **Skipping class periods will be considered unexcused “parts of days”.**

### **Procedure 1: Student Contact/ Phone Call to Parents**

-Campus Attendance Office and Teacher will make contact with student after the 3<sup>rd</sup> unexcused absence to discuss his/her school attendance. They will also call parent/guardian by phone to discuss their child’s unexcused absences.

### **Procedure 2: Warning Letter**

-Teacher will submit list of students and contact log sheet to Campus Attendance Office or the Truancy Prevention Facilitator after the 5<sup>th</sup> unexcused absence.

-Campus Attendance Office or Truancy Prevention Facilitator will mail the parent/guardian a copy of the Warning Letter

-Parents/guardians must respond to the notice of **unexcused absences**

-Parents/guardians call the school and discuss the absences. They will bring the excuses if necessary.

-If parent/guardian fails to respond, another attempt to contact parent/guardian will be made by phone or home visit by the Truancy Prevention Facilitator, Police Officer, parent liaison or social worker. They will discuss student’s attendance problem.

### **Procedure 3: Parent/Student Conference**

- After the 7<sup>th</sup> unexcused absence, the campus will set up a parent/student conference with the administrator, social worker or counselor, and Truancy Prevention Facilitator. They will discuss student’s attendance with parent and determine what other interventions or resources are available to help the student improve his/her attendance. The student will be placed on an Attendance Sign in Plan where student will carry a sign in sheet that will be signed by the teacher at the beginning of each class. At the end of the week they will turn in the signed sheet to the Attendance Office or the Truancy Prevention Facilitator.

### **Procedure 4: Referral to Counseling**

- If student continues to have unexcused absences, they will be referred to the Campus Communities in Schools (CIS) Program for counseling and/or Advancing Together, who will refer the student and/or family to services they may need. EX: drug counseling and treatment, family counseling, anger management classes, psychological evaluations, etc.

### **Procedure 5: Court Referral**

-The Truancy Prevention Facilitator will monitor student’s attendance and if student continues to have unexcused absences, they will determine if student will be referred to truancy court, or continue with interventions.

Revised: June 2016

