

19. FILING A "CONDUCT INDICATING A CHILD IN NEED OF SUPERVISION"

Take your child to the Bexar County Juvenile Probation Department, 301 E Mitchell 210-335-7500, and request to file a CINS. Have in your possession your child's:

1. Social security card
2. Birth certificate
3. Recent photo
4. Documentation of all previous actions that have been taken.

Your child must also accompany you when you file this type of report.

20. MISSING PERSON REPORTS, OR OTHER POLICE REPORTS

Reports can be secured at 315 S Santa Rosa; 210-207-7662 Missing Persons; Any info after hours report to 210-207-7273.

It is important to keep the school administrator informed of the actions you are taking to resolve the attendance problems and the results of your activity. If there is no communication from you in this regard, it will be assumed no action has been taken by you to correct the problem. This could make you liable for truancy court action if the attendance problem continues to exist.

HELP LINES

2-1-1 Texas, United Way Help Line,

Dial 211 or 210- 227-4357

Battered Women's Shelter,

210-733-8810

Center for Health Care Services Crisis Line,

210-233-7233 or 1-800-316-9241

Rape Crisis Center,

210-349-7273

Texas Runaway Helpline,

1-800-989-6884 for 24 hour help

Alcoholics Anonymous Helpline,

210-828-6235 or 210-821-6325 (24 Hour Hotline)

210-409-8524 (Spanish Hotline)

MEDICAL AND SOCIAL SERVICES

STAR Program, 210-283-5183

Free Family Counseling. STAR provides free family, individual and group counseling, crisis intervention, education and support groups for parents and youth.

CentroMed,

Offers medical services, referrals for visions and children's dental, counseling and social services.

CentroMed, SAMM Center, 210-922-0103

920 W. Commerce

CentroMed, Dullnig House, 210-922-0103;

204 Nolan; 8am-12pm and 1pm-5pm, W-Th

CentroMed, Dwyer Center, 210-922-0103

307 Dwyer Ave; 8am-12pm and 1pm-5pm, Tu-Th

Barrio Comprehensive Health Center, Inc.,

210-434-2368; 1102 Barclay; M,W,F, 8am-5pm – Tu and Th, 8am-7pm

Ella Austin Health Center, 210-224-2112;

1920 Burnet; call M-F, at 8:30 am for an appointment

Barclay Street Clinic, 210-434-2647 or 210-437-2368;

dental services; M,W,F,8am-5pm; Tu and Th 8am-7pm

S.A. Christian Dental Clinic,

210 -226-8041; 112 Auditorium Circle; call for apt.;

210-220-2300; 1 Haven for Hope Way Building 1

Suite 400; call for apt.

Wesley Community Center and Clinic, 210-922-6922;

1406 Fitch; call M-F, 8:00am to 5:00pm

San Antonio Metropolitan Health District,

210-207-8780; 332 W. Commerce, M-F, 7:45am-

4:30pm; immunizations, flu shots, TB testing, STD testing

Center for Health Care Services, 210-261-1000; Crisis

Hotline 210-223-7233; 3031 IH 10 W; M-F, Opens at 8:30am

CareLink Medical Financial Assistance Program for

Bexar County Residents, University Health System,

210-358-3350; 527 N Leona

Bexar County Veterans Service Office, 210-335-6775;

233 N Pecos #540

North East ISD McKinney Project, 210-407-0750

**PARENTS/GUARDIANS: Making a concerted effort to follow as many suggestions as possible, along with documented proof of your efforts, will be considered a viable defense if a court case is filed against you.*

Suggestions to Parents of Students with

ATTENDANCE PROBLEMS



**Department of Pupil Personnel
8961 Tesoro Drive
San Antonio, Texas 78217**

Revised Fall 2020

The following suggestions are being provided by the NEISD Attendance Officers to help parents resolve their child's attendance problems. While not all of these suggestions are appropriate to your situation, it is to you and your child's benefit that you follow as many of the suggestions as possible. Excessive unexcused absences could result in a truancy case filed in court.

1. PROVIDE JUSTIFICATION FOR ABSENCES

It is the parent's/guardian's responsibility to provide the school a note or when appropriate, a doctor's note when the child is absent from school. "The school administrator has the final authority to excuse/not excuse an absence." The Compulsory Attendance Law addresses full day as well as partial day absences. Therefore, late arrival to school, single class period absences, or early removal from school will require documentation as described above. Remember, ultimately it is the parent's/guardian's legal responsibility to ensure that their child attends school regularly and is on time. Non-compliance with this requirement will lead to court action.

2. DOCUMENT

Keep a written record or log of all contacts made with school officials, police, social agencies, etc. in your efforts to resolve any attendance problem. Keep a copy of all notes sent to the school and make sure the school has correct contact phone numbers on file.

3. CONTACT THE SCHOOL

Call the school counselor or assistant principal to arrange a meeting with your child's teachers to discuss attendance, academic progress, and behavior. Work with school administration on setting up truancy prevention measures with an Individual Attendance Plan (IAP). Make sure the school has a phone number where you can be reached. Another avenue of communication is through the Parent Portal program. If you do not have a Parent Portal account, contact your child's school for more information.

4. MONITOR YOUR CHILD'S ATTENDANCE

Now that you have been made aware of your child's attendance problems, don't rely on the school to contact you. Make it your business to check regularly with the school attendance office, your child's teachers and set alerts on Parent Portal to inform you of your child's absences. Call the school today to see if your child has turned in doctor's notes for absences.

5. CHECK ABSENCES ON REPORT CARD & ON PARENT PORTAL

Remember to ask to see your child's report card. It is issued each nine weeks. A parent's/guardian's signature is always required. Look not only at the grade column but also at the absence and tardy columns. Contact your school for progress and report card dates. Set alerts on Parent Portal to inform you of your child's absences.

6. FAMILY VACATIONS

Plan family outings and vacations during the weekends, school holidays, and in the summer when school is not in session. Absences during the school year are unexcused and could result in court action.

7. READ THE PARENT/STUDENT HANDBOOK

Become familiar with District and school policies and procedures. The Student/Parent Handbook can be found on the NEISD website at www.neisd.net. Pay particular attention to the section regarding absences and attendance policies in the handbook.

8. REQUIRE A REASONABLE CURFEW

Require your child to be home at a reasonable hour in order to get enough rest to attend school the next day. If your child violates the curfew, provide appropriate consequences.

9. LIMIT ACTIVITIES ON SCHOOL NIGHTS

- A. Time spent talking on the phone / cell phone / computer
- B. Watching television on school nights
- C. Visiting with friends
- D. Involvement in social activities
- E. Extracurricular activities that are inappropriate on school nights

10. PROVIDE REWARDS AND CONSEQUENCES

There should be a system of rewards or consequences assessed for behaviors at school. They should be appropriate, reasonable, consistent, and provided in a timely manner. If such a system does not exist in your home, seek out parenting classes that can help you develop these skills.

11. BE CONSISTENT WITH DISCIPLINE

Discuss with your child the house rules and consequences that will occur if the rules are broken. Write them down and post them where your child can see them daily.

12. SHADOWING AFTER TRUANCY

With the campus principal's permission, commit yourself to accompany your child from class to class.

13. CALL THE POLICE IF NEEDED

Call the non-emergency "SAFFE" number (207-8350) to the police and ask for the "SAFFE" officer assigned to your nearest police sub-station if your child becomes violent and/or destructive when you are trying to send him/her to school. Follow through with filing charges against your child if aggressive behavior continues.

14. KNOW YOUR CHILD'S FRIENDS –

Keep a list of both the first and last names, phone numbers and addresses of your child's friends. Exchange phone numbers with their parents. Beware of friends that go by street names and are secretive about their personal lives.



15. IMMUNIZATIONS

When you are notified that an immunization is needed, make arrangements with your doctor or other health care provider immediately. Ask the school nurse about available immunization clinics. Provide the school nurse with proof of immunization. KEEP A COPY FOR YOUR RECORDS. Failure to immunize your child promptly could result in court action for unexcused absences.

16. HEAD LICE

You should begin treatment immediately. Your child should return to school the following day because the first treatment, if applied properly, will kill all live lice and may even destroy the nits. Failure to treat your child promptly could result in the days recorded as unexcused absences.

17. SEEK ASSISTANCE FROM SOCIAL AGENCIES

Do not hesitate to ask for assistance from professionals in counseling including your child's school counselor, alcohol abuse, parenting classes, psychological, psychiatric services and child placement facilities. Resources are available, some on a sliding scale/payment plan according to the family's income. Listed below are just a few of these agencies:

18. REPORT A MISSING AND/OR RUNAWAY CHILD

- A. Notification of authorities:
POLICE DEPARTMENT 210-207-7662 Missing Persons/210-207-7273 Non-Emergency
- 1. Inform the Intake Officer if you are reporting your child as missing or a runaway.
 - 2. Follow their instructions carefully.
 - 3. Request a police case number if your report meets their criteria.
 - 4. Any student younger than 18 years old should be reported.
 - 5. Call the school and speak to your child's administrator to inform him/her of your child's status after making a Missing Person's Police Report.
 - 6. Notify all of the above as soon as your child is located and returns home. Failure to follow the above steps may be considered as "Contributing to Truancy" under the Compulsory Attendance Law.

