

**SAN ANTONIO/BEXAR COUNTY JOINT
COMMITTEE ON TRUANCY
MEETING AGENDA
MONDAY, MAY 19, 2014
11:30 A.M.
MEDIA BRIEFING ROOM, CITY HALL**

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CITY CLERK

2014 MAY 15 PM 4:26

- NOTICE OF PUBLIC MEETING -

A MEETING OF THE SAN ANTONIO/BEXAR COUNTY JOINT COMMITTEE ON TRUANCY WILL BE HELD IN THE MEDIA BRIEFING ROOM AT CITY HALL, 100 MILITARY PLAZA, SAN ANTONIO, TEXAS 78205 ON **MONDAY, MAY 19, 2014 AT 11:30 A.M.**, TO CONSIDER THE FOLLOWING MATTERS:

1. **Citizens to be Heard**
2. **Approval of Minutes of the April 14 and the April 24, 2014 San Antonio/Bexar County Joint Committee on Truancy Meetings**
3. **Individual Briefing for Discussion and Possible Action**
 - a. Briefing regarding addendum to the Master Interlocal Agreement with Bexar County relating to Uniform Truancy Case Management [Judge Rogelio Lopez, Jr., Justice of the Peace, Bexar County, Precinct 4]
 - b. Briefing on Bexar County School Districts' Student Truancy & Non-Attendance Report [Jeanne Russell, Chief Strategist, SA2020; Dr. Brian Woods, Superintendent, NISD]
 - c. Discussion of upcoming actions/next steps of the San Antonio/Bexar County Joint Committee on Truancy [Councilman Rey Saldaña, City of San Antonio, District 4]
4. **Adjourn**

Members of the San Antonio/Bexar County Joint Committee on Truancy

Rey Saldaña, Chair, Council Member, City of San Antonio, District 4

*Leticia Van de Putte
Texas Senate
District 26*

*Mike Villarreal
Texas House of
Representatives
District 123*

*Lisa K. Jarrett
Judge, Bexar County, 436th
District Court*

*Laura Parker
Judge, Bexar County,
386th District Court*

*Rogelio Lopez, Jr.
Justice of the Peace,
Bexar County,
Precinct 4*

*John W. Bull
Presiding Judge,
Municipal Court,
City of San Antonio*

*Jill Mata
Chief Assistant
Criminal District
Attorney, Bexar
County*

*Dr. Brian T. Woods
Superintendent, Northside
Independent School District*

*Jeanne Russell
Chief Strategist,
SA2020*

ITEM 2. – Meeting Minutes

of the April 14 and April 24, 2014 Court Proceedings Working Group

**SAN ANTONIO/BEXAR COUNTY
JOINT COMMISSION ON TRUANCY
MEETING MINUTES
MONDAY, APRIL 14, 2014
11:30 A.M.
MEDIA BRIEFING ROOM**

Members Present: Councilmember Rey A. Saldaña, Chair, *Council District 4*
John W. Bull, *Presiding Judge, Municipal Court*
Rogelio Lopez, *Justice of the Peace, Bexar County, Precinct 4*
Jill Mata, *Chief Assistant Criminal District Attorney, Bexar County*
Laura Parker, *Judge, 386th District Court, Bexar County*
Brian T. Woods, *Superintendent, Northside ISD*

Members Absent: Lisa Jarrett, *Judge, 436th District Court, Bexar County*
Jeanne Russell, *Chief Strategist, SA2020*
Leticia Van de Putte, *Senator, Texas Legislature*
Mike Villarreal, *State Representative, Texas Legislature, District 123*

Staff Present: Clarissa Chavarria, *Judge, Municipal Court*; Veronica M. Zertuche, *Deputy City Attorney*; Jo Ann Flores, *Assistant City Attorney*; Fred Garcia, *Court Clerk, Municipal Court*; Norma Morales-Arias, *Court Administrator, Municipal Court*; Victor Vinton, *Administrator, Juvenile Case Management, Municipal Court*; Jed Maebius, *Mayor's Office*

Also Present: Meghan Regis, *Director of Constituent Services, Representative Mike Villarreal*; Minnie Abrego-Sanchez, *Representative of Senator Leticia Van de Putte*; Elizabeth Lutz, *Executive Director, The Health Collaborative*; Tyler Shoemith, *Director, Family Support Services for NEISD McKinney-Vento Homeless Project*

1. Citizens to be Heard

None.

2. Approval of Minutes of the March 17, 2014 San Antonio/Bexar County Joint Committee on Truancy Meeting

Judge Lopez noted that the minutes of the March 17, 2014 San Antonio/Bexar County Joint Commission on Truancy Meeting should reflect that six Juvenile Case Managers were assigned to the Justice of the Peace Truancy Court. Judge John Bull moved to approve the minutes of the March 17, 2014 San Antonio/Bexar County Joint Commission on Truancy Meeting as amended. Dr. Brian Woods seconded the motion. Motion carried unanimously by those present.

Chairman Saldaña noted that P16Plus had provided a packet with information outlining the Truancy Problem in Bexar County and Texas as requested.

3. Individual Briefing for Discussion and Possible Action

- a.** Briefing on Unaccompanied Youth Task Force Truancy Data [Patricia Julianelle, Legal Director, National Association for the Education of Homeless Children and Youth]

Tyler Shoesmith stated that the San Antonio Unaccompanied Youth Task Force (UYTF) worked with Young People, Schools, Juvenile Justice Providers and Community Members to develop creative strategies to support Unaccompanied Youth. He indicated that UYTF was conducting a three-year project in nine communities whose four Focus Areas were: 1) Juvenile Justice; 2) Food; 3) Shelter; and 4) Health. He listed the Task Force Members and noted that they represented Juvenile Probation, School Districts, the City, and Support Organizations. He stated that the Homeless and McKinney-Vento Act was a Federal Law that guided support for educational success for Homeless Students across the Nation. He noted that the project fell under the Juvenile Justice Focus Area and indicated that it would explore Homelessness as it relates to Truancy. He reported that students experiencing Homelessness have higher Absentee Rates due to:

1. High mobility
2. Stigma about Homelessness
3. Chronic illness
4. Lack of parental support
5. Unable to navigate Social Support Systems

He noted that Homelessness was caused by: 1) Lack of affordable Housing; 2) Poverty; 3) Health problems; 4) Domestic Violence; and 5) Abuse, neglect, and family dysfunction. He indicated that through Federal Law, the McKinney-Vento Act provides:

- Immediate school enrollment
- Free lunch
- Appropriate school setting
- School of Origin Rights
- Transportation

He stated that the UYTF recommended: 1) Stop Gap Measures; 2) Alternate Routes for Homeless Student Adjudication; 3) District flexibility to serve Homeless Students; and 4) Joint Truancy Commission liaison to UYTF.

No action was required for Item 3a.

- b.** Briefing on Subcommittee of School Administrators [Dr. Brian Woods, Superintendent, Northside Independent School District]

Chairman Saldaña confirmed that the next meeting of the Subcommittee of School Administrators would be held on April 24, 2014 at Café College.

Brian Woods reported that nearly all Bexar County School Districts have identified a representative to contribute to the development of a Comprehensive Intervention Plan and the final recommendation of a Uniform Policy on Truancy Prevention. He noted that Victor Vinton would mediate said meeting on April 24, 2014 where common Intervention Measures would be discussed. He added that the Subcommittee would identify current and future data. He indicated that the Goal of the Subcommittee was to identify a broad list of Intervention Measures in which School Districts could operate.

No action was required for Item 3b.

- c. Briefing on Court Proceedings Working Group [Judge Rogelio Lopez, Jr., Chair, Justice of the Peace, Bexar County, Precinct 4]

Judge Lopez stated that the Court Proceedings Working Group determined that an Interlocal Agreement (ILA) was the best option for establishing a Uniform Policy on Truancy Prevention for the City of San Antonio (City) and Bexar County (County). He stated that the ILA was developed and revised based on an existing ILA from another locale. He noted that a Master ILA existed between the City and Bexar County, and Attorneys from both entities used that as a basis for developing the proposed ILA. He indicated that a final review of said ILA would be performed by the Subcommittee on April 21, 2014. He stated that according to the terms of the ILA, the City would manage a Comprehensive Intervention Plan for Truancy Cases to include diversionary efforts. Additionally, they would adjudicate accepted Truancy Cases filed by Public School Districts and Charter Schools in Bexar County. He stated that the City would maintain a Central Filing System for all Juvenile Class C Misdemeanor Offenses, excluding Traffic Offenses. He noted that the County Justice of the Peace Judge may preside over and dispose of cases in which the Municipal Court Judge did not have geographical jurisdiction. He reported that revenue generated by the collection of Legislative Fees for all Juvenile Class C Misdemeanor Cases would be utilized to support the City's Juvenile Case Management Program. He stated that the County would transfer the fund balance of the County's Juvenile Case Manager Fund and revenue derived from said fees to the City's Juvenile Case Manager Fund. He noted that the County would designate a Justice of the Peace Judge to serve as the Truancy Program Liaison. He indicated that the County would make its Case Management System available to Independent School Districts, Charter School Districts, and the City.

Judge Parker stated that she and Judge Lopez met with County Judge Nelson Wolff and all members of the Bexar County Commissioner's Court and were found to be in agreement with the proposed ILA.

Judge Lopez indicated that the ILA would be brought before Bexar County Commissioners within the next 30 days for approval.

Judge Parker noted that the Bexar County Commissioners would meet in May 2014 and would not meet again until August 2014.

Chairman Saldaña noted that a Special Meeting of the Truancy Committee would be held on April 24, 2014 at 7:30 a.m. at the Northside Independent School District Board Room at which time the Final Draft ILA would be considered for approval.

No action was required for Item 3c.

- d.** Discussion on the Progress of the Joint Committee on Truancy [Councilman Rey Saldaña, City of San Antonio, District 4]

Chairman Saldaña stated that the development of the ILA was the first major step for the Committee.

No action was required for Item 3d.

4. Adjourn

There being no further discussion, the meeting was adjourned at 12:20 p.m.

Rey Saldaña, Chair

Respectfully Submitted,

*Denice F. Trevino
Office of the City Clerk*

**SAN ANTONIO/BEXAR COUNTY
JOINT COMMISSION ON TRUANCY
MEETING MINUTES**

THURSDAY, APRIL 24, 2014

7:30 A.M.

NORTHSIDE INDEPENDENT SCHOOL DISTRICT BOARD ROOM

Members Present: Councilmember Rey A. Saldaña, Chair, *Council District 4*
John W. Bull, *Presiding Judge, Municipal Court*
Rogelio Lopez, *Justice of the Peace, Bexar County, Precinct 4*
Laura Parker, *Judge, 386th District Court, Bexar County*
Brian T. Woods, *Superintendent, Northside ISD*

Members Absent: Lisa Jarrett, *Judge, 436th District Court, Bexar County*
Jill Mata, *Chief Assistant Criminal District Attorney, Bexar County*
Jeanne Russell, *Chief Strategist, SA2020*
Leticia Van de Putte, *Senator, Texas Legislature*
Mike Villarreal, *State Representative, Texas Legislature, District 123*

Staff Present: Veronica M. Zertuche, *Deputy City Attorney*

Also Present: Minnie Abrego-Sanchez, *Representative of Senator Leticia Van de Putte*; Seth Mitchell, *Assistant County Manager, Bexar County*; Meghan Regis, *Director of Constituent Services for Representative Mike Villarreal*

1. Citizens to be Heard

None.

2. Individual Briefing

a. Briefing and Possible Action Regarding an Addendum to the Master Interlocal Agreement with Bexar County Relating to Uniform Truancy Case Management [Judge Rogelio Lopez, Jr., Justice of the Peace, Bexar County, Precinct 4]

A motion and second were made to recommend and forward an Addendum to the Master Interlocal Agreement with Bexar County relating to Uniform Truancy Case Management to the Bexar County Commissioner's Court and to the full City Council for consideration. The motion carried unanimously by those present.

Seth Mitchell reported that the next meeting of Bexar County Commissioner's Court would be held on May 29, 2014 at which said Addendum would be considered. He stated that Judge Wolff would like as many members of the Bexar County Commissioner's Court and the San Antonio/Bexar County Committee on Truancy to be present at said meeting. He added that Bexar County Judge Nelson Wolff had expressed interest in holding a Press Conference following passage of the Addendum.

Laura Parker noted that she and Judge Lopez met with Bexar County Commissioner's Court Members individually and all expressed support for the Addendum.

Brian Woods stated that the Designated Representatives for all Bexar County School Districts would meet today to develop a list of Interventions and discuss the types of data for inclusion in the Comprehensive Intervention Plan.

3. Adjourn

There being no further discussion, the meeting was adjourned at 7:43 a.m.

Rey Saldaña, Chair

Respectfully Submitted,

*Denice F. Trevino
Office of the City Clerk*

ITEM 3a. – Briefing Materials

Addendum to the San Antonio/Bexar County Master Interlocal Agreement

A-11 UNIFORM TRUANCY CASE MANAGEMENT PROGRAM

Article I

Waiver and Transfer of Jurisdiction

- A. The COUNTY, through its justice courts and the CITY, through its municipal court, subject to a waiver of exclusive original jurisdiction by the juvenile court, may exercise jurisdiction for offenses brought under Section 25.094, Education Code (Failure to Attend School). The justice courts and the municipal court also have jurisdiction for offenses filed under Section 25.093, Education Code (Parent Contributing to Nonattendance).
- B. The Juvenile District Courts, in a separate document, will waive their exclusive original jurisdiction and transfer all cases in which a child is 12 years of age or older and is alleged to have engaged in conduct described in Section 51.03 (b) (2), Family Code for disposition in the manner provided by Section 54.021 (b), Family Code for a period of one year, as provided in Section 54.021 (a), Family Code. The COUNTY Justice of the Peace Liaison Judge and one or more justice courts, may preside over and dispose of juvenile cases in which municipal judges do not have geographical jurisdiction to ensure their timely resolution.
- C. The Juvenile District Courts waiver and transfer may be renewed on a yearly basis consistent with provisions of Section 54.021 (a) Family Code.
- D. CITY will administer and serve as the central point of filing for all offenses charged under Sections 25.093 and 25.094, Education Code, as well as all class C Misdemeanor offenses brought against juveniles, excluding traffic offenses.

Article II

Juvenile Case Managers

- A. The CITY will employ juvenile case managers in accordance with Art. 45.056, Code of Crim. Proc., to: assist the court in administering the court's juvenile docket; supervise the court's orders in juvenile cases; provide prevention services to a child considered at risk of entering the juvenile justice system; and provide intervention services to juveniles engaged in misconduct before offenses are filed.
- B. In accordance with Art. 45.056(e), Code of Crim. Proc., the juvenile case managers shall give priority to truancy cases filed under Sections 25.093 and 25.094, Education Code.
- C. The CITY will collect court costs to be deposited into its Juvenile Case Manager Fund, which has been created and maintained pursuant to Arts. 102.0174 and 102.015, Code of Criminal Proc., to finance the salary, benefits, training, travel expenses, office supplies, and other necessary expenses relating to the position of juvenile case managers employed under Article 45.056, Code of Crim. Proc. The Fund may not be used to supplement the income of an employee whose primary role is not that of a juvenile case

manager. The COUNTY'S consideration for the CITY'S administration of the Juvenile Case Manager Program will include transferring to the CITY'S Juvenile Case Manager Fund on October 15, 2014 the balance of the funds in the COUNTY'S Juvenile Case Manager Fund on October 1, 2014. The COUNTY shall continue to remit to the Comptroller's Office, in accordance with Art. 102.015(e)(2), fifty percent (50%) of the court costs the COUNTY justice court(s) collects pursuant to Art. 102.015. On a quarterly basis, the COUNTY will remit to the CITY for deposit in its Juvenile Case Manager Fund all funds deposited in COUNTY'S Juvenile Case Manager Fund collected pursuant to Arts.102.0174 and 102.015, less the funds forwarded to the Comptroller's Office under Art. 102.015(e)(2). All fines assessed and collected by municipal court for cases referred to, and accepted by, the CITY under Article I, Section D. shall be forwarded to the COUNTY on a quarterly basis for deposit in COUNTY'S general fund. The CITY shall provide the COUNTY with documentation of the amount of the funds generated under Arts. 102.0174 and 102.015 within forty-five (45) days of the end of each fiscal year of this Addendum together with documentation of costs and expenses pertaining to the CITY'S Juvenile Case Manager Program under Art. 45.056, Code of Criminal Proc. The CITY will also provide the COUNTY with a copy of its annual audit as it pertains to the revenues generated, and the costs and expenses paid, for the CITY'S administration of the Juvenile Case Manager Program.

- D. The COUNTY'S total consideration for the CITY'S administration of the Juvenile Case Management Program is: (i) transferring to the CITY'S Juvenile Case Management Fund on October 15, 2014 the balance of the funds in the COUNTY'S Juvenile Case Manager Fund on October 1, 2014, and thereafter remitting, on a quarterly basis, to CITY for deposit in its Juvenile Case Manager Fund those fees collected pursuant to Arts. 102.0174 and 102.015, less the fifty percent (50%) of fees collected under Art. 102.015 that the COUNTY forwards to the Comptroller's Office; (ii) COUNTY'S development, implementation, and maintenance of web-based case management software and interface(s) for utilization by independent school districts, charter districts, and CITY if the entity(ies) elects to electronically file offenses under Article I; and (iii) the benefit to the CITY of having a Justice of the Peace Liaison Judge available, as needed, to hear and adjudicate the juvenile offenses set out in Article I.

Article III **Centralized Filing**

- A. The COUNTY and the CITY agree that all offenses accepted for intake enumerated in Article I above shall be filed and administered by the CITY which is to serve as the centralized filing point. City will provide access, as needed, to its systems solely to allow COUNTY Justice of the Peace Judges to hear and adjudicate juvenile cases pursuant to this Addendum, as enumerated in Article I.

The COUNTY shall make available and maintain its web-based case management system for use by independent school districts, charter school districts and the CITY if the entity(ies) elect to electronically file offenses under Article I C. CITY will provide juvenile case managers, administrative staff and other resources to manage offenses filed through the CITY acting as the central point of filing.

Article IV

Administration of Uniform Truancy Program

- A. COUNTY'S justice of the peace judges and the CITY'S municipal court judges will preside over cases using guidelines established as part of the Juvenile Case Management Program.
- B. The Presiding Judge of the CITY'S municipal court will administer the uniform case management program and assign judges as needed subject to the availability and/or desire to hear and preside over cases.
- C. In cases in which the municipal court judges do not have geographical jurisdiction, the COUNTY shall designate a COUNTY Justice of the Peace Truancy Court Liaison Judge to assist in hearing truancy/juvenile matters, as needed and, other justice of the peace judges, to ensure timely resolution of those cases.

Article V

Incorporation of Terms of Agreement

- A. The terms of the Master Interlocal Agreement between City of San Antonio and Bexar County which commenced on October 1, 2013 ("Master ILA"), are automatically incorporated into this Addendum upon approval of this Addendum by the respective governing bodies of the CITY and COUNTY.

ITEM 3b. – Briefing Materials

on Bexar County School Districts Student Truancy and Non-Attendance
Report

BEXAR COUNTY TRUANCY COMMITTEE



District
Representatives
Subcommittee: Bexar
County School
Districts' Student
Truancy & Non-
Attendance Data

Bexar County Truancy Committee

District Representatives Subcommittee: Bexar County School Districts' Student Truancy & Non-Attendance Data

In preparation for the April 24th subcommittee meeting, may we prevail upon district representatives to obtain your district's responses to the following questions, # 1-6?

- 1) When and how often is attendance recorded (i.e. by class period, how many class periods, by x time(s) of the day, can vary by school type: secondary, elementary)?
- 2) What PEIMS fields are relevant to county wide attendance efforts?
- 3) What additional information about attendance and/or truancy is being collected (outside of PEIMS)?
- 4) What reports, if any, are pulled for students who visit with an administrator for truancy and what type of information is contained on said reports?
- 5) What student records would be most helpful to provide a court case manager in order to improve outcomes for students and families?
- 6) List your district's Prevention/Intervention Measures.

Group Activity: The group will generate & recommend a common list of Prevention/Intervention Measures to be employed by participating districts.



Data Collection:

Responses to Questions #1-5 are enclosed;

Responses to Question #6 will be in a separate excel document - forthcoming



Question #1b: How does your school district record student attendance for Elementary?

*If other than 10:00 am, time recorded in the comments signified by red triangle in upper right hand corner of cell;
Some comments are displayed; to view others, double-click on table to convert over to excel, then select cell.*

Alamo Heights ISD
East Central ISD
Ft. Sam Houston ISD
Harlandale ISD
Judson ISD
Lackland ISD
North East ISD
Northside ISD
San Antonio ISD
Somerset ISD
South San ISD
Southwest ISD

ELEMENTARY												
Once a day	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
~ 10 a.m. snapshot	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

SAEducation:
10:30am

SAEducation:
9:00am

SAEducation:
9:30am

Question #2: What PEIMS Fields are relevant to county-wide attendance efforts?

*Comments signified by red triangle in upper right hand corner of cell;
Some comments are displayed; to view others, double-click on table to convert over to excel, then select cell.*

SAEducation:
Ft. Sam Houston & LackLand ISD:
Have not filed on students. DO not have JP representation.
Can work out an MOU perhaps.

Alamo Heights ISD
East Central ISD
Ft. Sam Houston ISD
Harlandale ISD
Judson ISD
Lackland ISD
North East ISD
Northside ISD
San Antonio ISD
Somerset ISD
South San ISD
Southwest ISD

PEIMS or State Reportable Codes												
Case Filed: Parent Contributing	✓	✓			✓		✓	✓	✓	✓	✓	
Case Filed: 3 or more UAs	✓	✓			✓		✓	✓	✓	✓	✓	
Case Filed: 10 or more UAs	✓	✓			✓		✓	✓	✓	✓	✓	
Case Filed: Failure to Enroll	✓	✓			✓		✓	✓	✓	✓	✓	
Disposition: No Fine Assessed	✓	✓			✓		✓	✓	✓	✓	✓	
Disposition: Fine Assessed	✓	✓			✓		✓	✓	✓	✓	✓	
Local Codes												
Truancy Intervention Measure							✓	✓				

SAEducation:
Are not inputting the data into PEIMS. Have another system where they are inputting the data.

SAEducation:
Have developed own system. ECL (electronic communications log). Unsure if they file on students using PEIMS codes.

A 'T1' local code is used to document truancy prevention/intervention measures for students. It is entered into the student information system as a discipline action code. Also noted are cases dismissed.

Question #3: What additional information about attendance/truancy is being collected?

Comments signified by red triangle in upper right hand corner of cell;
Some comments are displayed; to view others, double-click on table to convert over to excel, then select cell.

Vicky Sullivan:
Has information on any legal issues for student - locally developed

Alamo Heights ISD
East Central ISD
Ft. Sam Houston ISD
Harlandale ISD
Judson ISD
Lackland ISD
North East ISD
Northside ISD
San Antonio ISD
Somerset ISD
South San ISD
Southwest ISD

Additional Info/Data:													
Attendance Software/Applications													
Attention 2 Attendance		✓											
Web-based system				✓									
Attendance Tracking Program (ATP)						✓							
Tracking Excessive Absences by Student (TEAS)							✓						
iDataPortal								✓					
Electronic Communication Log												✓	

Vicky Sullivan:
Locally developed - has clock/counter when student accumulates 3 UAs in a 4 week period, name appears in TEAS; issuing of Awn/IAP, recording of truancy filings, 18 year old students, etc.

Vicky Sullivan:
Includes every attendance-related action - locally developed

Vicky Sullivan:
Software purchased from SA&I - not locally developed

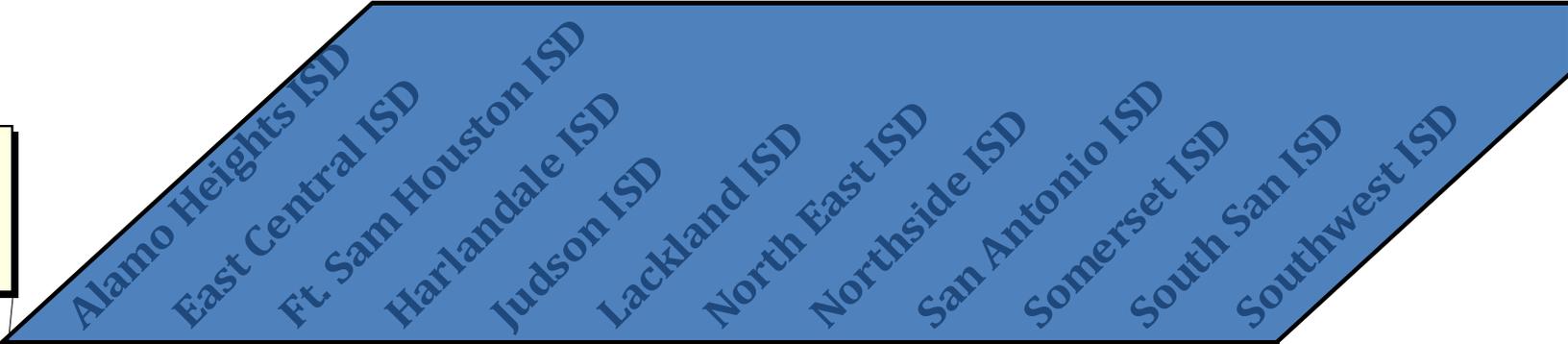
Vicky Sullivan:
Teachers/staff/parents have access to data, outside of PEIMS - locally developed

Vicky Sullivan:
Includes historical information - locally developed

Question #4: What reports are pulled when a student sees an administrator for truancy?

*Comments signified by red triangle in upper right hand corner of cell;
Some comments are displayed; to view others, double-click on table to convert over to excel, then select cell.*

Vicky Sullivan:
Some attendance reports show a 'waterfall' view (i.e. capturing attendance for each class period).



Data/Reports	Alamo Heights ISD	East Central ISD	Ft. Sam Houston ISD	Harlandale ISD	Judson ISD	Lackland ISD	North East ISD	Northside ISD	San Antonio ISD	Somerset ISD	South San ISD	Southwest ISD
Attendance Report	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Discipline Report	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Grades-Transcripts	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Standardized Test scores	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Attendance Application	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Vicky Sullivan:
Technology applications vary from district to district, but most if not all districts are recording truancy intervention measures in a centrally accessible database or application (some locally developed, others purchased).

SAEducation:
Develop individualized attendance plan (Attendance Matters brochure) w/ admin, stu, parent, & relevant individuals. Attempt to address the cause of the truancy. Consider data - grades, attendance, & behavior, etc...

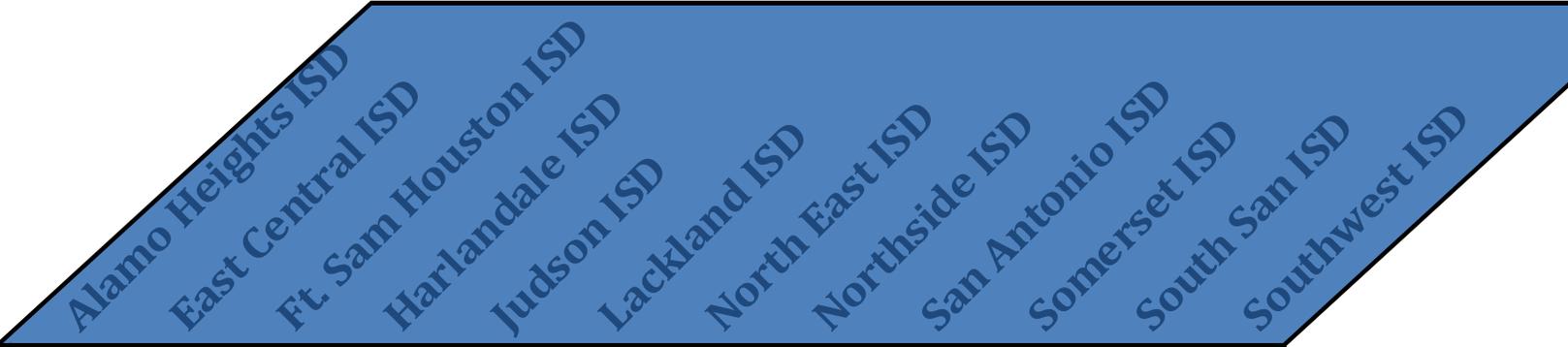
SAEducation:
Attendance review committee meeting held by principal. Info is pulled, sent to parents (if done via phone), student & attendance officer is present.

SAEducation:
Contract plan that dictates what the student will do for an agreed upon amount of time. Includes attendance logs, behavioral guidelines, etc.

Question #5: What records would be most helpful to provide to a court case manager?

*Comments signified by red triangle in upper right hand corner of cell;
Some comments are displayed; to view others, double-click on table to convert over to excel, then select cell.*

Vicky Sullivan:
Some attendance reports show a 'waterfall' view (i.e. capturing attendance for each class period).



	Alamo Heights ISD	East Central ISD	Ft. Sam Houston ISD	Harlandale ISD	Judson ISD	Lackland ISD	North East ISD	Northside ISD	San Antonio ISD	Somerset ISD	South San ISD	Southwest ISD
Student Records												
Attendance Report	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Discipline Report	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Grades, Transcripts, Test Scores	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
School Letter required by law	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Attendance Application	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
TEA PET/PID	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Vicky Sullivan:
SAEducation:
Most of the data that is already being collected at the schools (i.e. attendance, grades, behavioral data, waterfall, transcripts, credit history, campus district letter, military status, student mobility).

Vicky Sullivan:
PET/PID is TEA's documentation of public school enrollment and withdrawal for students. The viewing of student mobility can be helpful to the Court.

Technology applications vary from district to district, but most if not all districts are recording truancy intervention measures in a centrally accessible database or application (some locally developed, others purchased).

Bexar County Truancy Subcommittee School District Members

	SCHOOL DISTRICT	SCHOOL or DEPT.	Individual	Title
1)	Alamo Heights	Alamo Heights HS	Collins, Norm	Asst. Principal
2)	East Central	East Central HS	McKay, Shane Toscano, Rolando	Asst. Principal, Principal (Supt-elect)
3)	Ft. Sam Houston	Cole HS	Clayton, Isabell	Principal
4)	Harlandale	McCollum HS	Keller, Magdalena	Asst. Principal
5)	Judson	Student Services	Gonzalez, Joe, Augustus La Beugg Bray	Executive Director,
6)	Lackland	Stacey Jr./Sr. HS	Shelby, Hunter	Academic Dean
7)	North East	Churchill HS	Gately, Jeanne	Asst. Principal
8)	Northside	Dept. of Pupil Personnel	Sullivan, Vicky (facilitator) MacKaron, Darby	Director of Pupil Personnel, Lead Attendance Officer
9)	San Antonio	District Initiatives	Udovich, David, Gary Pollock	Executive Director,
10)	Somerset	Somerset High School	Weaver, Staci L.	Asst. Principal
11)	South San	Pupil Services	Perez, Elvia O.	Director
12)	Southwest	Administration & HR	Fey, Jo Ann	Asst. Superintendent
Not included: Edgewood ISD, Randolph Field ISD, Southside ISD				

BEXAR COUNTY TRUANCY COMMITTEE

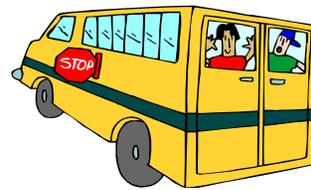
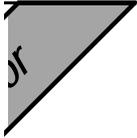
In Agreement with P&I Measures		✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	
#	Prevention/Intervention Measures												
1	Campus Handbook				✓		✓	✓	✓	✓			✓
2	School Messenger (automated software system)	✓			✓			✓	✓		✓	✓	✓
3	Parent Connection - Student Connection				✓		✓	✓	✓	✓	✓		✓
4	Back to School Meetings/Assemblies/Prep Days						✓	✓	✓		✓		✓
5	Monitor Attendance				✓		✓		✓		✓		✓
6	Provide Guidelines for Parents								✓				✓
7	View Attendance Matters								✓				
8	Student Attendance Incentive				✓			✓	✓		✓		✓
9	Contact Parent for Unexcused Absences				✓			✓	✓	✓		✓	✓
10	Parent-Teacher-Administrator Conference		✓					✓	✓	✓	✓	✓	✓
11	ARD or 504 Meeting							✓	✓	✓		✓	✓
12	Suggestions to Parents								✓				
13	Send Attendance Letter	✓	✓					✓	✓	✓		✓	✓
14	Issue Attendance Warning Notice	✓			✓			✓		✓	✓	✓	✓
15	Student Attendance Contract		✓					✓	✓		✓	✓	✓
16	Send Attendance Letter for AWN								✓				
17	Notification for At-Risk of Failure/Loss of Credit							✓	✓		✓	✓	✓
18	Schedule Tutoring				✓			✓			✓		✓
19	Refer to Counselor				✓			✓	✓		✓		✓
20	Change Schedule				✓				✓		✓		
21	Refer to Mentoring Program							✓	✓		✓		
22	Refer to ISS / Detention Hall				✓				✓		✓		✓
23	Refer to Attendance Committee							✓	✓	✓			✓
24	Withhold Off-Campus Lunch							✓					
25	Contact Transportation Department								✓		✓		
26	Contact Student's Probation Officer							✓	✓	✓			✓
27	Campus Communities-In-School Support								✓	✓			
28	File Court Referral for Unexcused Absences	✓	✓						✓	✓		✓	✓
29	Parent Provides Medical or Other Documents							✓	✓				✓
30	Parent Enrolls in Parent Conn. Online Support							✓	✓				
31	Parent Monitors Grade & Attendance Online							✓	✓				
32	Parent Reviews Attendance with Campus Clerk							✓	✓				

33	Parent Investigates Community-Based Support								✓								
34	Parent Attends Student's Classes								✓								
35	Parent Emails or Makes Phone Contact							✓		✓							
36	Parent Signs in Daily in the Office							✓		✓							
37	Student Completes Daily Attendance Sheet							✓		✓							
38	Student Attends After-School / Evening Prog.							✓		✓							
39	Student Pursues HS Attend. Recovery Prog.					✓			✓								
40	Student Participates in Credit Retrieval Classes									✓							✓
41	Student Participates in School-Age Parenting									✓							
42	Student / Parent Develop Graduation Plan								✓		✓						
43	Designated Attendance Administrator Prog.									✓							
44	Designated Attendance Support Staff Prog.									✓							
45	Weekly At-Campus Truancy Sp. / Attend. Off.									✓							
46	Individual Attendance Plan									✓	✓			✓			✓
47	Dropout Recovery Project							✓									
48	Home Visits		✓			✓		✓		✓		✓		✓		✓	✓
49	Student Conference with Campus Adm.		✓			✓											✓
50	New Enrollees Attendance Conference					✓					✓						
51	Community Sweeps							✓									
52	Truancy Intervention Program							✓									
53	Attendance Improvement Manag. Program							✓			✓						
54	Court Liaisons							✓									
55	Warrant Round-Up							✓									
56	Early Intervention Model										✓						
57	P16 Plus Partnership										✓						
58	Parent Family Liaisons										✓						
59	Mandatory Attendance Improvement Meeting										✓						
60	SAMS / E-Truancy										✓						
61	City Year										✓						
62	Family Social Workers										✓						
63	Social Workers										✓						
64	Middle School Partners Transition Coord.										✓						
65	Send Reminders		✓														✓
66	Give Consequences		✓														✓
67	Tardies															✓	
68	Saturday School			✓						✓					✓		✓
69	Discipline meetings									✓							
70	Eblasts from Principal									✓							
71	VOE not Issued									✓							
72	Community Service			✓													

No participation/input from the following School Districts: Edgewood ISD, Randolph Field ISD, & Southside ISC

*No participation/input included for this segment from the following School District: Ft. Sam Houston ISD

**No participation/input provided for district specific measures for this segment, but expressed agreement to the final product: Somerset ISD



**Committee's Recommended
Truancy Prevention/Intervention Measures
as standard minimum for us all to employ**

A. T . T . E . N . D. (Draft)

**15 Recommended Measures
identified by square bullets below:**

(1) Alert - *Inform, signal*

- Inform on attendance guidelines at different venues/forums to include: district student-parent handbook, back to school meetings, assemblies, prep-days, etc...
- Signal/encourage use of district resources/tools available to include parent & student connection, etc...

(2) Track - *monitor, survey, pursue*

- Monitor student attendance with the use of technology applications when available
- Send absent notifications and reminders on attendance procedures through school messenger, attendance letter, or other means
- Employ district's student code of conduct disciplinary consequences as appropriate
- Pursue district and campus approved attendance incentives

(3) Teach - *educate, communicate, coach*

- Educate & communicate on attendance guidelines during parent- student conference
- Explain suggestions/guidelines when reviewing student attendance record
- Conduct home visits as needed

(4) Engage - *connect, involve, contract*

- Involve relevant individuals (admin, student, parent, perhaps nurse, counselor, PO, social worker, etc..) in the development of an individual attendance plan/contract for the student. Said action plan would attempt to address the factors that have proven causal to the student's nonattendance by employing appropriate intervention measures.
- Issue Attendance Warning Notice in accordance with CAL (3 UAs in a 4 week period)
- Connect through ARD/504/staff conference for special students to ensure the absences are not causal from a disability/condition, when appropriate

(5) Notify - *advise, report, counsel*

- Advise counselors, social workers, probation officer, or other personnel for needed support as needed
- Counsel on at-risk of failure or loss of credit ; report on Attendance Committee, Saturday School, or Credit Retrieval as appropriate

(6) **Defer** - *yield, acknowledge*

- Acknowledge that district has exhausted truancy prevention/intervention measures appropriate for student ; Yield to Court for Intervention - File Truancy Court Referral



A. T. T. E. N. D.

Truancy Prevention/Intervention Measures

Sub-committee's recommended standard minimum measures

Alert: *inform, signal*

- Inform on attendance guidelines at different venues/forums to include but not limited to: district student-parent handbook, back to school meetings, assemblies, prep-days
- Signal and encourage use of district resources/tools available to include but not limited to: student connection, parent connection, parent portal

Track: *monitor, pursue, survey*

- Monitor student attendance with the use of technology applications when available
- Send absent notifications and reminders on attendance procedures through school messenger, attendance letter, or other means
- Employ district's student code of conduct disciplinary consequences as appropriate
- Pursue district and campus approved attendance incentives

Teach: *educate, communicate, coach*

- Educate & communicate on attendance guidelines during parent- student conference
- Explain suggestions/guidelines when reviewing student attendance record & other relevant data
- Conduct home visits as situations warrant

Engage: *connect, involve, contract*

- Involve pertinent individuals (to include admin, student, parent(s), nurse, counselor, probation officer, and/or social worker) in the development of an attendance plan/contract/action plan for the student. Said action plan would endeavor to address the factors that have proven causal to the student's nonattendance by employing case-specific intervention measures
- Issue attendance warning notice in accordance with CAL (3 UAs in a 4 week period)
- Connect through ARD/504/staff conference for special students to ensure that absences are not causal from a disability/condition, as appropriate

Notify: *advise, report, counsel*

- Advise counselors, social workers, probation officer, and/or other key personnel for needed support as situations warrant
- Counsel on at-risk of failure or loss of credit ; report on attendance committee, Saturday school, or credit retrieval, as appropriate

Defer: *acknowledge, yield*

- Acknowledge the district has exhausted appropriate case-specific truancy prevention & intervention measures for the student ; Yield to Court for additional intervention - File Truancy Court Referral