

9. Catholic Charities - Family and Children 475-9011
1840 Lockhill Selma, St. 102 78213
 10. Centro Del Barrio Inc. 927-6883;
123 Ascot 78224
 11. Family Focus of San Antonio 599-4558;
2391 NE Loop 410, St. 104 78233
 12. Community Clinic, Inc. 821-5522;
210 W. Olmos 78212
- B. Alcohol and Substance Abuse**
1. Alcoholics Anonymous Help Line 828-6235
 2. Palmer Drug Abuse Program (Family Group)
967-9766; 10226 Ironside 78230
 3. Inman Christian Center (Residential Treatment)
222-9641; 1214 Colima 78207
 4. Center for Health Care Services-Detoxification/
Alcohol & Drug Screening 225-5481 ;
711 E. Josephine
- C. Psychological-Psychiatric Services**
1. Child Guidance Center 614-7070;
2135 Babcock 78229
 2. CHCS Screening/Evaluation 225-4475;
711 E. Josephine
 3. CHCS Crisis Stabilization 225-5481;
711 E. Josephine
- D. Child Placement Facilities**
1. Baptist Children's Home Ministries 674-3010;
7404 Hwy 90 West 78227
 2. Boysville 659-1901; PO Box 369,
Converse 78109
 3. Father Flanagan's Boystown of SA 271-1010;
503 Urban Loop 78204
 4. Youth Alternatives 340-7971 ;
3103 West Ave. 78213
 5. St. Peter-St. Joseph Children's Home 533-1203;
919 Mission Road 78210
 6. Methodist Children's Home 696-2410;
6487 Whitby 78240
- E. Other**
1. United Way of San Antonio 227-HELP;
700 S. Alamo 78205
 2. Military connected families have the resources
at Wilford Hall, Fort Sam Houston, Brooks,
Lackland and Randolph Air Force Bases.

18. REPORT A MISSING AND/OR RUNAWAY CHILD

- A. Notification of authorities:**
POLICE DEPARTMENT 207-7662
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 the attendance officer
 7. 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.

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

Take your child to the Bexar County Juvenile Probation Department, 233 Mitchell 531-1140, 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 214 Nueva phone 207-7660

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.

**PARENTS: 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

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

Once a warning letter has been issued, it is required that a doctor's note be provided. For absences not directly related to the child's personal illness, third party verification will be needed. "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. Tardies may be counted as partial day absences and could result in court action. 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. 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 and your child's teachers. Call the school today to see if your child has turned in doctor's notes for absences.

3. 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.

4. CONTACT THE SCHOOL

It might be helpful for you to call the school counselor or assistant principal to arrange a meeting with your child's teachers to discuss attendance, academic progress, and behavior. 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

5. 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.

6. 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.

7. CHECK ABSENCES ON REPORT CARD

Remember to ask to see your child's report card. It is issued each nine weeks. A parent'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.

8. 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.

9. 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.

10. 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.

11. 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

12. 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

13. 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.

14. SHADOWING AFTER TRUANCY

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

15. CALL THE POLICE IF NEEDED

Call the non-emergency number 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.

16. 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.

17. SEEK ASSISTANCE FROM SOCIAL AGENCIES

Do not hesitate to ask for assistance from professionals in counseling, 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:

A. Counseling

EVERY SCHOOL has a counselor on campus available to students.

1. STAR. Program-(free services) 832-5000
909 Loop 410, St. 800
2. Youth Services Division 226-8114
2805 E. Commerce
3. St. Mary's Univ. Family Life Center 436-3133
1 Camino Santa Maria 78228
4. Mexican-American Unity Council 978-0505
2300 W. Commerce St. 107 78207
5. Our Lady of the Lake Community Counseling Service 434-1054; 500 N. Gen. McMullen 78228
6. Milagritos 798-0303 ; 206 Elson
(Children & Adults)
7. Jewish Comm. Center 302-6920
12500 N. W. Military Dr.
8. Horizons 257-1250; 5309
Wurzbach, Suite 1000

