

ATTENDANCE  
ATTENDANCE ACCOUNTING

(REGULATION)

**Attendance Tracking**

The Superintendent or designee shall ensure the District follows all attendance procedures established by the Texas Education Agency. The primary purpose for the TEA's collection of student attendance data is to ensure that Foundation School Program (FSP) funds can be allocated to Texas's public schools. All public schools in Texas must maintain records to reflect the average daily attendance (ADA) for the allocation of these and other funds by the TEA.

Section 25.092 conditions credit or a final grade for a class on a student's attendance for at least 90 percent of the days a class is offered. A student who is in attendance for at least 75 percent, but less than 90 percent, of the days a class is offered, may be given credit or a final grade if the student completes a Loss of Credit (LOC) plan approved by the campus principal, that provides for the student to meet the instructional requirements of the class.

**General Attendance Rules**

Each teacher or other school employee who records students' attendance must certify, in writing, that such records are true and correct to the best of his or her knowledge and that the records have been prepared in accordance with laws and regulations pertaining to the student attendance accounting by signing and dating the record of attendance within one calendar week of the attendance recorded. Electronic signatures are acceptable. Signature stamps and pencil are not acceptable.

Each campus must determine attendance for all grades by recording attendance within 20 minutes of the designated official attendance taking time.

Students who are on campus and in their classrooms at the time attendance is taken must have their official attendance taken and completed by the classroom teacher. Attendance must not be taken by students or classroom aides and clerks who do not meet the requirements of a highly qualified paraprofessional. Using a student "sign-in" sheet to record attendance is not an acceptable method of taking roll and will result in the attendance being disallowed.

**Process for Infractions of student attendance**

In the exercise of the progressive discipline process, the District's values of honesty, ethical behavior, and mutual respect should guide the content, presentation, and handling of all disciplinary situations and actions on employees responsible for ensuring all student attendance procedures are followed. See Policy DCD (Local).

Various types of disciplinary actions may be taken in order to help an employee assume responsibility and modify and correct unac-

ceptable performance, behavior, or actions. The alternatives available, ranging from verbal counseling to non-renewal of employment, shall be dependent on the severity or recurring nature of the violation or behavior. Misconduct deemed sufficiently serious, including criminal and gross or ethical misconduct, may result in an employee's immediate non-renewal or termination of employment. The District reserves the right to move to a higher level of the discipline process.

Supervisors may use the disciplinary forms provided by the Department of Human Resources under the Staffnet website on the *Employee Development Intervention Guidelines* booklet in the Department of Human Resources website. Any alternative form and/or letter must contain the elements provided in the disciplinary forms under the Staffnet website.

1<sup>st</sup> – 3<sup>rd</sup> Infraction: Verbal Counseling

4<sup>th</sup> – 6<sup>th</sup> Infraction: Written Counseling Record w/ Removal of any Evaluation Waivers and possible implementation of a Coaching Plan

7<sup>th</sup> – 9<sup>th</sup> Infraction: Written Reprimand w/ Performance Improvement Plan

10<sup>th</sup> Infraction: Referral to the Department of Human Resources with recommendation of review of case file for possible Final Opportunity Letter, Non-Renewal Recommendation, etc.

Approved:

Marta Carmona M. Ed., Interim Superintendent

March 30, 2022

Board Committee Review:

April 11, 2022