



UNITED INDEPENDENT SCHOOL DISTRICT INFORMATIONAL ITEM

TOPIC: _____ High School Attendance Incentive Program _____

SUBMITTED BY: _____ Laida P. Benavides, CPA _____ OF: Division of Finance

APPROVED FOR TRANSMITTAL TO SCHOOL BOARD: _____

DATE ASSIGNED FOR BOARD CONSIDERATION: _____ August 20, 2008 _____

INFORMATIONAL REPORT:

United Independent School District ("UISD") believes in investing in student achievement and feels regular school attendance is essential for the student to make the most of his or her education. The Board of Trustees has requested to establish a high school attendance incentive program (the "Program").

The Program is designed to encourage high school students to attend school on a daily basis and attain an exceptional attendance record which the District feels will lead to improved student performance and will instill responsibility and self-esteem in students at UISD. The program should provide incentives for those eligible students who have attained a perfect attendance record for a determined attendance campaign period.

Administration has developed the attached guidelines and is working with campus staff to develop an annual written plan to define the attendance campaign period (s); which incentives will be awarded per campaign period, when the award will take place, etc. The plan also addresses how the program will be marketed and communicated to students and parents.

UNITED INDEPENDENT SCHOOL DISTRICT

Roberto J. Santos
Superintendent

Administrative Guidelines: High School Attendance Incentive Program
Submitted by: High Schools
Approved by Superintendent:
Effective Date: August 25, 2008

ESTABLISHMENT OF PROGRAM: WHEREAS, United Independent School District (“UISD”) believes in investing in student achievement and feels regular school attendance is essential for the student to make the most of his or her education.

THEREFORE, the Board of Trustees has approved local funds to be used to establish a high school attendance incentive program.

PURPOSE: These guidelines are to be adhered to ensure consistency with UISD policies and procedures when dealing with the High School Attendance Incentive Program (the “program”).

DEFINED: The program is designed to encourage high school students to attend school on a daily basis and attain an exceptional attendance record which the District feels will lead to improved student performance and will instill responsibility and self-esteem in students at UISD. The program will provide incentives for those eligible students who have attained a perfect attendance record for a determined attendance campaign period.

ELIGIBILITY: High School Students who are enrolled in any of the four UISD high schools in grades 9-12 are eligible to participate in this program.

PERFECT ATTENDANCE: Perfect attendance is considered an exceptional attendance record with a student having been in each scheduled class on a daily basis. As per the UISD Student Handbook, under the Attendance section, “students must be in class when the bell rings at the beginning of **each** class period. Students are to be marked tardy if they report to class after the bell rings without a proper excuse. Four tardies or early releases in any one class shall be counted as one unexcused absence for award and perfect attendance purposes.” **The only absence considered “excused” for this program will be if a student is attending a school sponsored event.**

ATTENDANCE CAMPAIGN PERIOD(S): The attendance campaign period (s) will run from the first day of the school year through the last day of the school year as published in the annual school calendar adopted by the Board of Trustees. The adopted school calendar defines the dates to be included in a “nine week” period and a “semester” period.

VERIFICATION OF PERFECT ATTENDANCE: The UISD student attendance system, known as EDP, is the official attendance record system for the district. The campus principal, or designee, will utilize EDP to verify for each defined attendance campaign period which students have attained perfect attendance for this program.

STUDENT INCENTIVES: Incentives should be appropriate for students of high school age, be of a reasonable value, and also be conducive to entice school wide participation from all eligible students.

DISTRIBUTION OF INCENTIVE(S): The District should develop an annual written plan to define the attendance campaign period (s); which incentives will be awarded per campaign period, when the award will take place, etc. The plan should also address how the program will be marketed and communicated to students and parents.

Student incentives will be awarded in a consistent manner among all four high schools. A drawing that allows for equal opportunity of chance will take place in a public setting with student and staff representatives present. Winners should be announced immediately.

SELECTION OF WINNER(S): All decisions by UISD faculty and administration regarding the issuance of incentives or opportunities to participate in drawings for incentives are final and may not be appealed.

BUDGET APPROPRIATIONS: Due to the District's commitment to the program, the Board of Trustees will allocate each budgetary year from local funds for the program. The amount allocated will be determined to be no less than a ¼ percentage of average daily attendance (ADA) rate earned by a high school based on their projected enrollment for the coming school year through the Texas Education Agency's (TEA) attendance calculation.

DISCLAIMER: Neither United ISD nor any trustee, administrator, employee or agent thereof is responsible for the condition, performance, nor adequacy of any incentive awarded or for any express or implied warranty or any representation made concerning any incentive award. United ISD makes no warranty with respect to the condition, performance, or adequacy of any incentive awarded.

INDEMNIFICATION: The student and/or/his/her parent/guardian will hold the district harmless and indemnify the same with respect to any claims, costs, expenses, and litigation/prosecution (including reasonable attorney's fees), arising from the implementation of this program or the incentive awards.