

ENLACE
Increasing Access and
Success in Education

Please call to set Tutor time up

Phone 345-9021 ext. 82126

Mentor/Tutor	Monday	Tuesday	Wednesday	Thursday	Friday
Veronica Hernandez	9:00 am - 4:30 pm	OFF	9:00 am-4:30 pm	OFF	9:00 am - 4:30 pm
Jacy Watley	OFF	9:00 AM – 5:00 pm	OFF	9:00 AM – 5:00 PM	10:00 AM – 5:00 PM
Valeria Garcia	7:30 am – 3:00 pm	OFF	7:30 am – 3:00 pm	OFF	8:00 am – 5:00 pm
Richelle Ward	10:00 am – 5:00 pm	OFF	10:00 am – 5:00 pm	OFF	10:00 am – 5:00 pm



**FREE Tutoring is also available under Title I for qualifying students;
call Gary Montoya at 345-9021 ex. 82263**

ATTENDANCE INTERVENTION PLAN FOR UNEXCUSED ABSENCES – 2nd SEMESTER

Teachers*	Counselors	Administration
1. Intervention between 1 st through 4 th absence, Parent call or e-mail (automated call is not an intervention)		
	2. Will generate a list of students for each level grade with 5 or more absences and will fill Attendance Referral and will refer to grade level administrator. Parking Permits, Off Campus Passes, and Off Campus Lunch Privileges may also be revoked at this time.	
		3. Will meet with student(s) and assign them to 3 days of Intervention Classes and will contact parents. A copy of the referral and consequences will be given to Teacher and Counselor.
	4. Counselors will facilitate 3 sessions of intervention classes Wed. – Fri. in the Lecture Hall w/Admin. support.	
	5. Will provide to Administration, list of students that did not attend all 3 classes.	
		6. Students that did not attend all 3 classes, parents will then be notified and will be required to attend an evening Intervention Class with their student.
7. Teacher will notify Counselor if unexcused absences continue.		
	8. Counselor with Admin. support will facilitate Intervention class with parent/student. Student will also be placed on an Attendance Contract. Students whom have continued with unexcused absences as notified by teacher will also be required to attend parent/student evening intervention class.	
	9. If student /parent do not attend evening Intervention Class, APD officers and ENLACE personnel will make a home visit with information on grades, absences, and consequences.	
	10. At the 10th absence student will receive a Failure grade and will be placed on no credit status.* All documentation of absences and interventions will be submitted to the JPO after the 10 th absence.	

*If student masters the content, the student may petition for a grade, but must have teacher recommendation. A Committee will determine whether they deserve credit after looking at teacher recommendation, current grades and attendance.

*Next semester teacher will be responsible for submitting attendance referrals.

--Students with continuous absences and referrals from different teachers, after they have attended 3 sessions of intervention classes, may move to step 8, 9 or 10 consequences.