

DEPARTMENT OF CAMPUS OPERATIONS PK-12

GENERAL PERFORMANCE RESPONSIBILITIES and RELATED POLICY

1. Respond to parent, student and community inquiries regarding student discipline and attendance
 - STUDENT CONDUCT FNC thru FNCI
 - DISCIPLINE FO thru FOE
 - ATTENDANCE FD thru FDE
2. Serve as first level appeal at the administration building regarding parental/student Complaints involving discipline and attendance FNG, SCOC p. 22-24
3. Provide guidance to campus administrators, parents and guardians regarding parent rights and custody issues FFE, FL, FNC, FNCJ thru FNG
4. Serve as the District's Title IX Coordinator for student concerns including sexual harassment issues involving students FFH
5. Coordinate revisions, printing, and distribution of Student Code of Conduct
 - FNC thru FCNI, FO thru FOE, SCOC
6. Serve as liaison to the Irving Police Department's SRO program
 - GRA
7. Ensure all state/federal reports related to discipline and properly completed and filed PEIMS data entry – 425 reports
8. Address matters regarding school clubs/organizations, cheerleading, and drill team including revisions to guidelines, bylaws, and constitutions used by the groups
 - FM thru FMG
9. Coordinate and supervise the operations of the Compulsory Attendance Department and facilitate work of the H.S. campus attendance/dropout prevention officers
 - FD thru FDE
10. Assist parents concerning Home Schooling policies and procedures FDC
11. Assist parents/citizens concerning Request for Student Records FL
12. Coordinate High School Baccalaureate, Commencement programs, and summer school graduation ceremony
 - GRADUATION EIF thru EJ
13. Assist Campuses with student transfer questions
 - ADMISSION AND ATTENDANCE FD
 - INTERDISTRICT TRANSFERS FDA
 - INTRADISTRICT TRANSFERS FDB
14. Certify out-of-District Transfer requests and update STS (Student Transfer System)
15. Oversee the Department of Parent/Student Services
16. Other duties related to campus operations as assigned