



Harambee Institute of Science and Technology Charter School

638-640 N. 66th Street * Philadelphia, PA 19151
(215) 472-8770 * (215) 472-9611 (Fax)
www.histcs.org

ATTENDANCE AND TRUANCY PROCEDURES

STUDENT ATTENDANCE

- School attendance is required for ages 8 to 17.
- Children are considered school age from the time they are admitted to school until graduation.
- Absences may only be excused for one of the following reasons:
 1. Illness, injury, or teen parent leave (delivery only)
 2. Recovery from an accident
 3. Required court attendance
 4. Death in the family
 5. Educational tours or trips (Administrator approval is required prior to the absence)
 6. Religious holidays.
- An “illegal” or “unexcused” absence occurs when a student is absent without a valid written excuse note. All absences are marked as illegal/unexcused until the school receives a written excuse note.
 - A written notice from a parent or guardian must be submitted within three (3) calendar days of the scholar’s return to school.
 - Failure to do so will result in the absence being counted permanently as illegal/unexcused.
- An excuse note from a physician must be submitted if the absence extends for three (3) or more consecutive days.
- See Harambee Policy # _____ Student Attendance in the Harambee Policies and Procedures Handbook.

TRUANCY

- Harambee Charter School will implement a Truancy Intervention Protocol. (*See attachment*)
- The school shall notify in writing the parent/guardian within ten (10) school days of the child’s third unexcused absence that the child has been “truant.” (C-31 3-Day Notice)
 - Notices must be sent to SDP’s Office of Attendance and Truancy
attendanceandtruancy@philasd.org.

“Let’s Pull Together For Quality Education”



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- This notice must be in the mode and language of communication preferred by the parent/guardian.
 - The school must schedule and notify the parent of an Attendance Improvement Conference. The following individuals shall be invited to the conference:
 1. The child
 2. The person in parental relation to the child.
 3. Other individuals identified by the person in parental relation who may be a resource
 4. Appropriate school personnel
 5. Recommended service providers
 - The school must hold the conference even if the parent declines to participate or fails to attend after the school provides advance written notice and makes attempts to communicate via telephone.
 - The purpose of the conference is to identify the barriers to regular school attendance and develop interventions that will eliminate or reduce the barriers.
 - The school must document the outcome of the attendance conference in a written attendance improvement plan (Truancy Elimination Plan) and in the child's PowerSchool Log Entry.
 - The school may not impose discipline for truant behavior that excludes the student from the school or classroom. Specifically, the school may not expel or impose out-of-school suspension for truant behavior.

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