



Harambee Institute of Science & Technology Charter School

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2019-2020 TRUANCY INTERVENTION PROTOCOL (TIP)

GOALS OF THE TIP:

- Notify the parents/guardians to make them aware of their child's absence.
- Identify the barriers that are preventing the scholar from coming to school.
- Engage the parents/guardians and/or the scholar in the process of developing and implementing interventions that will eliminate or reduce the barriers.
- Document all efforts and interventions.

At the 1st Illegal/Unexcused Absence
<ul style="list-style-type: none">• Telephone Call by the homeroom teacher - documented
At the 3rd Illegal/Unexcused Absence
<ul style="list-style-type: none">• Legal Notice (C-31) - mailed to the parent/guardian• Address and telephone number is verified
Between the 3rd and 5th Illegal/Unexcused Absence
<ul style="list-style-type: none">• Attendance Improvement Conference Letter - meeting scheduled with parent/guardian and/or student.• Meeting - held with counselor and CRT leader.• Truancy Elimination Plan - developed with parent and/or student.

A copy of the C-31 must be placed in the Pupil Pocket at the end of the year

Education for Self-reliance