

Hampton City Schools HERE! Protocol

# UA	SCHOOL and DIVISION ACTIONS & CODES	DOCUMENT Actions in PowerSchool
1 st & 2 nd	<ul style="list-style-type: none"> Send an automated call to the parent/guardian. 	
3 rd	<ul style="list-style-type: none"> Make a personal call to the parent/guardian. Inquire about reasons for absences. Send email if email address is available. Suggest resources and share information about HERE! Workshops. 	Truancy Contact
4 th	<ul style="list-style-type: none"> Make parent contact - explain the truancy process. Send a truancy letter if phone and email efforts are unsuccessful. Consider a Home Visit if the parent is not responsive to phone/email. 	Truancy Contact
5 th & 6 th	<ul style="list-style-type: none"> Make a personal contact to conduct or schedule a CAP meeting. Conduct the CAP meeting - document if parent attends in person, by phone, via Zoom, etc. Attach the CAP document in PowerSchool. Make a 2nd attempt if the parent is nonresponsive to the first attempt. If the parent does not respond, document as a CAP-No. 	CAP Meeting Held CAP - NO
7 th +	<ul style="list-style-type: none"> Continue to attempt contact parent/guardian contact to review CAP. 	Truancy Contact
	<ul style="list-style-type: none"> If a student continues to have 2+ unexcused absences after the CAP is completed/attempted, refer to TRT for continued unexcused absences. 	Refer to Division Attend Coord (TRT)
	<ul style="list-style-type: none"> <i>Hampton Sheriff delivers notice to the parent to attend a TRT meeting.</i> 	Truancy Letter Sent by Student Services
	<ul style="list-style-type: none"> <i>Parent/guardian and student meet with Truancy Response Team (TRT).</i> 	Truancy Response Team
	<ul style="list-style-type: none"> <i>TRT refers student and family to court.</i> 	Refer to Court Liaison (CHINS Petition)
	<ul style="list-style-type: none"> <i>Family and student attend court. Court mandates family to participate in H-CAT.</i> 	Court Update
	<ul style="list-style-type: none"> If UAs continue after court appearance, refer to Court Services via PowerSchool. 	Repeat Referral – Continuous Absences
	<ul style="list-style-type: none"> <i>Family meets with H-CAT team.</i> 	Truancy Conference
	<ul style="list-style-type: none"> <i>Family returns to court for CHINS disposition.</i> 	Court Update
	<ul style="list-style-type: none"> Submit Repeat Referrals if unexcused absences continue. 	Repeat Referral – Continuous Absences
	<ul style="list-style-type: none"> <i>Additional violations may result in court charges against the parent/guardian.</i> 	Court Update

HERE! Protocols for Addressing Truancy

ABSENCE	SCHOOL ACTION & CODES	EXTERNAL ACTION & CODES
Excessive Tardies	<ul style="list-style-type: none"> Develop a system for documenting and addressing tardies to school or class(es). Document in PowerSchool as: <div>Corrective Action - Tardies</div> <i>or for some schools</i> <div>BASE – Corrective Action - Tardies</div> 	<div>BASE – Intervention</div> <div>BASE – Truancy Conference</div> <div>BASE – Super SIT</div>
1 st & 2 nd Unexcused Absences	<ul style="list-style-type: none"> Send an automated call from <i>School Messenger</i> system. 	
3 rd Unexcused Absence	<ul style="list-style-type: none"> Make a personal call. Inquire about reasons for absences and provide resources. Send home information about HERE! Workshops. Document in PowerSchool as: <div>Truancy Contact</div> <p><i>Note: BASE Workers in some schools will ALSO initiate contact to support families. Those should be documented as:</i></p> <div>BASE – Truancy Contact</div>	
4 th Unexcused Absence	<ul style="list-style-type: none"> Parent contact - explain the truancy process. Document in PowerSchool as: <div>Truancy Contact</div> 	
5 th /6 th Unexcused Absence	<ul style="list-style-type: none"> Make a personal call to schedule or conduct a CAP meeting. Conduct a CAP - document if parent participates in person, by phone, via Zoom, etc. <div>CAP Meeting Held</div> Attach the CAP document in PowerSchool. 	

	<ul style="list-style-type: none"> • Make a 2nd attempt if the parent is nonresponsive to the first attempt. • If the parent does not respond, document as a CAP-No. 	
<p>7th+ Unexcused Absences</p> <p>(Within 10 days after the 10th Unexcused Absence)</p>	<ul style="list-style-type: none"> • Continue automated calls daily. Review CAP expectations. • Document in PowerSchool: <div>Truancy Contact</div>	
	<ul style="list-style-type: none"> • If unexcused absences continue after CAP is completed, refer to TRT via PowerSchool: <div>Refer to Division Attend Coord (TRT)</div>	<ul style="list-style-type: none"> • Hampton Sheriff delivers notice to the parent to attend the TRT meeting. • Enter in PowerSchool: <div>Truancy Letter Sent by Student Services</div> <ul style="list-style-type: none"> • Truancy Response Team (TRT) meets weekly. • Enter in PowerSchool: <div>Truancy Response Team</div>
Additional Unexcused Absences	<ul style="list-style-type: none"> • If unexcused absences continue after TRT has met, make personal parent contact and refer to Court Services via PowerSchool: <div>Repeat Referral – Continuous Absences</div>	<ul style="list-style-type: none"> • TRT refers the student to court. <div>Refer to Court Liaison (CHINS Petition)</div> <ul style="list-style-type: none"> • Family attends court. • Court mandates H-CAT meeting. <div>Court Update</div> <ul style="list-style-type: none"> • H-CAT team meets with family. <div>Truancy Conference</div> <ul style="list-style-type: none"> • Family returns to court for disposition. <div>Court Update</div> <ul style="list-style-type: none"> • Additional violations result in court action including but not limited to charges against the parent / guardian, mandate of specific community services, Foster Care placement, etc.