

2014-2015 APPLICATION FORM FOR TRUANCY COURT PROGRAM (TCP)
Sayra and Neil Meyerhoff Center for Families, Children and the Courts (CFCC)
University of Baltimore School of Law
1420 North Charles Street
Baltimore, Maryland 21201

Please send application by July 9 to: Jana White, TCP Co-Manager, jwhite@ubalt.edu, 410-837-5737 (facsimile)

SCHOOL CONTACT INFORMATION

School: _____ Number: _____
 Address: _____ Zip: _____
 Telephone: _____ Facsimile: _____
 Principal: _____
 Email: _____ Cell phone number: _____
 Assistant Principal: _____
 Email: _____ Cell phone number: _____

PART I: SCHOOL TRUANCY COURT PROGRAM TEAM

Team members must have the time and commitment necessary to assist in the operation of the Truancy Court Program (TCP). The primary TCP school contact attends all TCP sessions and acts as the liaison between the TCP team and the school. The TCP school contact is responsible for: securing signed permission slips for participants; ensuring that student files are complete and available for the TCP judge to review prior to each weekly session; and collaborating with TCP staff to coordinate special events such as TCP orientations, field trips, pizza parties, graduations, and receptions.

Please note: In order to be most effective, the TCP team should include: at least one teacher, one administrator, and either a guidance counselor, social worker, school psychologist, or parent liaison. The TCP team is responsible for providing weekly attendance data and teacher reports for each student's TCP file and following up on action items identified by the team. Please refer to the addendum for more information about the school team and their responsibilities. **If you have any questions about the TCP team, please contact Jana White, TCP Co-Manager, jwhite@ubalt.edu, 410-837-5781; or Gloria Danziger, CFCC Senior Fellow, gdanziger@ubalt.edu, 410-837-5613.**

TCP School Contact: _____ **Position:** _____
Email: _____ **Cell phone number:** _____

TCP Team Member:	Position:	Email and Preferred Method of Contact:
_____	_____	_____ <input type="checkbox"/> Cell <input type="checkbox"/> Email <input type="checkbox"/> School
_____	_____	_____ <input type="checkbox"/> Cell <input type="checkbox"/> Email <input type="checkbox"/> School
_____	_____	_____ <input type="checkbox"/> Cell <input type="checkbox"/> Email <input type="checkbox"/> School
_____	_____	_____ <input type="checkbox"/> Cell <input type="checkbox"/> Email <input type="checkbox"/> School
_____	_____	_____ <input type="checkbox"/> Cell <input type="checkbox"/> Email <input type="checkbox"/> School

Please indicate with an asterisk which of the above team members will be responsible for gathering attendance data and teacher reports for each TCP participant.

PART II: TCP LOGISTICS

Please note: TCP sessions typically begin at the start of the school day and run for 1-2hrs.

In the event that your school is selected, we will request that you provide us with days of the week and time that your school could accommodate the TCP.

Please indicate any day(s) of the week when your school **could not** accommodate the TCP:

Location for weekly TCP sessions (same location must be available for each session):

Location of weekly Character Building Classes/ Tutoring (must be in close proximity to the TCP sessions see Addendum for further suggestions): _____

Can this room accommodate a projector? _____

PART III: TCP IMPLEMENTATION

Please describe how your team would complete each of the following tasks. Please refer to the addendum for more information on each task.

A. How will you identify potential students for inclusion in the program?

Please note:

1. Participants should have **5-20** unexcused absences/tardies, combined, in the two marking periods preceding the start of the TCP. If there are students who have more than 20 unexcused absences/tardies who would nevertheless be appropriate for the TCP and would benefit from participation, you may include them in the initial invitation list.
2. A minimum of 15 and a maximum of 20 students can participate in the TCP per semester.

B. Please attach an initial list of potential students who would qualify for participation in the TCP at your school.

C. How will you recruit students for the program?

Please note: We will provide you with a letter template and permission slip to send home to parents of selected students and will be available to meet with invited students and parents. Explain how you would ensure that parents receive the letter, understand the program, and return permission slips.

D. How will you distribute and collect TCP weekly teacher reports?

Please be as specific as possible about who would be responsible for ensuring teacher reports are available for all students on a weekly basis and how he/she would accomplish that task. For example, schools have sent weekly e-mail reminders to teachers with the teacher reports attached, distributed and collected teacher reports in person, or collected the teacher reports through school mailboxes.

E. How will you engage teachers in the TCP process?

TCP Staff will engage in outreach for teachers, such as providing breakfast for TCP teachers and conducting regular check-ins. The TCP school contact will help to determine the best way to reach and support teachers and will assist in coordinating TCP activities/communication with teachers.

F. How will you provide weekly attendance data, progress reports, report cards, and discipline reports?

Please be as specific as possible about who from your team would be responsible for printing out weekly attendance data and other applicable reports and ensuring that the reports and data are inserted in the student files prior to weekly sessions.

G. What challenges do you foresee in carrying out the above responsibilities? What strategies will you and your team use to prevent and overcome potential challenges?

PART IV: SCHOOL PROFILE

A. School Demographics (2013-2014 academic year)

Number of students enrolled: _____

AYP attendance rate: _____

Number of students who missed 20 or more days of school: _____

Number of student suspensions: _____

Number of students who qualified for free and reduced meals: _____

Number of students with disabilities: _____

B. Attendance Policies

Does your school currently have any attendance incentive initiatives/programs in place? Yes No
If yes, please explain.

How do you feel the TCP would align with your school's overall attendance plan?

Please describe your school's primary attendance concerns. Include the grade levels and/or the issues you would most like to improve (i.e. tardiness, absences, class-cutting, communication with families).

Please attach a copy of the school policy/procedure currently in place to address attendance. Explain below how parents are informed of the school's attendance policy.

C. Parental Support/Outreach

Is there a parent liaison or family engagement specialist at your school? If so, please provide name and contact information: _____

Is there an established PTA at your school? _____

If yes, approximately how many members did the PTA have in the past year? _____

Does your school host Parent and Community Engagement Meetings? _____

If yes, approximately how many parents usually attend? _____

Are students represented at the meetings? _____

If yes, approximately how many students usually attend? _____

Please give a brief description of your parent engagement efforts and describe what efforts have been successful in increasing parent participation.

Does your school currently engage, or plan to engage, in any other efforts to increase parent engagement/communication with parents? If so, please give a brief description.

What, if any, parent engagement events did your school host last year?

Does your school make targeted home visits in the summer to discuss school attendance and readiness? If so, could TCP staff accompany your school staff on these visits?

D. School Partnerships/Student Activities

Please list or attach a list of programs or partnerships at your school which provide services and/or educational support for students (i.e. mentoring, tutoring, reading enrichment services, coach class, sports, drama/arts, speech and debate, etc.).

Please note which of the programs listed above would be available to TCP students.

Please list any regular meeting or check-in opportunities where partners may attend and collaborate.

Does your school offer tutoring or coach classes?	Yes	No
If yes, is there a school-wide schedule for tutoring or coach classes that could be made available to the TCP team?	Yes	No
Does your school have a student government?	Yes	No

The Truancy Court Program is a program of the University of Baltimore School of Law Sayra and Neil Meyerhoff Center for Families, Children and the Courts. There are ancillary programs that may be available to TCP students either during or after school (for example, "Kids and the Arts", "Kids and Sports" "Kids and Cameras" or "Kids and Theater"). Would your school be interested in these programs?

Yes No

ADDENDUM

Meeting Space Requirements:

- Designate room(s) for weekly TCP sessions & character-building classes.
 - A large library with a private space is often the ideal location; otherwise, separate rooms in close proximity are strongly recommended.
 - Please note that TCP team members and students often share private and confidential information – the space allocated for the TCP should be selected accordingly.
 - A separate room or space should accommodate 15-20 students who participate in character building classes and tutoring.
 - Rooms must be available and unlocked at least 15 minutes prior to the TCP meeting's start time each week.
 - If possible, the character-building room should have projector capabilities.

Overview of School Team Responsibilities:

- Select students.
 - Participants should have 5 - 20 unexcused absences in the two marking periods preceding the start of the TCP. (Fall Session- 3rd and 4th quarters; Spring Session- 1st and 2nd quarters)
 - The ideal group size is typically 15-18, with a minimum of 15 and a maximum of 20 students per session.
 - The school is responsible for sending out the invitation letters, calling families, and, if necessary, making home visits to complete the preliminary student TCP files prior to the start of the program. TCP staff will provide technical assistance for this process and provide additional support, as applicable.
- Explain the TCP to teachers during a special or faculty/staff meeting and provide the TCP team with contact information for teachers with students enrolled in the TCP.
 - The importance of the TCP to the principal and to the school should be emphasized, including: why the school needs to increase attendance, examples of strategies to accomplish this goal, and the effectiveness of the TCP in raising attendance.
 - The TCP may invite specific teachers to participate in the TCP's meeting with a particular student in order to provide comments/feedback.
 - TCP staff will work with the school team to coordinate communication and events to build relationships with teachers.
- Distribute and collect TCP reports to teachers regarding each student's weekly performance.
 - The TCP needs reports from each of a student's teachers on a weekly basis. This requires a clear structure and teacher buy-in.
- Provide weekly attendance data for each student prior to each session.
- Provide grade and discipline reports when appropriate.
- Designate a TCP school contact and at least one other team member **who will attend every TCP session.**

School Contact Responsibilities (The TCP provides extensive technical assistance and training for each of the following):

- Act as the liaison between the TCP team and the school.
- Provide and maintain a file box for student files.
- Secure signed permission slips for each participating TCP student.
- Prior to the first TCP meeting, create a file for each TCP participant and maintain each file throughout the TCP session. Files should include the following:
 - a signed permission slip
 - an intake form
 - cumulative attendance data
 - a copy of the letter sent home inviting parent and student to participate
- Ensure that weekly teacher reports and attendance data are placed in the files for each participating student in time for the District or Circuit Court Judge to review prior to meeting with the students.
- Attend TCP sessions.
- Collaborate with TCP staff to coordinate special events, such as orientation, field trips, pizza parties, receptions, and graduation.

Please note: CFCC will provide each participating school with all necessary forms, templates, and technical support to accomplish each of the above mentioned tasks.

CONTRACT

When the program begins, CFCC will set up a timeline for completing student files for the minimum number of students (including a signed permission slip, an Intake Form, cumulative attendance data, and a copy of the invitation letter). Each school will commit to meeting a deadline by which it will make files available to TCP staff. If this deadline is not met, the school may jeopardize its participation in the TCP and may lose its place to a school on the TCP waiting list.

(Principal)

(Date)

All TCP Sessions are strictly confidential. No information is to be shared or used for non-TCP purposes unless the situation involves child abuse or neglect. Please sign below to indicate you and your staff agree to follow this policy.

(Principal)

(Date)

This school, _____, agrees to collaborate with the TCP to complete the above-described activities.

(Principal)

(Date)