

TEACHER PROCEDURES TARDY/TRUANT 2008-2009

FOR TARDY STUDENTS:

The number of tardy steps remains the same as last year. However, the handbook has some changes in procedures this year. The regular print below is language from the handbook and the italic print are some helpful hints:

Step 1: Teacher warning, teacher contacts parent and documents on Power School
(please use log entries to document on Power School, no need to write referral-deans are to look at Power School and will see documentation)

Step 2: Teacher contacts home (Postcard, email or phone call) and documents on Power School log. *(No need to write referral, again just document on log entries and deans will see documentation)*

Step 3: Teacher sends a referral to Dean's Office and documents on Power School log. Dean holds a parent conference and sends jeopardy letter home. *(Teachers to write referral on this step and get the referral to dean's office, making sure that documentation has been entered on Power School, log entries. If no documentation has been entered the referral will be returned to teacher)*

Step 4: Teacher sends a referral to Dean's Office and documents on Power School log. The Dean involves the support of counselor/social worker. Parent contacted per letter/phone call. Saturday detention/In-house suspension assigned. *(Again teachers write referrals and documents, deans will take care of the rest of the paperwork)*

Step 5: Teacher sends a referral to Dean's Office and documents on Power School log. Administrator authorizes a drop from class. *Extenuating circumstances can be determined by a school administrator. *(With all the proper documentation and interventions completed, the deans will drop students, unless there are extenuating circumstances)*