

Process for addressing students struggling with class expectations

- Talk directly to student individually about work/incomplete HW/class expectations.
 - Do not discuss removal from class with the student.
- Talk directly to the parent(s) about specific problem
 - Talk in person or individual email
 - Do not send mass email to entire class stating general problem.
- Notify grade level chair of issue (in writing). OR, you can copy the grade level chair on the email sent to parents.
- Establish a timeline of what needs to be accomplished and when it must be accomplished by.
- Communicate this timeline ASAP to parent and student.
- If work is not completed by deadline date, set up a conference with the parent, teacher and grade level chair to determine the next course of action.
- Course of action after conference will be determined on a case by case basis, and that action will be clearly communicated to all involved.