

Standard Operating Procedure Outline			
Category:	Student Policies	Department:	Leadership and Learning- Student Discipline Student Services – Attendance
Procedure:	Twilight Attendance and Discipline Procedures		
Policy Reference # :	Version: 1.0	Date: September 1, 2009	
Operational Objective(s)			
<ul style="list-style-type: none"> • To outline the procedures and requirements for the management of membership, attendance, and discipline information on students who participate in the Twilight School (TLS) discipline alternative program. 			
Procedure			
<p>A. <u>COMMUNICATION OF AVAILABLE SEATS</u></p> <ol style="list-style-type: none"> 1. Each school is assigned a set number of seats with its associated TLS. <ol style="list-style-type: none"> 1.1 Contact your Executive Director with questions 2. Schools will be allowed to negotiate/share TLS seats as needed 3. School Principal and TLS lead teacher are to be responsible for keeping up with/managing seat availability <p>B. <u>TLS Staffing</u></p> <ol style="list-style-type: none"> 1. One lead teacher and one backup lead teacher 2. TLS session teachers for core subjects 3. Exceptional Pupil instructor 4. School Counselor <p>Note: Home school Principal must assign a primary and backup contact person to receive attendance information from the TLS; and to distribute that information, as applicable, to other school staff for required action (discipline entry, etc.)</p> <p>C. <u>STUDENT HAS COMMITTED AN APPLICABLE INFRACTION</u></p> <p>NOTE: Students are eligible for TLS for 1 to 44 days at the discretion of the student’s home school Principal in compliance with applicable Exceptional Student program limitations</p> <ol style="list-style-type: none"> 1. Parent is notified; and has agreed to the student’s assignment to the TLS program 2. Home school should take no more than 24 hours to have student assigned and attending the designated TLS 3. The discipline infraction will be entered into SMS Student Behavior with a “TLS” discipline action code <ol style="list-style-type: none"> 3.1 Same as “local discipline” in that it will not be reported to the state 3.2 “TLS” code will be “searchable” within SMS to allow for tracking purposes 			

4. Dates on the infraction will indicate the start and end date of the student's assignment to the TLS
5. A narrative describing the student's assignment to the designated TLS must be recorded in the Action Details of the discipline entry
6. A "Notice of Disciplinary Action" will be printed out and given to the student
 - 6.1 End date of the student's TLS assignment will be written on the form (number of days will already be printed on form)
 - 6.2 Form will be signed by the home school administrator issuing the disciplinary action
 - 6.3 Student must take the signed form to the TLS lead teacher the first day of attendance at the assigned TLS
 - 6.4 If TLS site is in the same school, notice could be delivered directly to lead teacher
 - 6.5 Student's home school attendance (daily and by period) will be set to "TS" attendance code in SMS for the duration of the student's assignment to TLS
 - 7.1 Attendance will reflect "assumed" present at the home school while attending the TLS
 - 7.2 Attendance entered should include Fridays (though TLS is not in session those days) – more below
 - 7.3 Designated attendance contact in the student's home school office will be responsible for setting student's daily and by period TLS attendance in SMS
7. One roster spreadsheet per TLS site will be created and set in a secure shared folder
 - 8.1 Maintained by the TLS lead teacher and/or their backup
 - 8.2 Needed student information and details from the "Notice of Disciplinary Action" form will be entered into the Student Roster spreadsheet by the TLS lead teacher
 - 8.3 Other designated TLS team members will have view-only access to Student Roster spreadsheet in the TLS shared folder

D. WHILE STUDENT ATTENDS ASSIGNED TLS

1. Tentative decision has been made to identify TLS attendees by use of ID badges (currently used for ALCs)
 - 1.1 Final decision is pending
 - 1.2 Sandy Tinnon and Ralph Thompson to follow up
2. If student is absent from TLS session
 - 2.1 TLS session teacher will report student's absence via e-mail to the TLS lead teacher
 - 2.2 TLS lead teacher will have responsibility to record the absence in the Student Roster spreadsheet
 - 2.3 TLS lead teacher will inform student's parent/guardian of the absence; and require that an e-mailed or a hand delivered excuse note be received by the TLS lead teacher before or immediately upon the student's return to TLS classes
 - 2.4 TLS lead teacher will record the parent/guardian communication on the Attendance Intervention Log (tab in the Student Roster spreadsheet)
 - 2.5 Upon receipt of the student's excuse note, TLS lead teacher will record the receipt of the excuse note in the Attendance Intervention Log
 - 2.6 If an excuse note or e-mail is not received by the TLS lead teacher the day of the student's return, the student's absence will remain recorded on the attendance log report as

“unexcused”

2.7 At the end of a week’s TLS class sessions, the lead teacher will review the Attendance Intervention Log; and will report via e-mail any “unexcused” absences to the applicable home school contact person(s)

2.7.1 If a student’s absence for the TLS has been “excused”, no change should be made to the student’s home school attendance in SMS

2.7.2 If a student’s absence is “unexcused” the day(s) absent that week will be considered as an OSS disciplinary action at the student’s home school

2.7.2.1 The suspension day(s) will be entered by the student’s home school front office contact person in SMS Student Behavior as a separate incident with reason “08-09 (24) COND PREDJ GOOD ORD (conduct prejudicial to good order)

2.7.2.2 Student’s absence from TLS will NOT cause the student’s TLS assignment to be lengthened

2.7.2.3 Determination as to the criteria (number of “unexcused” absences, etc.) that constitute removal of a student from TLS will be the responsibility of the student’s home school Principal and TLS lead teacher

3. Weekly TLS sessions are conducted Monday-Thursday each week for the duration of the student’s assignment

3.1 Each Friday during a student’s assignment, the student is to remain at home as if on a regular OSS disciplinary action

3.2 Each Friday will be considered an “excused” absence from the TLS program

3.3 Each Friday’s daily and period attendance in SMS at the student’s home school will remain coded with the “TS” designation for TLS assignment

E. IF STUDENT IS REMOVED FROM TLS PROGRAM

1. End date of the original TLS discipline action in SMS will be changed to the student’s date of removal from the TLS

2. Separate discipline entry will be added to indicate the student’s new discipline disposition

2.1 If action is to be short-term suspension

2.1.1 Attendance in SMS will be modified by the home school attendance contact person to reflect the student’s new suspension action and timeframe

1. Student’s attendance which was previously marked as “TS” must be manually modified to “S” for the days/periods the student is suspended

2. If student is given early release from the TLS, the student’s previous TLS attendance (marked as “TS”) beyond the new TLS exit date must be manually modified back to the original value of “P” to reflect student’s actual attendance for those days

NOTE: If student is absent on one or more of the days mentioned above, daily attendance must be manually

entered. Automatic calculation of daily attendance will not compute because attendance is considered a “manual override”

2.2 If action is to be expulsion

- 2.2.1 Student’s home school will follow standard procedures for processing and recording the expulsion
- 2.2.2 Pre-recorded TLS attendance in SMS will be modified to reflect the actual number of days the student attended the TLS

F. WHEN STUDENT SUCCESSFULLY COMPLETES TLS ASSIGNMENT

1. TLS lead teacher will notify the student’s home school of the date the student is to return to his/her normal class schedule
2. TLS lead teacher will record student’s TLS release date in the student roster spreadsheet
3. Student’s home school Principal will notify student’s regular teachers of the student’s schedule return
4. Student’s home school front office designee(s) will review and verify that all recorded attendance and disciplinary information on student’s TLS assignment is complete and accurate

Performance Measure/Accountability

- Continuous evaluation of procedure to ensure efficiency and compliance with all regulations