

SMART Students - Enter and Exiting Steps

1 - Recommendation for Attending SMART

If student is suspended for 11 school days or longer, they are eligible to attend the SMART Program, with a few exceptions:

- ✓ School provides parents SMART information (brochure and contact information) when giving them the suspension paperwork.
- ✓ School sends copy of the suspension/expulsion form to SMART Program electronically
- ✓ Parent decides if they want their child to attend the SMART Program; we recommend an intake appointment to have questions answered regarding program expectations
- ✓ If family chooses not to attend SMART, they may request a consultation appointment with the Director of SMART and explore eLearning options, facilitated through SMART to try to maintain their academic coursework. Not all courses are available through eLearning.

2 - Once Enrolled in SMART

- ✓ School provides course work for student up until the School Board acts on the long-term suspension or expulsion. **(see new homework policy 1052.3)**
- ✓ Upon School Board action, student either is able to return to school or discipline is upheld and school stops sending course work. At this time, student is dropped from school attendance
- ✓ SMART works with a counselor to determine which APEX courses to enroll student in so that continuity of instruction is closely aligned and credits and courses for graduation are met while in SMART.
- ✓ Student works on courses enrolled while at SMART. APEX sends a weekly progress report electronically to parents. SMART staff will review weekly progress with student and make parent contact by phone if student is *not* making progress.

3 - Student Return to School (not returning to the School Board)

- ✓ **Check with assistant superintendent's office prior to contacting school to verify all conditions for returning to school have been met.**
- ✓ Talk with school counselor and administrator at least one week (5 school days) prior to the return to school about the progress of student academic work.
- ✓ Meet with parents and student at SMART informing them when student can return to school; who to contact for transition back to school, explain what will happen with courses completed or in progress at SMART.
- ✓ SMART Program will send to returning school: electronic exit summary to school counselor and administrator, documentation of finished and unfinished course work, a transition plan to complete unfinished coursework. Unfinished APEX coursework may be completed as a 7th period class or the student may be enrolled in an eLearning period during the regular school day to allow the completion of the online class. The transition, including paperwork, should take no more than two school days.

4 - Student Return to School Board for Readmission

- ✓ Check with assistant superintendent's office to verify all conditions for returning to school have been met.
- ✓ If conditions met, parent contacts Barb in Asst Supt office, 452-2000, ext 11411 for starting the return-to-school process. This process can take some time.
- ✓ SMART talks with school counselor and administrator prior to student going to school board about progress of student's course work and develops plan with school regarding academic transition.
- ✓ SMART sends electronic exit summary and plan for completing unfinished course work to assistant superintendent to be included in board packet.
- ✓ Student will return two school days after board has approved re-admittance. This gives the receiving school and SMART time to put a plan in place.