



SSLC Expectations and Protocol for Behavior in the Main Lab

1. Students are required to wear their Student ID/Lanyard and bring appropriate instruction aids to every session.
 - ◆ Headphones, paper/pens/pencils/notes for exams and calculators.
2. Students without ID's will be charged \$5.00 for a new card and \$1.00 for a new lanyard for admittance that day. Fees not paid within one week will result in students being locked out of E2020 classes.
3. Students should be on task during the session.
 - ◆ Students should be logged into classes, awake, working and not talking and milling around the teacher stations and checkout line.
 - ◆ Students may have a bottle of clear water kept on the floor at their feet. Any other drink or food should be unseen and is not to be consumed in the lab.
4. Staff members should minimize distractions in the lab by monitoring the progress of each student and utilizing the Synchroneyes System to assure that students in each section are on task.
5. Staff members should also identify students who are always on task and call parents to let them know about their child's positive behavior and good academic progress.

Protocol for Discipline

Warning

Student is warned by the main lab staff to cease disruptive behavior.

1st Violation

Student is moved to a new seat chosen by the staff. Document 1st Violation with a log entry in PowerSchool. Record 1st violation specifics on the student's contract, print the contract and have the student acknowledge the incident with their signature. Place the completed contract into the Student Behavior Contract notebook.

2nd Violation

Staff personnel calls parent to inform them of steps one and two and the consequences for future violations. Document 2nd Violation with a log entry in PowerSchool and on the Student's electronic contract, reprint and replace the original contract in the Student Behavior Contract notebook. Have the student sign off both the 1st and 2nd Violations.

3rd Violation

Staff personnel calls parent to notify them that their student is being sent home for the remainder of the day for continued lab disruptions. Staff should review consequences for future violations with parent and student. Document 3rd Violation with a log entry in PowerSchool and on the Student's electronic contract, reprint and replace the original contract in the Student Behavior Contract notebook. Have the student sign off the 1st, 2nd and 3rd Violations.

4th Violation

Parent is notified that their student is being sent home and assigned to the SSLC AES or home suspension for up to ten (10) days and that the parent and student will need to schedule a conference

with an administrator before returning to the main campus. Document 4rd Violation with a log entry in PowerSchool and on the Student's electronic contract, reprint and replace the original contract in the Student Behavior Contract notebook. Have the Student resign the violations. SSLC staff will be notified by email or phone.

Protocol for Attendance

1. The session manager will take attendance at the northwest door. Admit extra-session students to the lab after all on-time students have been admitted [relative to computer availability].
2. Admit regularly scheduled tardy students to the lab after all on-time and extra session students are seated, if computer stations are available. A student will be considered tardy [T] if they are seated after the extra-session students or after the session begins. Regularly scheduled students who are late and are not seated will be counted absent [AE] or [UA]. Late students will be sent home if parents have been contacted.
3. Session manager will call parents on all absences and tardies [when a computer station is not available] not previously excused by a parent. Record absences and tardies from the main lab, smart lab and physical education on PowerSchool and document parent contact with the PowerSchool comments option. Previously excused and verified absences and tardies should be recorded as absence excused [AE] or tardy [T], all others should be recorded as unexcused absence [UA]. Record extra-sessions [MU] with a log entry and for each MU replace an absence with an AEMU [Absence Excused Made Up] or UAMU [Unexcused Absence Made Up]. In the Log Entries record each MU counted for a Made Up absence as MU-used.
4. On the student's 3rd, 5th, 7th and 10th unexcused absence, the session manager will make a log entry and notify LJ with an email so the appropriate letter may be mailed home [cc Al and Robert and the sponsor teacher]. LJ will provide Terry a copy for placement in the student file. On the 7th unexcused absence the sponsor teacher will schedule a parent/student conference. The administration will schedule a conference with the parents on the 10th unexcused absence.
5. On the student's 5th and 10th total absence, the session manager will make a log entry and notify LJ with an email so the appropriate letter may be mailed home [cc Al and Robert and the sponsor teacher]. LJ will provide Terry a copy for placement in the student file.
6. The session manager will turn in the session attendance sheets to the Registrar's office after the evening session.
7. Students must attend an entire 3.5 hour session to be credited with an extra session [MU].
8. Non-scheduled students may be seated during the session, providing availability, without penalty and PowerSchool denotation. Partial sessions should be recorded with a log entry. No session credit [MU] will be given. Students may not leave early without parental consent.