

## **High School District Application Programs Procedures for Probation/Dismissal**

The administration, teachers and staff in our high school programs strive to cultivate an atmosphere that is intellectually stimulating, engaging, and collaborative to provide the best education possible. The expectation is that each student enrolled in one of these programs will maintain high academic and behavioral standards, as well as be in regular attendance. The staff is committed to assisting students in their development as they strive to meet their post-secondary aspirations.

In order to maintain a positive environment for every student, program staff has identified three areas that allow students to accomplish desirable outcomes: academics, attendance and behavior. Parents are expected to be supportive of teachers and administrators in resolving academic, attendance and/or behavior issues.

Due process is followed for any student on probation. When students are placed on probation for academic underachievement, poor attendance, or unacceptable behavior, the parent will be notified in writing. A success plan will be developed including specific interventions and strategies for success, to provide the support necessary for the student to improve and thus return to non-probationary status. The success plan will include “checkpoints” to determine if additional assistance or support is needed and it will be signed by the student, the parent, and the administrator or guidance counselor.

### **Students wishing to remain in these programs are expected to meet the following criteria:**

#### **Academics – probation is for one full semester**

- Maintain a minimum 2.0 unweighted grade point average during each semester of 9<sup>th</sup> grade.
- Maintain a minimum 2.3 unweighted grade point average during each semester of 10<sup>th</sup> grade.
- Maintain a minimum 2.5 unweighted grade point average during each semester of 11<sup>th</sup> grade and 12<sup>th</sup> grade.

#### **Attendance – probation is for one full semester**

- Students must attend all classes daily.
- Students must arrive promptly to each class.
- Families are strongly discouraged from taking planned vacations while classes are in session during the school year. Family vacations or other trips are not valid reasons for absences and will be marked as unexcused absences.
- A doctor’s note must be provided if a student misses more than five consecutive days of school.

#### **Behavior – probation can be established at any time and a behavior contract that includes goals and timelines should be put in place**

- Students are expected to abide by the Code of Student Conduct.
- In addition to abiding by the Code of Student Conduct, application program students are expected to maintain model standards of dress, behavior, and character.

For students with disabilities who have an IEP, are eligible for Section 504 protections, or are identified as or suspected of having a disability, a manifestation determination review will be conducted prior to referring a student to the Intervention Committee to ensure that the student act or acts resulting in placement on probation or dismissal from the program are not attributable to their disability. If the student’s act or acts are determined to be a manifestation of the student’s disability, then appropriate interventions must be implemented by the school based team. If the student’s act or

acts are determined not to be a manifestation of the student's disability, the student is then referred to the Intervention Committee. If the student is placed on probation by the Intervention Committee and later violates that probation, an additional manifestation determination review must be held prior to the student's dismissal from the program. If the student is being considered for probation or dismissal due to parent non-compliance, a manifestation determination review is not required.

At the conclusion of the probationary period, the progress of the student is reviewed with a recommendation for continuation in the program or immediate removal from the program.

Students may be dismissed immediately from a secondary District Application Program for the following reasons:

- Failure to meet the requirements of a probation contract related to academics, attendance, or behavior.
- Failure to complete program requirements such as career shadowing, required performances, or service in the community, etc.
- Involvement in a major disciplinary infraction of a serious nature, such as battery, bullying, fighting, drugs, alcohol, weapon, gang-related activity, and felony arrest (any SESIR offenses).

Immediately after a student is removed from a program, the school will contact the Student Assignment Office to determine the new school placement and notify the family of the new school assignment as soon as possible to avoid any lapse of instructional time. Students who leave a program are assigned to their zoned school or another nearby school if a zoned seat is not available based on school capacities and the Florida constitutional class size requirements.

### **Appeals Process**

Students or families wishing to appeal a removal from the program for any reason other than expulsion or reassignment to a district discipline program must notify the program assistant principal in writing within 48 hours of the notification of removal. An appeals conference will then be scheduled as soon as possible. The decision of the Program Appeals Committee is the final decision and will be communicated to the parent in writing.

Parents who feel the appropriate processes were not followed should follow the guidelines for Due Process and/or Grievance Procedures in the Student Code of Conduct to extend their appeal.