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## **STUDENT SUCCESS CENTER (SSC) ARTICULATION PROCESS**

### **Students That Qualify**

- All students 11 years old and over who display a Level II through IV behavior as described in the *Roadmap to Progressive Discipline* are eligible for the SSC option. (See page 3 for Guidelines for Consideration)

### **Procedures to Follow**

- The school site administrative designee convenes a meeting with the student and parent/guardian to review the behavior and refer the student to the SSC program.
- The Student Success Center letter is thoroughly reviewed with the student and parent/guardian prior to signature.
- The school site administrative designee initiating the referral to the Student Success Center will contact the appropriate SSC site coordinator.
- All District Code of Student Conduct expectations will be in place.
- Students are expected to wear the uniform of the school that assigned them to the Student Success Center.
- One copy of the signed FORM 6810 is scanned and e-mailed to the SSC site coordinator, one is given to the parent and one copy is maintained in the student's cumulative folder. Please note: Complete FORM 7604 w/Region Approval for all Level II infractions as well as scan and email form to the SSC site coordinator.
- After receipt of the signature of the parent/guardian, the school site administrative designee will enter the code of AS (ALTERNATIVE SUSPENSION) in the SCM. No outdoor suspension code will be entered.
- Student Success Center administrative designee will manage all Student Success Center correspondences pertaining to attendance, submission of academic coursework and maintain communication with site coordinators and Success Coaches. The Student Success Center administrative designee will:
  - Maintain an absent student documentation binder.
  - Contact parent/guardian of student absent from the Student Success Center.
  - Student Success Center administrative designee will follow-up with teacher(s) and student regarding coursework upon the return of the student.
- The SSC site coordinator will contact the administrative designee at the sending school site daily. Please note the attendance code must be inputted for students present at the SSC site. The "+" sign should be marked in ISIS attendance screen (PF7) to denote that a student is **PRESENT** at the Student Success Center. **DO NOT** add the quotation marks when inputting the new attendance code sign. If a student is absent, please mark in ISIS application as U (Unexcused Absence).

- The SSC site coordinator will provide the student with a Certificate of Completion and Success Coach Report attached to a Student Release form as evidence that he/she fulfilled all expectations at the Student Success Center.
- The hours of operations are between 8:00am to 3:00pm. Parents/guardian will receive parent/guardian letters and will participate in an on-site exit survey at the conclusion of their child's assignment.
- For students in need of transportation, identified bus stops have been provided by Student Success Center sites. To utilize this option, a temporary bus pass must be completed in its entirety by the referring school's administrative designee. Parent drop-off is highly recommended for the first day of attendance.

**ANDOVER MIDDLE SCHOOL**

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