



Protocol for students who have not submitted work
Because taking a ZERO in life is not an option!



Step 1: Teacher tutorial at lunch

Student **DOES** show up to teacher lunch tutorial

Student **DOES NOT** show up to teacher lunch tutorial

- Student **MUST** have the work to date and show good faith in working on this assignment with the teacher during the tutorial.
- Teacher's discretion about how much leeway and extra time to allow the student to complete the work without late penalty, or with reduced penalty.
- Discussion between teacher and student about more time to work on completing the assignment together.
- **NOTE:** If you have an SSR, you may invite the student to begin the 'tutorial' during this time, so long as the student's regular SSR teacher knows.

Step 2: Assign student an OFFICIAL detention AND phone or email home (Yes this means a Pink sheet specifying what the students needs to be working on)

Student **DOES** show up to the detention room

Student **DOES NOT** show up to the detention room

- Student **MUST** show up to the detention room and **WORK** on the assignment due. (specified on pink sheet and in detention binder)
- The SS VP will follow up with the binder, who was present, who skipped etc. and that the student was working on their project.

Step 3: Assign student a Complete Office Detention (ie. a Whammy: R-L-R in the office)

Student **DOES** show up to the office for R-L-R detention

Student **DOES NOT** show up to the office for R-L-R detention

- Teachers may at their discretion verify in the office at lunch that student is present and working on assignment.
- Discussion between teacher and student on how to proceed afterwards together until the work is done.
- The SS VP will follow-up

Step 4: Office Discretion

- Teacher, administrator, student, and parent/guardian attend a meeting.