

PROCEDURE FOR DROPPING A COURSE

STEP I	<p>Student makes an appointment to see his/her counselor. Counselor and student review:</p> <ul style="list-style-type: none">• Course selection sheet• Proper placement with previous grades (if improper placement, automatic change)• Discuss concerns (college requirements, prerequisite for future courses, etc.)• Explain Intervention Plan• Inform assistant principal that student is being recommended for an intervention plan• Counselor sends a note to the teacher with preliminary information. Specific guidelines for intervention to be completed by teacher and student
STEP II	<p>Student meets with teacher to write intervention plan.</p> <p>Log must be maintained of tutoring required under the plan. (see attached)</p> <p>Copy of completed forms should be given to student, teacher, counselor and assistant principal.</p>
STEP III	<p>If the need to drop a class is still evident, the counselor will set up a meeting to conference with the student, teacher, parent and assistant principal. The decision on whether to drop the course will be made at this meeting and placement will be in <u>any</u> course available. Finally, transcript will reflect dropped course.</p> <p>Weeks 3-6, students will receive a Withdrawal (W) on transcripts if intervention program is not successful.</p> <p>Weeks 3-20, students will receive a Drop/Fail if; (1) Intervention program is not followed, and (2) Students drop course.</p>

Student's Name:		Counselor:	
Teacher's Name:		Course Title:	
Grade to Date:		Tardies:	Absences:
POST SECONDARY GOALS:			
SELECTED CAREER PATH:			
<u>CHARACTERISTICS OF PERFORMANCE:(initial)</u>			
_____	Achieving above level		
_____	Working up to ability		
_____	Fluctuating Performance		
_____	Not working up to ability		
_____	Generally good conduct & Citizenship		
_____	Passive		
<u>QUALITIES OF WORK:</u>			
_____	Shows adequate understanding of subject and assignment well prepared		
_____	Usually completes assignments on time and with satisfactory accomplishment		
_____	Indifferent preparation, seldom completes assignments		
_____	Reflects little study and preparation		
<u>AVERAGE TEST SCORES:</u>			
_____	Participates in class work		
_____	Prepared for class		
_____	Homework		
Teacher Comments:			
Counselor Comments:			
Recommendation:	Continue in class:	Drop Class:	
Student Signature:		Counselor Signature:	
Parent Signature:		Assistant Principal Signature:	

OUR INTERVENTION PLAN

(i.e. tutoring, make up tests, conference with counselor, daily homework, weekly progress reports, vocabulary lists completed each night)

GOAL/OBJECTIVE	ACTIVITY	TIME LINE	EVIDENCE

Teacher Comments:

Counselor Comments:

Recommendation:	Continue in class:	Drop class:
Student Signature:		Counselor Signature:
Parent Signature:		Assistant Principal Signature: