

Diamond Jenness Secondary School

Strive for Excellence

STUDENT SERVICES AREA

ACADEMIC RISK / PROBATION POLICY

POLICY NUMBER: 4.4.3

Students at Diamond Jenness Secondary School are expected to be dedicated to their educational studies. In order for students to fulfill these goals a commitment to homework, study and attendance, is a prerequisite for success.

The Student Services Area will support Diamond Jenness students to attain their educational goals in the following ways:

- assist in the planning of course selections
- create a support Action Plan
- monitor student attendance
- monitor student progress
- provide tutoring & study sessions
- maintain parental contact

Step 1 - Academic Risk

Students who demonstrate with consistency a mark of 55% or less due to missing assignments, absences or lates will be identified as being academically at risk.

The subject teacher will contact the student and their parent(s)/ guardian(s) to discuss options. Any student continuing to be at risk will progress on to the next step.

Step 2A - Academic Probation Placement

The student will be placed on an Academic Probation contract if the following occur:

- a mark of 55% or less and /or
- a significant number of absences, as per our Attendance Policy

The teacher will create a mandatory Action Plan with the student, who will have two weeks to improve their mark and attendance.

The subject teacher will notify the parents/guardians and discuss the student's Action Plan. Once parents/guardians have been contacted the student will be considered to be on Academic Probation. A registered letter will be sent to parents.

Any student who is on Academic Probation will be expected to attend tutoring sessions and **must** follow their Action Plan. Probationary students will not be allowed to participate on teams and/or competitions, assemblies, dances etc.

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Step 2B - Academic Probation Parent Meeting for students who are on Academic Probation for 2 or more courses or at high risk.

A meeting will be set up between the student, parents, guidance counselor and school administration to discuss the student's Action Plan and any other possible support available to the student.

Step 3 – Review

Any student who demonstrates progress in assignments and marks will have their Action Plan updated or contract extended. If the student's marks and assignments improve and they no longer require an Academic Probation contract, the student will return to regular status.

If assignments and marks are not significantly improved, the teacher will suggest the student be withdrawn from the course. The withdrawal request will be discussed at a staff meeting. Parents will be notified by phone if their student is being withdrawn.

The decision to withdraw a student from a course can be appealed to Mr. Greg Storey, Principal within 24 hours. If, after speaking with their student, a parent wishes to appeal a meeting can be set up by contacting the school.