

Montezuma Secondary School Wide Process

REASONS STUDENTS MAY BE ON THE PROCESS:

- Other Academic Reasons
 - Late work
 - Falling below the BASIC level on the standard or standards.
 - Ineligibility checks throughout the semester
- Types of Absences
 - Excused Absences from School
 - School Field Trips - Examples: State BB, FFA Nationals, and
 - Non School related - sickness, vacations, and etc..
 - Unexcused Absences from School
 - Skipping a class or the day of school
 - No shows to school without a call from parents

Secondary Process

Step 1:

- Stamp planner
 - For absences from class -->Setup time to give formative
 - For other academic reasons → Set up time to reteach
- Fill out make up slip and communicate with parents (Email, phone call or text)
- Notify the RTI team with an email (Mr. Moretz, Mr. Gallagher, Ms. Taylor, and Mrs. Lown)
- RTI team will make a log of students on the School Wide Process

Step 2:

- Teacher will reteach the standard or standards to the student.
- Time frame is before school, advisor, or after school.
 - Before - 7:45-8:10
 - Advisor - 12:05-12:35 HS
 - Advisor - 12:35-1:05 JH
 - After School - 3:30 - 4:00
- Teacher will provide practice work on the standard or standards.

Step 3:

- A student's day while on the School Wide Process:
 - Students will do this work before school, advisor, after school, or outside of school.
- Students will be assigned guided study hall - 7th through 12th grade.
- JR and SR students lose open periods.
- This stays in effect until standards are met.

Step 4:

- Student will hand in practice work.
- Teacher will provide immediate feedback on practice work.
- Student will be given a formative assessment after the feedback.
- Student may take the formative in classroom with teacher, OASIS teachers, or guided study hall.
- If met, the teacher will sign make up slip and provide evidence in JMC that work has been completed from the absences.
- If not met, the process will start over!