

## PROGRAM DISMISSAL POLICY FOR I.E.P. STUDENTS

The following policy and procedures address the issue of excessive absences for students under Individual Education Plans. It is our intent to assure appropriate and adequate legal and programmatic due process for a student if program dismissal seems imminent. Be sure to note that this deals with program dismissal and not school dismissal.

### Procedural Format:

1. Student/teacher conference after first questionable absence.
2. Call the parents after the third questionable absence. If we are unable to contact parents by phone, send a letter inviting them to a conference with the teacher. The letter must give a five day reply time and inform the parents that if we have not heard from them by that time, their child will be dismissed from the program to return to the regular programming at their school.
3. Parent/student/staff conference to be held within 5 school days after step 2.
  - a. In the event that the parent cannot attend conference or requests a postponement, we would allow for one rescheduling.
  - b. If a student or parent indicates that the student absence is due to medical or psychological disabilities or illness, we will not request a physician's notification which states the nature of the illness and the length of time the student must be absent.
    1. Subsequent to physician's notification, the P.E.T. may consider home tutoring.
    2. Staff would plan with student and parent after school make-up sessions.
4. Continued absence and/or if we have not received medical or psychological notification:
  - a. Call parent – request next day notice from physician or psychologist.
  - b. Program Dismissal
    1. Notify P.E.T. chairman and/or building principal.
    2. Conduct P.E.T. for program dismissal.

Adopted: 2/14/83

Department of Public Schools, Augusta, Maine