

Principal
Melissa McLeod
Team Leader
Lisa Bilodeau
Team Leader
Jen Laliberte
Secretary
Rhonda Strong

FRANKLIN SCHOOL

"A Safe Place for Students and Adults"

23 HIGH STREET
AUBURN, MAINE 04210

(207)782-3242

ADMINISTRATIVE ASSISTANCE AGREEMENT

Staff
Bill Cote
Sam Fletcher
Leandra Fox-Teixeira
Jeff Morris
Jonathan Morris
Thomas Murphy
Karen Ogg
Heather Oimonen
Jay Trautvetter

Dear Parent/Guardian,

Date:

We have set up an intervention process to support students who are not being successful in our program. Our intent is to give a student incentive to prioritize their academic progress through regular attendance, acceptable behaviors, and doing well in classes. Administrative Assistance is the last step in this intervention process.

Your student, _____, has been put on an Administrative Assistance Agreement for the following reasons:

- ___ Student has been referred by their advocate after failing to meet the guidelines of the Advocate Assistance Agreement and the Staff Assistance Agreement.
- ___ Other behaviors causing concern are:

While on Administrative Assistance your students must meet the following requirements:

- ___ Must pass all classes each week.
- ___ May not speak/skip/leave classes.
- ___ Other:

Your student's Advocate _____ will meet with them to monitor progress. If your student violates the above requirements, we will schedule a meeting to discuss whether Franklin is the best option for this student and to explore other options available.

Violations can result in a student being reprogrammed for the remainder of the semester. Our intent is always to help students rather than reprogram them and we work closely with students to make clear the expectations of the assistance process and the ramifications of violating the requirements.

This Administrative Assistance Agreement started on _____ and will continue until your student either demonstrates progress in response to our assistance or demonstrates that a violation meeting must be scheduled.

Please feel free to call us (782-3242) or visit if you have any questions or concerns.

Sincerely,

Ms. Laliberte,
Academic Team Leader

Working collaboratively so that all students
learn and succeed in our changing world.

EOE