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Team Leader
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FRANKLIN SCHOOL

"A Safe Place for Students and Adults"

23 HIGH STREET
AUBURN, MAINE 04210
(207)782-3242

Staff
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Leandra Fox-Teixeira
Jeff Morris
Jonathan Morris
Thomas Murphy
Karen Ogg
Heather Oinonen
Jay Trautvetter

STAFF ASSISTANCE

Dear Parent/Guardian,

Date:

We have set up an intervention process for students who are not meeting expectations in our point system. Our intent is to give the students incentive to prioritize attending and doing well in school. We hope this intervention will result in them meeting our expectations and in doing so, preventing him/her from losing the privilege of being at Franklin.

Your son/daughter, _____ has been put on Staff Assistance for the reasons designated below. Our intent is to help students change behavior to aid in their success at Franklin. We work closely with students to make clear the expectations of the conditions and the consequences of not meeting these conditions:

The reason(s) _____ has been put on conditions are:

____ Student is failing one or more classes.

____ Student has not fulfilled his/her Advocate Conditions contract.

____ Other:

His/Her staff assistance conditions are:

____ Must pass all classes each week.

____ Must maintain a passing running total in each class.

____ May not speak/skip/leave classes.

____ Other:

This assistance level started on: _____ and will continue until your student either demonstrates progress in response to our assistance or demonstrates an unwillingness or inability to improve while on this level of assistance, in which case he/she will be put on the next level of assistance. The next level of assistance is Administrative Assistance and you will be informed if he or she is moved to this level.

As a part of the Staff Assistance, your student will be scheduled for a support meeting with his or her teachers. Ms. Laliberte, Academic Team Leader, will attempt to contact you with information about this meeting. Parent/guardians are invited to attend this meeting with their student.

If you have any questions or concerns please feel free to call (782-3242) or visit.

Advocate Signature: _____

Student Signature: _____

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

EOE