

BOSTON PUBLIC SCHOOLS



MAURICE J. TOBIN SCHOOL ESCUELA MAURICE J. TOBIN

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BPS/Tobin Protocol Prior to Discharging A Student:

1. A student is considered enrolled on the first day he/she appears. Homeroom teachers enter an S (ASPEN Attendance TAB) on the first day of attendance. Students who appear after the first day of school are entered on the date of appearance.

- Day 1: All students will be set as ABSENT by default and teachers will record the students that arrive on the first day as P (present) or T (tardy). This process will start student enrollment at the Tobin school.
- Day 2-7: Students who were started the day before will start each day as present. Students who have not reported to school will start each day as ABSENT until the teacher records them as present or tardy, enrolling them in the school.
- Day 8: Students who have 8 days of absences will be DNRd (did not report) and discharged automatically from school.

DNR PROCEDURE (Superintendent's Circular ACA-18A, 2016-2017, p.2 of 7

For all students who do not report to school (DNR), the following BPS procedures are in effect:

- A student will hold an NAS (Newly Assigned Student) code for a maximum of five (5) days after the first day of school or after initial assignment. On the sixth day, a student will automatically become a DNR (Did Not Report)
- A student will hold a DNR code for a maximum of three (3) days. At the end of the third day, a DNR student will automatically lose his/her seat at the assigned school. In SY2017-2018, this will occur at the close of business on **Tuesday, September 20, 2017.**
- On the third day of DNR status (or on the eighth day since the first day of school or of initial assignment), a student's seat will be eliminated from the RASI Screen, allowing the Office of Enrollment Services to assign another student to that seat.
- The student will still remain on the DNR list of the school. The principal/headmaster of the school still has the responsibility of investigating the situation and, if necessary, ultimately discharging the student to remove him/her from the DNR list. *The discharge cannot happen until an exit interview has occurred.*

2. Student attendance is monitored by school administrators on a daily basis. Connect Ed calls are set-up for families regarding absences. Calls are returned from school admin, office staff and teachers to families.

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3. Homeroom teachers call parents and families on the first and subsequent absences. Parents are reminded to bring notes explaining the absence for possible excusing. Teachers are encouraged to send home School Level Attendance Memoranda posted on the Attendance Tab of the Tobin Handbook outlining BPS policy for attendance.

4. Homeroom teachers refer students to the SST after 3-4 unexcused absences using the Tobin SST Referral forms posted on the Tobin online handbook. School administrators work with teachers to complete Attendance Supervisor Cards on SIS after five or more unexcused absences.

5. School administrators discharge students after hearing directly from a parent or teacher regarding enrollment at another school. Discharging a Student (ASPEN Protocol used by School Admin)

1. Click the Student tab.

2. Select Options > Registration >

Withdraw Student

3. Click the magnifying glass to select the student.

4. Enter the withdrawal date.

5. Select a withdrawal code by typing in the box or clicking the magnifying glass to choose from the list.

6. Enter BPS=Withdrawal as the reason (only option available)

7. Select the appropriate status.

8. Optional: Check off the "Disable related user accounts?" box if the related student and parent portal accounts should be disabled.

9. Click OK.