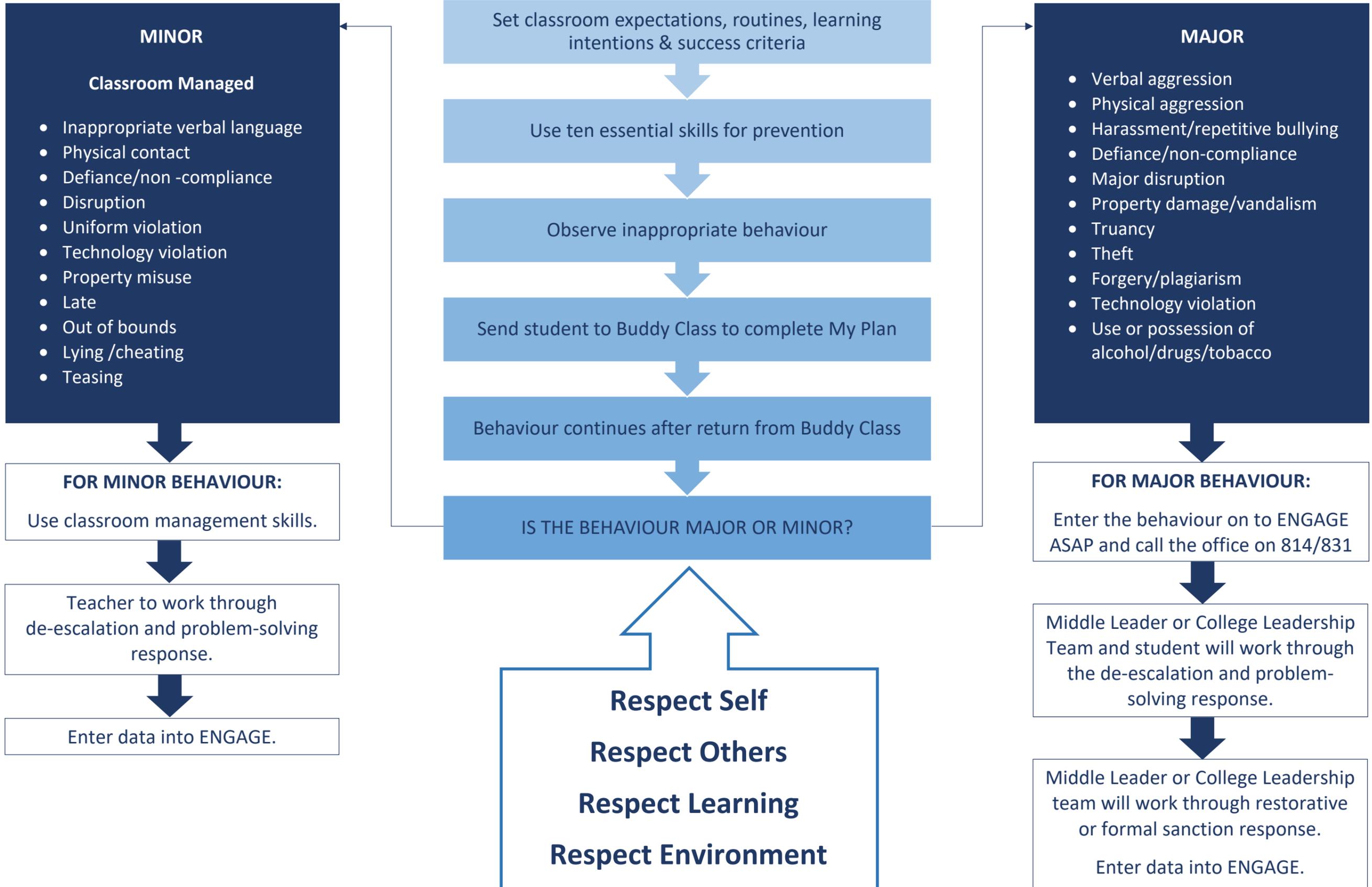


FLOWCHART



CHECKLIST

Our main aim is to have students in the classroom learning therefore, they need to be reentered as soon as possible.

If a student is sent to a Buddy Class, ensure you have done the following:

- Discuss & collect My Plan with the student.
- Enter data into ENGAGE.
- Call home.

If a student is sent to the Buddy Class or to the Hub teachers must notify the parents, by phone, at their earliest convenience.

Enter the conversation into ENGAGE.