

## ZAP (Zeros Aren't Permitted) - 2012/13

Failure to complete HW and Class work is a compliance issue that needs to be solved for all students to demonstrate growth. Not only does work need to be completed, but it must be completed at an acceptable level of mastery, thus redo's may be expected at times. ZAP is not intended to be a "gotcha" punishment, but rather a measure to ensure that time is provided for all students to turn in all of their assignments, including redo's.

### Goals of Program:

1. Students need to complete work to learn (if it is purposeful work)
2. Students need to demonstrate they "get it" in their daily work/hw - MASTERY/Formative Assessment
3. Work needs to be completed prior to assessment to have value (when ever possible)
4. Eliminate "0"s by getting the work in
5. This is a school-wide program

### ZAP Program

Since completing work is generally a compliance issue, solving the problem does involve consequences or the possibility of consequences that do not involve a student's grade. As a result, a progressive set of consequences for students who do not complete their work will involve Lunch Study Hall, After School or Before School Homework Club, In-School Suspension, and Action Plans. Parents will be informed at all levels. Students will have the ability to bypass the consequence at each level by simply completing the work prior to the consequence. This program involves all graded activities teachers feel their students must complete to demonstrate learning - class work, homework, and redo's (mastery learning).

We will review the program's viability at the end of the 2<sup>nd</sup> trimester and determine any changes that need to be made.

\*\*\* Be sure to respect IEPs and 504s that indicate extra time for work.

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### ZAP Program 2012/13

#### **STEP 1: If student does not complete work by due date:**

- a. The teacher will attach a ZAP sheet to the student's missing or incomplete assignment.
- b. The teacher will inform the student he/she must complete the assignment and turn it in to the office (with parent signature) 1<sup>st</sup> thing in the morning.
- c. The teacher will inform the student that failure to do so will result in the ZAP Lunch Program the next day.

- d. The teacher will give their daily ZAP list to Dave and Nellie by the end of each day.
- e. If the work is turned in, the office will return work to teacher and remove the student from the ZAP list.

**STEP 2: If student does not turn work in to the office:**

- a. The office staff will contact the student to collect the assignment.
- b. If the student does not have the assignment, the office will request a blank copy from the teacher or get the assignment from the teacher's weebly.
- c. The student will attend the Zap Lunch program that day.
- d. If the student completes the assignment at Zap Lunch, he/she turns the assignment in to the Zap Lunch Supervisor.
- g. The office will return work to teacher - remove student from list.

**STEP 3: If student does not complete the work at the 1<sup>st</sup> day of ZAP Lunch:**

- a. The student can complete the assignment at home and must turn it in to the office (with parent signature) 1<sup>st</sup> thing the next morning. The office will return the work to the teacher.
- b. If the student does not turn in his/her assignment, the office staff will contact the student to collect the assignment.
- c. If the student does not have the assignment, the office will request a blank copy from the teacher or get a copy from the teacher's weebly.
- d. The student will attend the Zap Lunch Program for a second and final time for this assignment.
- e. If the student completes the assignment at Zap Lunch, he/she turns the assignment in to the Zap Lunch Supervisor.
- f. The office will return work to teacher - remove student from list.

**STEP 4: If student still does not complete work after two days of ZAP Lunch:**

- a. If assignment is not complete after two lunch study halls, the student may still complete it at home and turn in to the office (with parent signature) the next morning. The office will return work to teacher - remove student from list.
- b. If the work is not turned in to the office, the office staff will contact the student to collect the assignment.
- c. If the student does not have the assignment, the student will attend the next ZAP After School or Before School Study Hall. The student may turn the work in to the office (with parent signature) prior to the study hall.
- d. If the student completes the assignment at study hall, he/she turns the assignment in to the supervisor. The supervisor will turn the work in to the administrator.
- e. The office will return work to teacher - remove student from list.
- f. The administrator will notify parent (verbal contact).

**STEP 5: If student fails to complete the work prior to the study hall:**

- a. The supervisor will inform the administrator that the work was not complete and remind the student that he/she must finish it that night or serve ISS the next day.
- b. The student must either turn in the completed assignment (with parent signature) to the office the next morning, or come to the office 1<sup>st</sup> thing in the morning.
- c. Office will return work to teacher when complete and contact the parent (verbal).

**STEP 6: If student fails to complete the work at study hall:**

- a. The student will be In-School Suspended for one day.
- b. The student must complete this assignment and all work for that day while in ISS.
- c. The office will return work to teacher - remove student from list.
- d. The office will notify parent (verbal).
- e. A student may only reach ISS three times. After the 3<sup>rd</sup> time the student will go directly to Step 7.

**STEP 7: If student fails to complete work at ISS:**

- a. Student is suspended from school pending a parent meeting
- b. An action plan is developed w/parent, administrator, teacher, and counselor



# ZAP

## Zeros Aren't Permitted

Student Name: \_\_\_\_\_

Teacher Name: \_\_\_\_\_

Assignment: \_\_\_\_\_

Due Date: \_\_\_\_\_ Date Completed & Returned \_\_\_\_\_

Parent Signature: \_\_\_\_\_

### Directions:

Your child did not complete his/her assignment. As a result, he/she has tonight to complete the assignment for a lowered grade. **The assignment along with a parent signature on this ZAP Note must be turned in to the main office by 8:30a.m. tomorrow.** Failure to do so will result in the following:

Day # 1 _____	Lunch Study Hall	Completed	Not Completed
Day # 2 _____	Lunch Study Hall	Completed	Not Completed
Day # 3 _____	After school/Before school	Completed	Not Completed
Day # 4 _____	In-School Suspension	Completed	Not Completed
Day # 5 _____	Out of School Suspension Until Parent Meeting	Completed	Not Completed