
PREUSS SCHOOL
Site Operations Circular 1003

Date: August 25, 2020
Subject: Process For Scholars Who Are Not Doing Assignments

**Departments and/or
Persons Concerned:** Teachers, Parents, Scholars, Front Office Staff, Administration

Reference:

Action Requested: Processes for working with scholars not participating in remote learning

Purpose: To give policy and procedures to Teachers and Front Office Staff

Role of Content Teacher

Step 1: Send an email to scholars on Google Classroom.

Step 2: For scholars who don't respond within 24 hours, contact advisory teachers with notification that contact was made and provide the advisory teacher with an update on assignments/progress in class.

Step 3: Continue weekly as needed.

Role of Advisory Teacher

Step 1: Content teacher emails advisory teacher (and may CC counselor) about scholar concern. Consolidate information from content teachers and contact family. Log contact on Interventions Tab in Aeries.

Step 2: Two Options

- Escalate to Counselors If...
- Scholars don't respond within a week
- Social Emotional/Mental Health Concern
- Home-Life Concern
- Repeated Pattern

- Notify counselors, and if necessary, SPED team. Counselors will work with the advisory teacher to reach out to scholar and family and develop improvement plans.
- Scholars report academic concern
- Advisory teacher will make a plan in conjunction with the content teacher and scholar.

Step 3: Advisory teacher emails updates back to content teachers.

Process for Scholars Who Are MIA

Role of Front Office Staff

Step 1: Scholars are not in attendance → Patty and Vanessa are making phone calls.

Step 2: Patty and Vanessa may reach out to counselors for further support if pattern continues. Patty, Vanessa, and/or Counselors will also reach out to the advisory teacher.

Step 3: Process will escalate in the front office. Counselors will reach out to admin.

Role of Advisory Teacher

If you do end up hearing from a scholar who is truant, notify attendance immediately.

Background:

Teachers have been dealing with scholars in the remote learning environment who do not attend courses remotely, respond to teacher outreach or turn in assignments.

Overview of Ed Code:

Noncompliance:

APPROVED:

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REV. KAM 8/25/20

