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