

ELEMENTARY EXTENDED ABSENCE PROTOCOL 2020-21

- Nurses will notify appropriate school personnel of an extended absence for a student (more than two consecutive in-person days). It is possible that a student may be feeling well or may be sick.
- Classroom Teacher, Guidance Counselor, Nurse, and Special Education Teacher/EL Teacher (if applicable) will reach out to the family to acknowledge extended absence and touch base about plans to keep the student connected with the school and share this protocol.
- The Classroom Teacher will put aside work that the student missed during their in-person days for family members to pick up at school. Work can also be emailed home or dropped off if necessary. Please let the principal know if work needs to be dropped off.
- The Classroom Teacher will check-in with the student to assess needs and progress (whether the student is completing work and keeping up), via zoom or email depending on the student's preference.
- Students will access work through the virtual notebook/Google Classroom for their regularly scheduled remote days but should be scheduled for and given priority for after-school Zoom help sessions.

BLAKE MIDDLE SCHOOL EXTENDED ABSENCE PROTOCOL 2020-21

- Nurses will notify us of an extended absence for a student (more than two consecutive in-person days). It is possible that a student may be feeling well or may be sick.
- Guidance counselor, Cluster Leader, and Special Education Teacher (if applicable) will reach out to family to acknowledge extended absence and touch base about plans to keep student connected with school and share this protocol.
- Guidance counselors will do daily check-in with the student to assess needs and progress, via zoom, phone or email depending on the student's preference.
- The guidance counselor will check in twice during the week with the cluster to determine whether the student is completing work and keeping up.
- Students will access work through the virtual agenda/Google Classroom but should be scheduled for and given priority for after school zoom help sessions and synch sessions during the school day, regardless of cohort as well as specifically scheduling them for synch sessions during the school day regardless of cohort.
- Students will participate in asynchronous learning activities for related arts classes via the virtual agenda.

HIGH SCHOOL EXTENDED ABSENCE PROTOCOL 2020-21

- Nurses will notify appropriate school personnel of an extended absence for a student (more than two consecutive in-person days). It is possible that a student may be feeling well or may be sick.
- Guidance counselor or RISE Director (if applicable) will reach out to family to acknowledge extended absence and touch base about plans to keep students connected with the school.
- Guidance counselors/RISE Director will do a regular check in with the student to assess needs and progress to assess whether the student is attending virtual portions of the class (e.g. Wednesdays), staying current with class content, and completing assignments.
- Students will access work through Google Classroom. In addition, they will be given priority for help sessions with teachers.