



W.J. KEENAN HIGH SCHOOL Contingency Plan For Student Absences

Schoology will serve as our major platform for delivering and sharing information to support student learning while students are absent from school. The expectation is for teachers to use this platform daily to post notes, powerpoint, activities, and assignments.

While teachers are getting set up on Schoology and laptops are fully distributed, we have the following plan in place.

1. When our school nurse receives information about a student who needs to be absent for 10 days based on her investigation, an email is sent to the student's administrator. The principal is notified and proper information is recorded in the district's tracking system.
2. The administrator sends an email to the student's teacher to contact the parent and send the student's work (notes, assignments, and powepoints) through email. The teacher is also asked to call the parent to agree on any other form of delivery such as mailing out a packet or arrange a time for work to be picked up.

Here is an example e-mail.

Re: Action Required: Please Provide Assignments For This Student

From: Whaley, Vondre T <vondre.whaley@richlandone.org>

Sent: Saturday, August 21, 2021 10:26 AM

To: Castro, Fredys <fredys.castro@richlandone.org>; Ausburn, Maria E <maria.ausburn@richlandone.org>; Gary-Timmons, Sierra A <sierra.gary-timmons@richlandone.org>; Young, Tonia T <tonia.young@richlandone.org>

Cc: KEENANLEADERSHIP <keenanleadership@richlandone.org>; Humphrey, Dalphine <dalphine.humphrey@richlandone.org>

Subject: Action Required: Please Provide Assignments For This Student

Hello Team,

The following student needs assignments for the next 10 days. Please send detailed information to the parent's e-mail and give them a call before the end of the day on Tuesday, August 24, 2021.

Copy your administrator on all communication.

Flemming	Brock	Kimberly Davis	itsmemsd@yahoo.com	(803) 665-7054
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Thank You,

Vondre' T. Whaley
Principal
W.J. Keenan High School

vondre.whaley@richlandone.org
803-714-2500 - Phone
803-714-2593 - Fax

3. The teacher contact's the parent to deliver student work.
4. The student's guidance counselor is also contacted to follow up on the student.

Students are responsible for communicating with teachers and completing all assignments as assigned.

Note: We are following these same steps for general long term absences as well.