

# Suggested Resolution Steps

## Repeatedly Not Completing Work

**Check in with the student.** Do they know work is missing? Do they know where to find the homework or how to turn it in? Be sure the instructions and expectations are clear.  
**Make contact with the parent.** A simple email to check in may be all that is needed. Parents may not realize work is not being completed or turned in.

**Check in with the student.**  
**Make contact with the parent.** Let them know you're still not seeing any homework turned in. Keep the email brief. Invite parents to check in with you for details.  
**Copy TCCAdmin on parent contact.**

**No additional follow up is required.** If a parent has not been responsive, let it go. You are not responsible for the student.  
**Be sure Admin is aware of the situation.** If the student fails to participate in the coursework he/she may not be allowed to return. You have the right to request a student is removed from class if the issue persists. The tuition obligation will be canceled if you release a student for this reason.

## Low Performing Student


**Check in with the student.** Is the work too difficult? Were instructions unclear?  
**Make contact with the parent if you feel this is necessary.** Let mom know the student's work is below what is expected and offer specific feedback or suggestions if applicable. Find out if there are special circumstances causing the student to perform below expectations.

**Grading is up to you.** If the issue persists, you should evaluate whether this student is capable of completing the coursework. Talk to the parent before it goes too far. If it is an issue of effort, you may give the grade earned. If it is an issue of ability, it is up to you as to how you grade this student's work.  
**Copy TCCAdmin on parent contact.**


**No additional follow up is required.** If a parent has not been responsive, let it go. You are not responsible for the student.  
**Be sure Admin is aware of the situation.** If the student consistently performs below expectations, the parent should be notified before enrollment begins for the next level course.




## Disruptive Students



Remind the student of classroom expectations. This may be best served in a private conversation before/after class. Be kind and firm. If you feel a call or email to parents is necessary to help curb future behavior, do it soon.




If the student's behavior is disruptive to other students or too distracting to other students, excuse the student from class. He/she can sit in the Admin area. Teacher, Admin, and student will have a brief conference. A follow up call or email to parents is necessary.



If the behavior persists, the student will be removed from class and released from tuition obligation. The student may not be allowed to return to TCC.




## Poor Attendance



Remind the student of your policy regarding late work, which should be communicated at the beginning of the semester.

You are not obligated to provide a student work ahead of time if you do not have it ready. Make sure it is accessible on Google Classroom.


It is recommended to give a grade of "1" if a student is absent. This helps you track who failed to turn in work (0) and who is allowed additional time, if applicable.



You are not obligated to provide instruction outside of class if a student misses frequently. Use your own discretion when deciding how much time to allocate if a student falls behind.

Check the attendance log to be sure there isn't anything else going on with a student. Notify Admin if a student appears to be repeatedly absent without reason.

You have the option to "unassign" a post in Google Classroom if you wish to remove any assignments from a student's coursework.



After communicating with the parent and Admin, you have no further obligation to the student. As long as the parent is paying the required tuition, the student should remain on the Google Classroom roster with access to all materials.