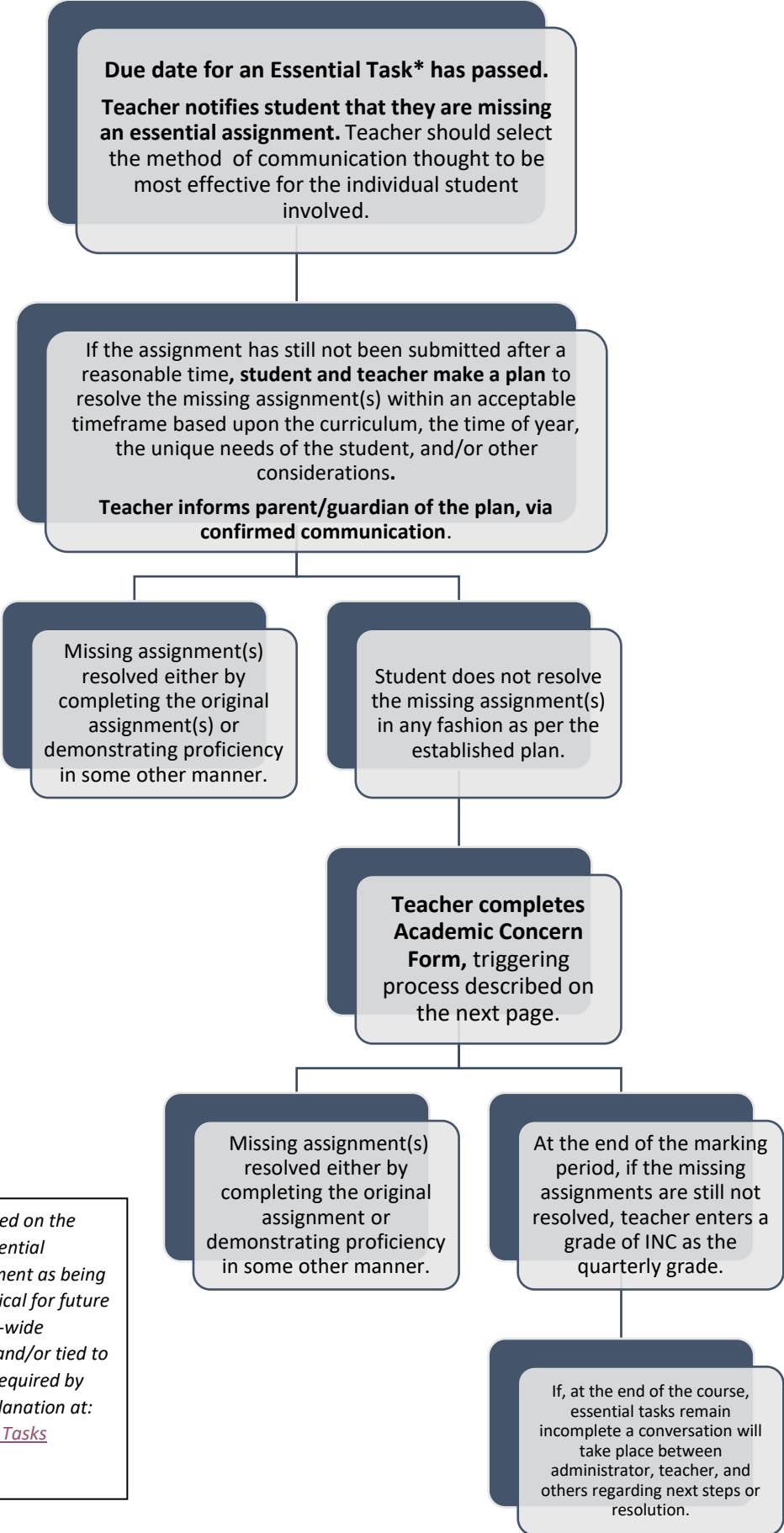


# Resolving Missing Essential Tasks Prior to the End of the Marking Period



*\*Essential Tasks are defined on the PCSD Essential vs non-Essential Tasks/Assignments document as being summative, wholistic, critical for future learning, part of a district-wide assessment expectation, and/or tied to a science lab experience required by NY State. See the full explanation at: [Essential vs non-Essential Tasks](#)*

Resolving Missing Essential Tasks Prior to the End of the Marking Period

**Teacher** completes an **Academic Concerns Form** indicating the primary purpose of the referral is the student missing essential assignments.  
A copy of the teacher/student agreed upon plan that the student was unable to satisfactorily complete should be attached to the referral.

**Asst. Principal** meets with the student to discuss the referral and communicates about the referral with parent/guardian.  
AP has confirmed parent contact regarding the missing essential assignments.  
**Clerical Assistant to AP** emails referring teacher and supervising para that student has been assigned to SSH or Saturday School.

Student is assigned to Saturday School as a supportive intervention to assist student in resolving missing essential assignments.

Structured Study Hall assigned until all missing essential assignments are resolved. The Structured Study Hall may take the place of a regular study hall, a "free" period. An assignment to structured study hall may result in the revoking of privileges (lunch dismissal/late arrival; early dismissal) until missing essential assignments are resolved.

If the student fails to attend Saturday School, the Saturday School supervisor reports to the Asst. Principal.

If the student fails to attend Structured Study Hall, the Supervisory Para reports to the Asst. Principal.

**Asst. Principal** informs referring teacher of the next steps put in place with/for the student. This may include removal of privileges, parent conference, or other.