

Absent Protocol: Tips for Introducing and Implementing the Protocol

1. Explain the Protocol Clearly

- At the beginning of the school year or the start of a new term, dedicate time to introduce the absent protocol to your students. Explain its purpose, which is to help them catch up efficiently and take responsibility for their own learning. Connect it to the real world and share a story of how it can help them with a future job.
- Explaining the Why of this protocol is critical for its success!
- Provide a written outline of the protocol that students can refer to as needed. Cut out and place a stack of the Absent Protocols by the door where students walk in so it's easily accessible and a reminder to be done at the beginning of class.
- Design an Exit Ticket around the steps of the protocol.

2. Outline Student Roles

- Emphasize that it is each student's responsibility to consult the "Absent Protocol" station or platform immediately upon returning to class. Students should also reach out to a classmate to get a brief update on what was discussed or done during their absence.
- Take on the role of a student and model the conversation for the class with a student who happened to be absent the day before.
- Encourage students to make this part of their routine when they return from an absence so it becomes a natural and expected process.



3. Set Expectations for Peer Support

- Inform students about how and when they should approach their classmates for information. This could be at the beginning of class or during a designated "peer check-in" time.
- Reinforce the importance of these interactions in fostering a supportive classroom environment and ensuring everyone stays on track.

4. Outline Student Roles

- Stay consistent with enforcing the Absent Protocol
- Students would hand me the Absent Protocol once complete. When first implementing the protocol, I would ask the student who was absent what their classmate said they missed.
- Solicit feedback from students about the protocol's effectiveness and make adjustments as necessary to improve its implementation.

Absent Protocol

Circle

Yes / No 1. Check our Daily Class Calendar

Yes / No 2. Preview the posted links and resources

3. Ask one peer what we did while you were absent. If that peer doesn't know, ask a second

- Peer, ask if they did steps 1 and 2 before helping!

Peer Initials (Step 3)

4. After steps 1-3, use this completed protocol ticket to then touch base with Mr. Grit (if needed)

