

Guidance on non-communicative school aged youth and families during COVID-19.

Step 1: If a student and a family have not been reachable by school staff, they are to be entered the WISD google document. Please include the following: names (student and guardian), grade, age, email, phone, and address. Also include the name of the referring school staff member, their contact information, and last date of contact.

Step 2: WISD will reach out to student and family remotely, via phone and email. If contact is made, they will alert the “referring staff member.” All attempted contact and actual contact will be documented. If after two attempted contacts via phone and email and the passing of two business days the student and family is still unreachable, please proceed to step 3.

Step 3: WISD will send a certified letter to the home asking for contact to be made. If contact is made, they will alert the “referring staff member.” WISD staff will still attempt contacting the family remotely. If there is still no contact made by the student and family after five business days, please proceed to step 4.

Step 4: WISD staff will visit the home address of the student to make contact. If no one answers door, staff will leave copy of certified letter and business card encouraging contact. If contact is made they will alert the “entering staff member.” WISD staff will continue to document attempted contacts. If there is no contact made by student and family after 24 hours, please proceed to step 5.

Step 5: WISD will request that police do a welfare check on the child and family. If contact is made they will alert the “entering staff member.” WISD staff will continue to document attempted contacts. If there is no contact made by the police, please proceed to step 6 by the next business day.

Step 6: WISD staff will coordinate with “referring staff member” and police to file a 3200 with CPS as deemed fit. At this point there has been two weeks or more since the student has been unreachable with multiple attempts and methods of contact, this would warrant CPS involvement either under education neglect, or if there are other indicators pointing to abuse and neglect.