

An **Early Alert** can be submitted based on 4 academic criteria:

1. Academic Progress
2. Attendance
3. Work Quality
4. Homework

If you have concerns outside of these academic criteria, refer to the steps outlined on the **13 Warning Signs** poster or contact your department program administrator.

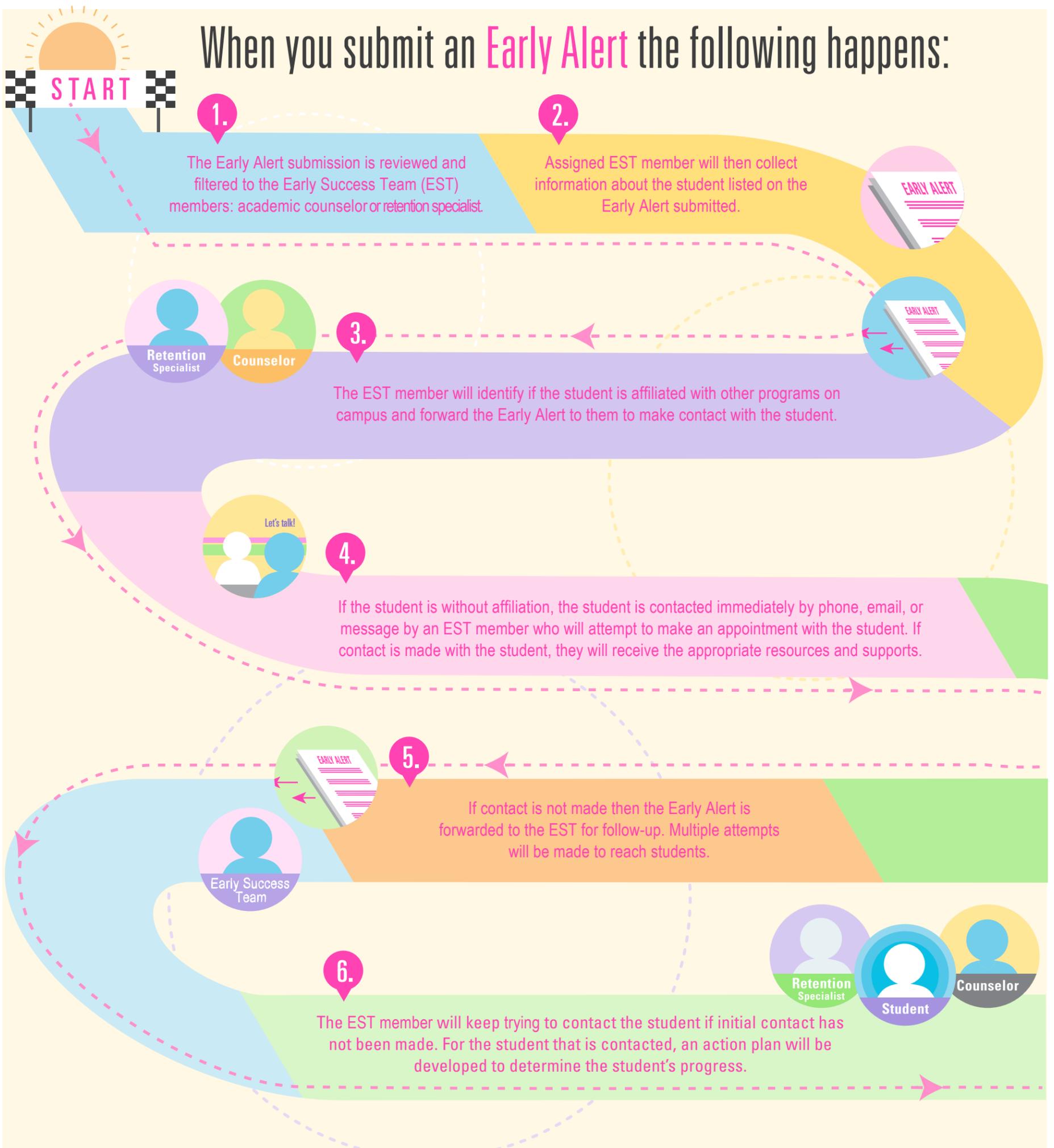
## An Early Alert **IS**

1. An immediate short-term intervention
2. An optional resource
3. A proactive, purposeful request for counseling support
4. A cry for help for one or more of the students in your class
5. A connection to services and resources

## An Early Alert is **NOT**

1. A punishment
2. A reflection on your teaching
3. An indication of failure
4. A sign that a student is in "trouble"
5. Included on the student's record or transcript

## When you submit an **Early Alert** the following happens:



# Early Alert Warning Signs & What to Do if You Encounter Them

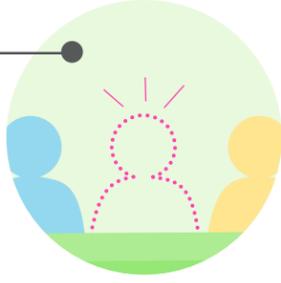
## 1. No show to class

### First No-Show

- Try to contact the student via phone or email to let them know their absence was noticed
- Contact counseling department to intervene

### Second No-Show

- Submit an Early Alert report if not resolved



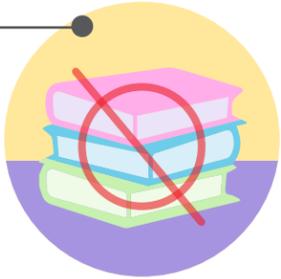
## 3. No book/materials

### Speak directly to the student

- Encourage the student to purchase a book.
- Ask why the student does not have a book

### Check if student qualifies for financial aid, EOPS and/or an emergency loan

- \*If you have a spare copy, lend it to the Library or Learning Center for student check out
- Inquire in the Learning Center or Library about reserve books
- Submit an Early Alert report if not resolved



## 5. Non-Academic life issues

### Speak to student directly to let them know you are concerned

- If necessary, refer to Personal Counseling, Disability Resource Center, or a Retention Specialist
- If necessary, Submit a CARES Report on the website: [www.canadacollege.edu/cares/](http://www.canadacollege.edu/cares/)
- Submit an Early Alert report if not resolved



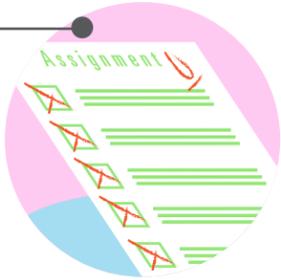
## 7. Failed first quiz/assignment

### Speak directly to the student

- Let them know they did not do well

### Ask if student understands the material

- Ask if additional support is needed (i.e. DRC, counseling, etc.)
- If determined that student failed due to a lack of effort, refer the student to the Learning Center for tutoring
- If student fails another quiz/assignment submit an Early Alert report



## 9. Behavior or health issues

### If you or any of your students are in immediate danger

- Contact Public Safety immediately or 9-1-1 (if needed)

### Speak directly to the student about the inappropriate behavior

- \*Keep in mind that ALL students must abide by the college's student conduct standards (refer to student code of conduct located in Student Handbook)
- Submit both an Early Alert and CARES Report on the website: [www.canadacollege.edu/cares/](http://www.canadacollege.edu/cares/)
- If behavior continues, ask student to leave the classroom and contact Public Safety



## 11. Language barriers

### Speak directly to the student to make sure the student understands the assignments and syllabus

- Consider whether or not there are changes that you can make to your syllabus and directions that might be easier to understand

### Check-in periodically with the student to see if they might benefit from peer support

- Check-in with the International Students program to see if they might have students that can assist
- Refer the student to the Learning Center for academic support



## 13. Intoxicated/Under the Influence

### If there is a disruptive odor with no clear behavior that indicates intoxication:

- Address the entire class about student code of conduct
- Ask that the offensive odor/student to leave the class and not to return with that odor again

### If there is disruptive behavior associated with intoxication:

- Contact Public Safety, ask the student to leave the classroom, and submit a CARES Report
- Follow-up with student to encourage them to return to class without being intoxicated



## 2. Late to class

### After 1st or 2nd occurrence

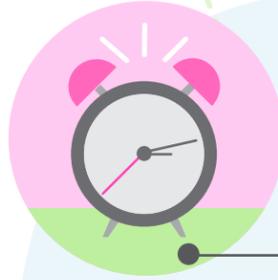
- Speak directly to the student to let them know their tardiness was noticed

### After 3rd or 4th occurrence

- Schedule a meeting with the student during office hours

### After 5th occurrence

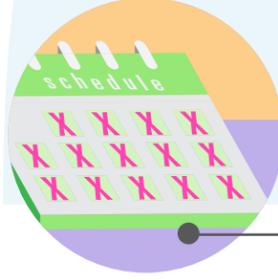
- Submit an Early Alert report if not resolved



## 4. Scheduling issues or conflicts

### Speak directly to the student about their schedule Give student the benefit of the doubt

- Contact the student's counselor to help student work out their scheduling issues
- Submit an Early Alert report if not resolved



## 6. Lack of funds (books, transportation, housing)

### Speak to student for more information & provide a "warm handoff" to appropriate college representative such as:

- SparkPoint, Financial Aid, Student Life staff:
  - resources (such as books)
  - housing
  - emergency funds
- Submit an Early Alert report if not resolved



## 8. Sleeping in class

### Speak directly to the student

- Let them know their naps are noticed
- Based on information derived from the conversation
- Refer the student to the proper support program
- Submit a CARES Report
- If sleeping continues, submit an Early Alert report



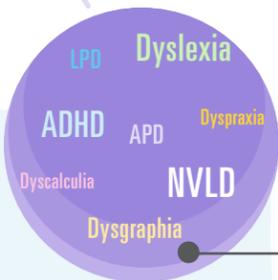
## 10. Indicating a learning disability

### If you suspect that a student in your class has a learning disability

- Please visit the Disability Resource Center website or give them a call at the number below

### If the student self-reports that they have a diagnosed learning disability

- Refer student to the DRC for appropriate accommodations
- If you are unsure what to do, contact the DRC directly at 650-306-3259



## 12. Late add

### Speak directly to the student to find out why they are adding the class late

- Set reasonable expectations to allow student to catch up with missed assignments
- Within a reasonable amount of time, follow-up with the student to ensure progress has been made (i.e. books purchased, assignments completed, etc.)
- Refer student to the Learning Center for tutoring, if necessary
- Submit an Early Alert report if student is not making progress and/or drop student from class

