

The Governor's School of Southside Virginia  
Intervention Plan

GSSV serves some of the most intelligent students in Region 8; however, at times they may also struggle and need some assistance. In order to keep our partners (schools and parents) informed when a student starts to fall behind, GSSV will implement the following procedures for students who are falling behind or not attending classes regularly.

**Low Grade (D or F)**

The instructor will draft a letter (using the GSSV template) to mail home and to scan-email to home school principal and counselor when a student's grades fall into the D average. The instructor will also email/call the parent/guardian to make contact.

There is an opportunity during the daily break of 9:20-9:40 where students who are struggling or need extra assistance will be able to meet with instructor to receive extra help. When needed and scheduled with permission from the parent and home school, a student may remain at GSSV to meet individually with an instructor for make-up work and/or extra assistance.

**SVCC Tutoring Services**

The Learning Commons at SVCC offers professional tutors and student assistance who have been trained to help students with academic needs. The Learning Commons offers one-on-one and group tutoring by appointment, walk-in assistance, and online tutoring. The Learning Commons is open Monday-Thursday from 8:30AM – 8:00PM and Friday from 8:30AM – 4:30PM.

Contact for The Learning Commons on each campus is below:

*Christanna Campus (Alberta)* – Room B-10 – 434-949-6608 – [CLC.chr@southside.edu](mailto:CLC.chr@southside.edu)

*John H. Daniel Campus (Keysville)* – Lab 54 – 434-736-2042 – [CLC.dan@southside.edu](mailto:CLC.dan@southside.edu)

**Attendance**

The administrative assistant will email parent/guardian at the end of each week if his/her child missed a class during the week and no notice was given to the teacher/school. She will also send daily attendance to the attendance clerk at each home school.

The instructor will draft a letter (using the GSSV template) to mail home and to scan-email to high school principal and counselor when a student reaches a certain number of absences depending on how many times per week the class meets. This is in accordance with SVCC's attendance policy. Please see chart for important numbers. Also, note the Student Handbook for late arrivals and early dismissals resulting in absences. Five late arrivals or early dismissals will count as an absence.

Number of class meetings in a semester			Letter to parent and high school		Follow-up letter to parent and high school		Withdrawal from college credit	
	Class Meetings	Percent	Classes Missed	Percent	Classes Missed	Percent	Classes Missed	Percent
1 per week =	18	100%	2	11%	3	16.6%	4	22.2%
2 per week =	36	100%	3	8.3%	5	13.9%	8	22.2%
3 per week =	54	100%	5	9.3%	8	14.8%	11	20.4%%
Number of class meetings in a semester			Letter to parent and high school		Follow-up letter to parent and high school		Withdrawal from college credit	

