

## Parent Quick Reference Sheet: Quarantines and Distance Learning

### LEVEL 1: QUARANTINE

#### First Day

- If your child is healthy, have your child **complete the next reading or literature lesson, or read the next chapter in the assigned novel** with the materials you have at home (questions about academic content should be directed to the reading or English teacher; plan to turn in the written work upon return to school).
- If your child is healthy, have your child **complete the next math lesson** with the materials you have at home (questions about academic content should be directed to the math teacher; plan to turn in the written work upon return to school).
- Your child will be classified as “Distance Learning” in Infinite Campus. Each day, you or your child will need to log in to Infinite Campus to “[check in](#)” for attendance. If you need to designate your distance learner as too sick to participate in lessons for the day, please use our new online student absence resource on the [homepage of our website](#). **While the phone line will still be available, we encourage you to use this method as it will help us track absences more efficiently and effectively.** *Note: Per school policy, if your child is too sick to complete assignments, report the absence as described above and email your child’s teacher(s) to determine alternate due dates for assignments.*
- **Log in to the student’s Microsoft Teams account** no earlier than 12:00 P.M. provided for each student, and make sure you can see the appropriate “**Team Q**” to ensure account access for lesson material on Day Two. (There will be no online work assigned on Day One.)
  - Need instructions for logging in? Click here: [Logging in to Infinite Campus and Microsoft Teams](#)
  - Need technical support? Click here: [Account Support](#)
  - Need to check out a laptop? Click here: [Laptop Checkout](#)

#### Second and Subsequent Days

- If your child is healthy, **log in to Infinite Campus** to “check in”; this records your child’s attendance for the day (required daily when students are working remotely). *Note: Per school policy, if your child is too sick to complete assignments, report the absence as described above and email your child’s teacher(s) to determine alternate due dates for assignments.*
- **Elementary Students:**
  - If your child is healthy, **complete daily work in reading and math:** Our general progression will be one reading/literature lesson per day and one math lesson per day without video content in Team Q. (Plan to turn in work upon return to school.)
  - If your child is healthy, **complete daily work in history, science, grammar, and writing** as assigned in **Team Q**. Video lessons may be available, and short written assignments may or may not be assigned, depending on the lesson (plan to turn in work upon return to school); if your child does not have the necessary worksheets, please feel free to use regular, lined paper to record answers (electronic copies of the worksheets will be available in Team Q for your reference or to print out, if you prefer).
- **Secondary Students:**
  - If your child is healthy, **complete daily work in all core and academic elective classes** as assigned in the corresponding **Team Qs**. (Plan to turn in work upon return to school.)
- **Tests:** Generally, tests will be administered upon your child’s return to school. Please communicate with the teacher if an alternate plan is in your child’s best interests.

#### Return to School

- Have your child **check in with the nurse or front office before going to class.**
- Have your child **arrive with all complete written assignments** and school-issued laptop, if applicable, (unless alternate due dates have been arranged in advance with the teacher).