

Parent Quick Reference Sheet: Quarantines and Distance Learning

LEVEL 3: QUARANTINE/POSTURE SHIFT

Days Prior to Long-Term DL Posture

- If your child is healthy, have your child **complete one reading or literature lesson per day 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 one math lesson per day** 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).
- If your child is healthy, **complete other assigned work per teacher direction.**
- 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 your child’s teacher team(s) to ensure account access for lesson materials. (There will be no online work assigned on the days prior to long-term DL posture.)
 - 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](#)

First and Subsequent Days of Long-Term DL Posture

- 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.*
- **If your child is healthy, log in to the student’s Microsoft Teams account**, provided for each student, and make sure you can see the appropriate teachers’ Teams to access lessons and assignments. If your child does not have the necessary worksheets, feel free to use regular, lined paper to record answers (electronic copies of the worksheets will be available in each teacher’s Team for your reference or to print out, if you prefer).
 - **Elementary (Three Teams per Student):**
 - **Homeroom Team:** Complete daily **history, science, grammar, and writing** lessons as assigned by your child’s homeroom teacher in the Homeroom Team and upload work to turn in electronically as a PDF in Teams.
 - **Reading Team:** Complete daily work in reading/literature. Our general progression will be one lesson per day. (Upload work to turn in electronically as a PDF in Teams.)
 - **Math Team:** Complete daily work in math. Our general progression will be one lesson per day. (Upload work to turn in electronically as a PDF in Teams.)
 - **Secondary (One Team for Each Subject):**
 - **Complete daily work in all core and academic electives as assigned in the corresponding Teams.** (Upload work to turn in electronically as a PDF in Teams.)
- Guidelines for submitting electronic assignments in Teams: [Submitting Assignments](#)
- **Tests:** Students will be assigned tests to be taken within a window of time designated by the teacher. Students should reference “Assignments” within their Teams for access to these tests.

Return to School

- Have your child **arrive with only those complete written assignments that were not submitted online in Teams** (unless alternate due dates have been arranged in advance with the teacher).