

Parent Quick Reference Sheet: Quarantines and Distance Learning

LEVEL 3: LARGE-SCALE, LONG-TERM QUARANTINE/POSTURE SHIFT

First Three Days

- If your child is healthy, have your child **complete the next *three* reading or literature lessons or read the next *three* chapters 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 three math homeworks with the materials you have at home. As needed and depending upon grade level, teachers will reach out with further instructions on the next math lesson and/or homework.
- If your child is healthy, **complete other assigned work per teacher direction.**
- If your child is healthy, **log in to Infinite Campus** to “**check in**” no earlier than 12:00 P.M.; this records your child’s attendance for the day (required daily when student is working remotely). **Note:** *Per school policy, please call the Attendance Line to excuse your child’s absence 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 material on Day Four. (There will be no online work assigned on days one - three.)
 - 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](#)

Fourth 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, please call the Attendance Line to excuse your child’s absence 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 (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 English, math, science, history, language classes, 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).