

## SEHS Student & Parent Quarantine Procedures

This document is intended to prepare students and parents in the case of an extended absence due to COVID related reasons. This information may also apply to extended absences that are not COVID related. If you have any questions about a specific class, please contact the teacher. You can also refer to the [ECSD website](#) for Quarantine FAQs.

### What do I do about my school work if I am absent due to COVID?

Once you are well enough, log in to Google Classroom every day.

- **Class Instruction & Lessons:**
  - a. Teachers may post instructional videos, slide presentations, reading material, notes, etc.
  - b. Watch all videos and read supplemental material thoroughly.
- **Classwork/Homework/Projects:**
  - a. Teachers will post assignments on Google Classroom to be completed.
  - b. It is the student's responsibility to begin completing assignments for all classes as soon as you are well enough. Do not wait until the day you return to school to begin make-up work, unless you have extenuating circumstances.
  - c. If you have any questions about the work, be sure to email your teacher as soon as possible.
- **Student Grades:**
  - a. Assignments will be marked as "missing" in Infinite Campus until they are turned in, or until the assignment can no longer be turned in for a grade.
  - b. Students who are quarantined will have a two-week window after returning to school to return all assignments that were not completed during quarantine. The expectation is for students to turn in work while they are at home, but this two-week window should cover extenuating circumstances and test make-ups.
- **Summative Assessments/Tests:**
  - a. CIAs must be completed upon return to school.
  - b. Classroom tests and quizzes will be handled by individual teachers. In most cases, students should study for tests and quizzes while they are out, and then get with the teacher to schedule make-ups upon returning to school.

### What if I still have school work to do when I return?

- **Instructional Focus:**
  - a. Ask your teacher for a pass to meet with them during IF for tutoring, make-up work, or test taking.
- **Before/After School Tutorial:**
  - a. See the [tutoring schedule](#) to find out when your teacher is available.
  - b. Talk to your teacher first to let them know you will be coming for tutoring..

### What are the best ways to reach my teacher?

- Your teacher *may* schedule a Google Meet with you, but the best way to communicate is through Google Classroom and your school email account.

**COMMUNICATION IS KEY! WHEN IN DOUBT, ASK YOUR TEACHER AND FIND OUT.**