



Elementary Quarantine Short Term Independent Study Master Agreement Process

First Day of “Individual” Quarantine:

1. The classroom teacher fills in “Beginning Date” and “Ending Date”
2. The teacher selects the mode of delivery of assignments for each content area “Google Classroom”, “Seesaw” and/or Packets
 - a. The teacher will provide a summary of assignments (e.g. “week-at-a-glance”) to be accessed by the quarantine teacher and/or
 - b. The classroom teacher will upload the assignments and/or instructional materials to “Google Classroom”, “Seesaw” (or other online platforms used regularly by the classroom teacher) and/or provide the Packets to the student
3. If the student is on day 15 of Quarantine Short Term Independent Study the “Quarantine” teacher completes the “Reporting Section”
4. The teacher signs and dates the agreement
 - a. If on day 15 of Quarantine Short Term Independent Study the “Quarantine” teacher also signs the agreement
5. The classroom teacher assigns the master agreement as part of the student and parent’s first homework assignment
 - a. Parent completes “Student Name”, “Student ID” “Grade” “Address” “Birthdate” “Age” “City” “Zip Code”, and “School of Enrollment”
 - b. Parent reads through and reviews the master agreement with their student
 - c. Parent signs and dates master agreement
 - d. Student signs and dates master agreement
 - e. Parent and student submit the master agreement to the classroom teacher
6. If the agreement is not submitted, the office staff overseeing Independent Study will follow up with the family to request the signed Quarantine Short Term ISP master agreement
 - a. If on day 15 of Quarantine Short Term Independent Study the “Quarantine” teacher also supports with follow up with the family

Upon students return to in-person instruction

1. The classroom teacher reviews assignments for each content area and determines work completion
 - a. Classroom teacher records students work completion by subject or course using the following terminology “Completed (C)”, Partially Completed (PC), or Incomplete (I)
2. Teacher records days of credit for each subject or course and initials
3. The teacher submits the completed Quarantine Short Term ISP master agreement and related documents to the office staff that oversees ISP:
 - a. Copy of weekly schedule of assignments from Google Classroom* and/or
 - b. Copy of weekly report of Seesaw* assignments and/or
 - c. Completed work packet

*and/or other online platforms used regularly by the classroom teacher