



Secondary Quarantine Short Term Independent Study Master Agreement Process

First Day of “Individual” Quarantine:

1. The nurse blind copies the attendance specialist and HP/AP on each email to students who must quarantine. The email includes the dates of quarantine and date the student may return to school.
2. Attendance clerk or designee enters the attendance code of N = Short Term Independent Study Incomplete for the dates that the student is quarantined and prints the original email for filing.
3. Attendance specialist then fills out the top box of the “Quarantine Short Term Independent Study Contract,” saves the PDF, and emails it to the student as an attachment with a set message with instructions, copying the student’s advisor/counselor, house assistant, and house principal or assistant principal.
4. Attendance specialist logs the names on a list.

During Quarantine:

1. The student checks the teacher’s summary of assignments (e.g. “week-at-a-glance) and/or Google Classroom daily to complete work.
2. The student may email the teacher with questions and access tutoring support through Paper.
3. The student should submit assignments through google classroom or print out each teacher’s summary of assignments (e.g. “week-at-a-glance). for the duration of quarantine and a sample assignment for each of the classes.
4. Student prints QSTIS form and has the parent/ guardian sign.

Upon student’s return to in-person instruction, within three (3) school days for middle school, or within five (5) days for high school:

1. The student brings the printed and signed QSTIS to school (or prints in the house office/main office).
2. For each class period, the student provides his/her teachers with their Quarantined Short Term Independent Study agreement form so that the teacher may review the assignments submitted and determine work completion.
 - a. The teacher records student work completion and days of work completed by content area or course using the following terminology “Completed (C)”, Partially Completed (PC), or Incomplete (I)
 - b. The teacher or student attaches a sample assignment or summary of assignments (e.g. “week-at-a-glance).
3. The student takes the QSTIS agreement to each class and collects signatures and work samples.
4. The student turns the entire packet into the house office/attendance office when complete.
5. House Assistant collects signatures of HP and Advisor and sends the completed form to the main attendance office (SAMO).
6. Attendance specialist gives forms to HP/AP over attendance to assign days of completed assignments and sign form. HP then returns to the attendance specialist.
7. Attendance specialist enters Q in Aeries for “Completed STIS”

If the agreement is not submitted, the attendance specialist will change the N to X for excused absence. House Assistant/designee and advisor/counselor will follow up with the family to request the signed Quarantine Short Term ISP master agreement.