

11/4/21 - To CCPS Teachers:

We received notification from MSDE this week that starting with Q2, which begins for CCPS on 11/8/21, we now need to have the ability to mark students "Present" while in quarantine, if they participate in academic activities. The good news is we are quarantining less students; on average, we now have less than 2% of our students in quarantine each day.

For your reference, the full MSDE guidance is attached. Principals and supervisors have been made aware of this change as well. Please reach out if you have questions. Again, thank you for all you do day in and day out to support CCPS students and families.

### **What does this mean for CCPS?**

Students who are required to quarantine need access to meaningful academic activities, which we already are doing through:

- Quarantine Zoom Tutoring
- Assignments posted in Google Classroom or, as a last resort, paper packets

Students who are quarantined and healthy are expected to participate in academic activities and will be marked "Quarantined Present".

New codes have been created:

- "QZ"- Quarantined by the school and participating (Present)
- "QR"- Quarantined by the parent and participating (Present)

### **RECORDING ATTENDANCE**

**Current:** Attendance Secretaries have been putting quarantined attendance in Powerschool.

**Change:** Teachers will now need to do this based on quarantine present or quarantine absent (depending upon whether work was attempted or not). You will be notified as soon as the school knows that a child is in quarantine.

- Elementary: the attendance code is only entered for Homeroom (HR)
- Middle & High: the attendance code is entered each period

### **RECORDING ASSIGNMENTS**

**Assignments should be graded and recorded through the Local School System's standard procedures.**

Time will be given for quarantined students to make-up their work. Your attendance will be open for 10 days. This will give quarantined students time to complete tasks/assignments to count towards a present code. (This will work like last year with distance learning - you will enter the absent code, QC or QP, and then go back and update to QZ or QR, respectively, when work is submitted.)

**You will need to maintain proof that a student participated in a task or assignment to earn "Present".** State Enrollment Audits will occur. Proof can be maintained in the following ways:

- Graded assignments in the grade book by date
- Assignments turned in via Google Classroom
- Assignments “collected” but not graded kept in a portfolio

**Please Note:** Students who are quarantined and unable to participate in academic activities will still have “QC” and “QP” codes. Again, these codes will now be entered by the teachers rather than the secretaries.

**What does this mean for you?**

- Ensure your assignments are accessible to quarantined students daily either in Google Classroom or last resort by paper packet
- Mark quarantined students as absent QC or QP (absent codes)
- Once work is submitted change the absent codes to present codes- QZ or QR
- Be sure to have proof of submitted work