



EXTENDED QUARANTINE ATTENDANCE MAKEUP PROCEDURE (STS-P013)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure defines the steps that school employees may take to ensure that a student receives continuity of instruction due to an extended quarantine as a result of a COVID-19 case.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Principals
- 2.2 School Homebound Contacts

3.0 APPROVAL AUTHORITY:

- 3.1 Chief of Staff

4.0 DEFINITIONS:

- 4.1 Extended Quarantine – either a 21-day quarantine period that a student must undergo upon being identified as a household contact to a confirmed COVID-19 positive case, or a second 10-day quarantine period after a student has previously already experienced a 10-day quarantine during the school year.
- 4.2 Homebound Point of Contact – the employee at each school who is the designated contact for facilitating homebound instruction between classroom teachers and either Dr. Sheena Hanserd (High School), Dr. Kim Sigears (Middle School) or Mary Davila (Elementary School). The point of contact will relay all pertinent information, including assigned classroom work and length of time, to one of those three individuals depending on the student's grade level.

5.0 PROCEDURE:

- 5.1 For a first 10-day quarantine period or a student absence related to COVID-19 symptoms, schools will individually ensure that students can access instruction, most likely through temporary remote means.
- 5.2 Upon being quarantined for a subsequent 10 days, or upon being identified as a household contact that would result in a longer quarantine, schools may continue to support continuous access to instruction individually. If they are not equipped to provide continuous instruction at that point, they may follow the steps outlined in this procedure.
- 5.3 In the event that a school determines it is not equipped to provide continuous access to instruction for an extended quarantine period, the school's homebound point of contact will work in conjunction with the teacher(s) of record for that student and the contacts identified in the guidelines below:
 - 5.3.1 Elementary school points of contact will work with Mary Davila in the Student Services Department using Homebound teachers.



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5.3.2 Middle school points of contact will work with Dr. Kim Sigears in the Alternative School using Alternative School teachers

5.3.3 High School points of contact will work with Dr. Sheena Hanserd at the Adult High School using Adult High School teachers.

5.4 It is expected that serving teachers and teachers of record will engage in ongoing, consistent, and timely communication around student assignments and grading processes throughout the duration of the absence or quarantine period.

6.0 ASSOCIATED DOCUMENTS:

6.1 (STS-A002) – Attendance Policy

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Student Assignments	School Level – Teacher			

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
9/2/21		Initial Release

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