



## **Instructional Continuity for Teacher or Student COVID-19-Related Absences**

**August 11, 2021**

In order to ensure instructional continuity if a student or teacher is absent due to COVID-19 impacts, the following processes will be in place for the circumstances below so that learning continues for all students.

**Scenario 1: If a student is absent due to a COVID-19-related situation but their entire classroom is not quarantined, the student will remain at home for the duration of Department of Health-Pinellas (DOH-Pinellas) directed quarantine period.**

*Students will receive make-up work for instruction similar to the regular make-up work procedures outlined in the Code of Student Conduct. Make-up work for full credit and without a grade penalty is allowed for all absences. It is the student's responsibility to obtain the missed work. The number of days allowed to make up the work shall be equal to the number of days the student was absent.*

While students will not participate in simultaneous instruction as they did during the 2020-21 school year, teachers may connect with students through Microsoft Teams at the discretion of the teacher. Additionally, teachers are encouraged to address make-up work through the following options below. Teachers will utilize one of the three options below to assign make-up work. This allows flexibility in addressing the needs of students and courses.

- i. The teacher will post the lessons and content for the day in their Edmodo class, OR
- ii. When requested by the student or parent, the teacher will communicate the make-up work to the student via email, leave hard copies of the work in the school front office for pick-up, and/or provide copies of the work upon the student's return to class, OR
- iii. The teacher may choose to provide a set of standards-based computer lessons via an approved platform provided by the school. If the assignments below are issued by a teacher, in lieu of or in addition to assignments given to students who are present, teachers must accept the work for credit and must be accounted for in FOCUS. While the activities below are not aligned to all subject areas, they will keep students working on grade-level standards in English language arts (ELA) and mathematics.

### **Examples of Grades K-5 Approved Standards-based Computer Platforms:**

- English language arts: iStation reading activities for 30 minutes for each day absent and independent reading 20 minutes
- Mathematics: Khan Academy or Prodigy math lessons

### **Examples of Grades 6-8 Approved Standards-based Computer Platforms:**

- English language arts: Current lesson from textbook online
- Mathematics: Khan Academy or Prodigy math lessons
- Science: Discovery Education

**It is encouraged that the teacher use Microsoft Teams to virtually communicate with the student at home to assist with missed instruction.**

### **Scenario 2- Whole Class Quarantine. If an entire classroom is quarantined at the direction of the Department of Health-Pinellas (DOH-Pinellas)**

If an entire classroom is quarantined at the direction of the DOH-Pinellas, including all students and the teacher, instruction may continue through Edmodo, the Middle School Sharepoint and/or Microsoft Teams following the regular bell schedule of the school. Please note that this option is dependent upon the teacher being able to continue instruction from home. If a teacher is utilizing any of their available leave options, this option will not occur. If a teacher is not able to teach from home, students will follow the make-up procedures under scenario one (1).

### **Scenario 3- Teacher Quarantine. If a teacher is quarantined at the direction of the Department of Health-Pinellas (DOH-Pinellas) and is able to continue instruction from home.**

Teachers who are quarantined and able to teach from home will be able to use Microsoft Teams to ensure learning continues. The school administration team will arrange for an adult to cover the classroom (either in-house coverage or a certified substitute) for the duration of the quarantine period. The teacher will instruct the class through the classroom interactive board(s). Work will be assigned and graded by the teacher of record.

### **Scenario 4- Teacher Quarantine. If a teacher is quarantined at the direction of the Department of Health-Pinellas (DOH-Pinellas) but is NOT able to continue instruction from home.**

If a teacher is quarantined by the DOH-Pinellas but is not able to continue instruction from home, the teacher will utilize their available leave options. The school administration team will arrange for adult classroom coverage. Students will complete assignments as provided and follow the make-up procedures under scenario one (1).

### **Student Attendance**

All of the scenarios above apply strictly to COVID-19-related absences for students and teachers at the direction of the Department of Health- Pinellas (DOH-Pinellas) and communicated through Academie da Vinci Charter School COVID Team.

#### **Please note:**

- i. If a student accesses the assigned work during the quarantine period, they will be considered 'present' at school. This will be designated in FOCUS for students with the attendance code: QP (quarantine present).
- ii. If a student does not access the assigned work and/or check in with their teacher via email or Microsoft Teams, they will be considered 'absent' and marked QA (quarantine absent).
- iii. Students or teachers who are absent for other reasons will follow the regular absence procedures and students will follow traditional make-up work procedures as outlined in the Code of Student Conduct.