



Procedures for Completing Assignments due to Absence/Quarantine/Pre-Arranged Absence

Student and Parent Information Sheet

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Before you leave school:

- ★ Make sure you get everything from your locker and classes that you need for the length of the period of time that you will be absent from school.
 - (Examples include: band instrument, library books, notes from classes, Chromebook and charger).
 - If you are quarantined or become ill over the weekend, please contact the SMS main office the following Monday to arrange pickup of any items that you may need.

While you are out:

1. Use Canvas and E-mail to check in with your teachers every day. Assignments will be posted with specific due dates. Keep in mind that much of what you see would have been completed in class as a group. It will likely take you more time to complete these assignments.
2. Create a schedule for each day where you are checking the Canvas Homepage for assignments and updates.
3. Look for any videos from your teacher that might be posted. The video may or may not be from your class period, but it will contain the notes and lecture from that day that will help you complete your assignment.
4. If you have a quiz or test to take for a class, you will need to contact your teacher for access to the quiz or test or to make arrangements to take the quiz/test when you return.
5. Check with your teacher to see if there is an opportunity for a live classroom feed option or a Google Meet. Be sure to check for the specific time of this meeting.
6. If you are experiencing some emotional challenges, please do not hesitate to reach out to our school counselor, Mrs. Jackson at lmjackson@tsc.k12.in.us .

Please refer to additional guidance provided from the SMS Health Office as well as Tippecanoe County Health Department Guidelines.