

Rachel Freeman's Procedures for Make-up Work Due to Quarantine

Rachel Freeman's Process for disseminating assignments and instructional resources for our **students** are as follows:

- The classroom teacher will put together a work packet with a schedule of assignments and instructional resources and materials (Seesaw and Clever login information) and give it to our front office staff for **Freeman families** to pick up after being notified by the school nurse of quarantine days. On Wednesday's if student work packets are not picked up, our school social worker will deliver the work packets safely to student's homes.
- Freeman's Process for providing Work to our **Freeman families** would be available in 24-48 hrs in the front office after being notified by the school nurse of quarantine dates. **Freeman families** are responsible for bringing the work packet when the student returns after the student's quarantine has ended.
- Rachel Freeman's Student Support Team and office staff will monitor Freeman's School Quarantine Covid-19 google form for reassurance that staff will check-in with **Freeman family** consistently throughout quarantine.
- Rachel Freeman **families** can contact the school at 910-251-6011 to speak to the office staff for instructional questions or support from 7:10 a.m. until 4:00 p.m. Monday-Friday or email at anytime our school nurse at anita.masterson@nhcs.net or administration at dionne.sturdivant@nhcs.net or lindeseu.fields@nhcs.net