

DHS Quarantine Protocols

When a student is quarantined due to a COVID exposure, the student is expected to complete all assigned work while out of school. It is the responsibility of the student, parent, and teacher to communicate any questions or concerns during this time. We must all work together to provide an effective education for our students!

Student Responsibilities

- I will log in every day to my **1st Hour class** by **noon** to count for my daily attendance.
- I will check my email daily and email or message my teachers on Canvas with any questions.
- I will check my Canvas **Week at a Glance** for all classes daily and complete all assigned work by the due dates provided. Teachers will adhere to their late work policy if assignments are not turned in on time.
- I will communicate my concerns with my teachers in a timely manner. This will help my teacher assist me in areas I need extra help in.
- I will pick up any necessary materials not on Canvas from the DHS office (open Monday – Friday 7:00 a.m. - 3:00 p.m.)

Parent Responsibilities

- I will discuss the importance of keeping up with schoolwork while quarantined with my child.
- I will remind my student to log in to their **1st Hour class** by **Noon** for their daily attendance.
- I will set up a parent observer account on Canvas and check my child's grades/missing assignments on Lumen Parent Portal.
 - For more information on how to create a parent observer account go to www.dps170.org, click on Schools, Dixon High School, Menu, Parents and Students, Technology Resources, Canvas Parent Observer Account Creation.
- I will communicate any questions with my child's teachers. This is important to prevent my child from falling behind while quarantined. Teachers want to help, but they must be made aware of any questions or concerns.
 - This can be done by calling the school or contacting the teacher via email (teacher's first initial, last name@dps170.org or all email addresses can be found on the DPS website).

Teacher Responsibilities

- I will keep my Canvas Week at a Glance updated for students who are quarantined.
- I will post assignments to Canvas and provide necessary materials not provided on Canvas to the office for students to pick up.
- I will upload videos and links teaching new materials to Canvas. These will be available for all students.
- I will contact students if I have not received any work within 24 hours of quarantine.
- I will reteach and help students who do not earn adequate grades during quarantine. I will do my best to prepare them for any upcoming assessments.
- Communication by special education case managers will occur for students with IEPs and 504s to plan for delivery of services during the quarantine time.