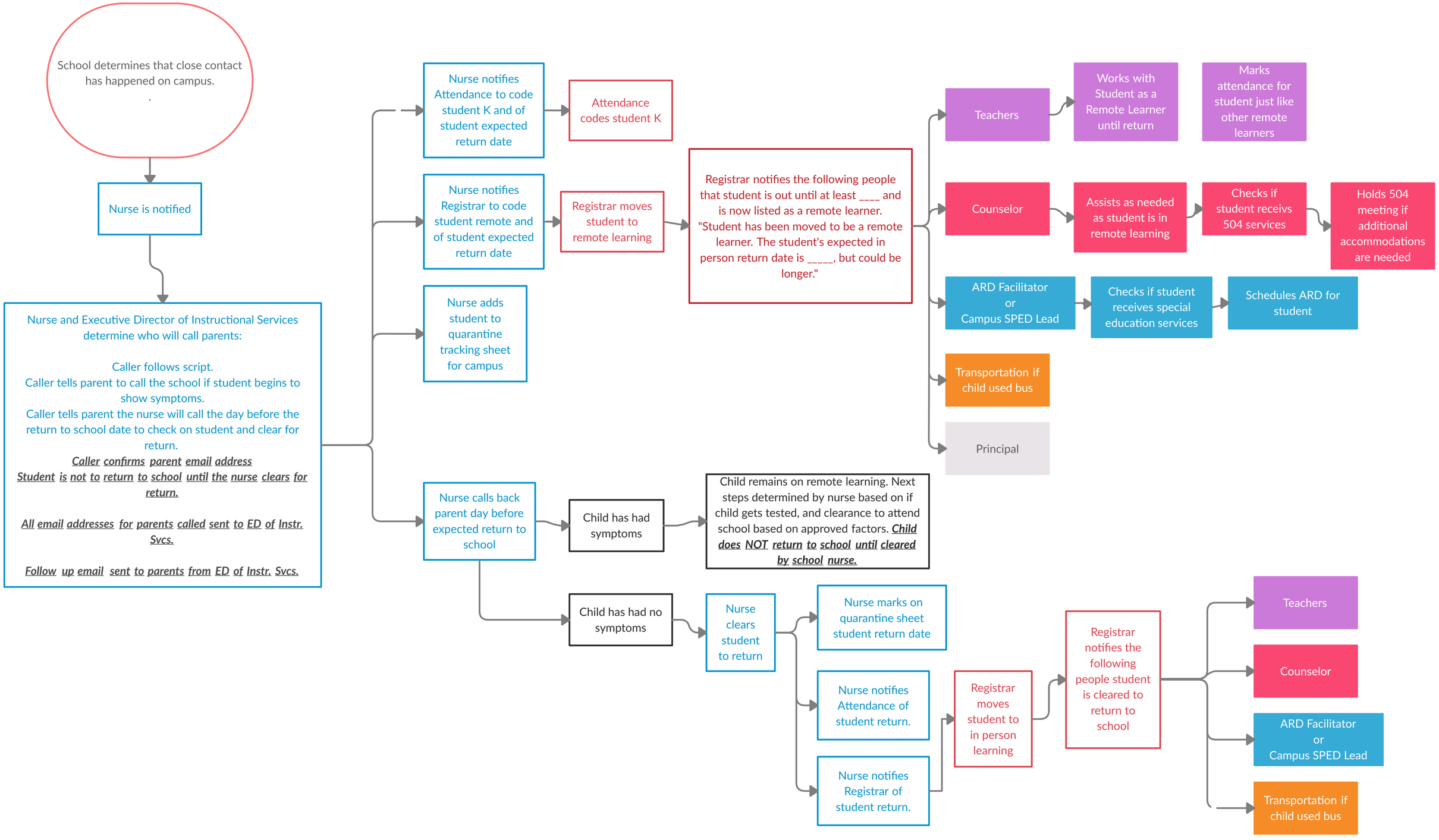
School determines that close contact has happened on campus.
.
Nurse is notified
Nurse and Executive Director of Instructional Services determine who will call parents:
Caller follows script.
Caller tells parent to call the school if student begins to show symptoms.
Caller tells parent the nurse will call the day before the return to school date to check on student and clear for return.
Caller confirms parent email address
Student is not to return to school until the nurse clears for return.
All email addresses for parents called sent to ED of Instr. Svcs.
Follow up email sent to parents from ED of Instr. Svcs.
Nurse notifies Attendance to code student K and of student expected return date
Attendance codes student K
Nurse notifies Registrar to code student remote and of student expected return date
Registrar moves student to remote learning
Registrar notifies the following people that student is out until at least ___ and is now listed as a remote learner. "Student has been moved to be a remote learner. The student's expected in person return date is _____, but could be longer."
Teachers
Works with Student as a Remote Learner until return
Marks attendance for student just like other remote learners
Counselor
Assists as needed as student is in remote learning
Checks if student receivs 504 services
Holds 504 meeting if additional accommodations are needed
ARD Facilitator or Campus SPED Lead
Checks if student receives special education services
Schedules ARD for student
Transportation if child used bus
Principal
Nurse adds student to quarantine tracking sheet for campus
Nurse calls back parent day before expected return to school
Child has had symptoms
Child remains on remote learning. Next steps determined by nurse based on if child gets tested, and clearance to attend school based on approved factors. Child does NOT return to school until cleared by school nurse.
Child has had no symptoms
Nurse clears student to return
Nurse marks on quarantine sheet student return date
Nurse notifies Attendance of student return.
Nurse notifies Registrar of student return.
Registrar moves student to in person learning
Registrar notifies the following people student is cleared to return to school
Teachers
Counselor
ARD Facilitator or Campus SPED Lead
Transportation if child used bus