

**Litchfield Center School  
Litchfield Intermediate School**

## Protocols for Returning Students and Extended Absences

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| <p>Return from remote learning</p>   | <ul style="list-style-type: none"> <li>● The entire process should not exceed 72 hours (including 24-hour teacher notice)</li> <li>● Principal checks room availability and finalizes in-person schedule</li> <li>● A virtual meeting will be scheduled with admin and student to review the handbook and COVID protocols</li> <li>● After the meeting, the administration communicates the student's return to their teachers</li> <li>● Administration contacts parent/caregiver to notify of the date of return. Teachers require 24-hour notice of returning in-person students.</li> <li>● School secretary updates student's PowerSchool "Enrollment in Special Programs" code</li> </ul> |
| <p>Illness of in-person or remote learners</p>   | <ul style="list-style-type: none"> <li>● Parent/caregiver contacts school to confirm daily absence due to illness</li> <li>● The student is <b>not expected</b> to log in to classes</li> <li>● Administration and school nurse monitor, as usual, for patterns in tardiness and absences</li> </ul>  |
| <p>Homebound</p> <p><a href="https://drive.google.com/file/d/0B6GH7HJL-v5aWDRqSUM2V0xPTzA/view?usp=sharing">https://drive.google.com/file/d/0B6GH7HJL-v5aWDRqSUM2V0xPTzA/view?usp=sharing</a></p> <p><a href="https://drive.google.com/file/d/0B6GH7HJL-v5aemx2YW8tVkvPSG8/view?usp=sharing">https://drive.google.com/file/d/0B6GH7HJL-v5aemx2YW8tVkvPSG8/view?usp=sharing</a></p> | <ul style="list-style-type: none"> <li>● The extended absence of 10 days or more due to illness/health</li> <li>● Counselor, Teacher, or Principal creates a learning plan with the student and parent/caregiver to determine academic engagement</li> <li>● The plan is communicated to all teachers working with the student</li> </ul>   |
| <p>Absence due to policy infraction resulting in restricted access to school and school-related activities</p>   | <ul style="list-style-type: none"> <li>● Teachers provide students with daily activities and adequate feedback when necessary for the duration of the restriction.</li> </ul>   |

## Students on Camera

- Cameras in the classroom are mainly focused on the front of the classroom, the teacher, and instruction. It is possible, due to the unique circumstances of remote and in person learners, that there could be occasional times when a camera view might be adjusted and could include students in the classroom. There are also potential times when there will be small group instruction of in-person and remote learners. We take student privacy very seriously and ask that if you have any concerns for you contact your principal. However, please understand that there is no way to avoid all instances of such images.