

To: Parents/Guardians of a C-L face to face student

From: Amy J. Glasl, Superintendent

Re: Formal documentation explaining the attendance protocol/policy for your child's participation in face to face learning M-T-Th-F

Parents: Nothing has changed on your child's attendance at school. If they are attending school by physically coming each M-T-Th-F, they need to be here every day.

1. If your child is not feeling well or your child has a doctor appointment and need to stay home, you must notify the office (and the child's teacher for elementary) of "personal illness" and your intention to keep your child home.
 - a. Elementary: Tammy Wagner twagner@clasd.net
 - b. High School: Bonnie Ehrhart behrhart@clasd.net
2. Your child's homeroom teacher or the attendance clerk above will mark your child Absent Unexcused (AU) for the day.
3. Your child MUST provide a doctor note or a written parent excuse within 3 days of returning to school for the Absent Unexcused (AU) to turn into a Absent Excused (AE).
4. Every student in the district has up to 10 days of absent (parent written) excuses before a truancy hearing takes place. (Doctor notes are not a part of these 10 days.)
5. Your child can get any make up work upon their return to school or you can ask for the assignments and books needed just like you have done in the past to be picked up in the office at the end of the day.

Parents: Now you may ask: Can my child log into Google Classroom and complete the days' work if they are capable? The answer is YES BUT these steps must be taken to do so:

1. You must notify the office (and the child's teacher for elementary) of "personal illness" and your intention to keep your child home.
 - a. Elementary: Tammy Wagner twagner@clasd.net
 - b. High School: Bonnie Ehrhart behrhart@clasd.net

2. You **MUST** tell the attendance clerk or your child's teacher that your child would like to complete the remote learning for that day.
3. Once the teacher is informed that your child wants access to the Google lessons via yourself or the attendance clerk and they grant access, your child will be marked "Present Remote Asynchronous-Unexcused" (PRAU).
4. Your child **MUST** log into the Google Classroom, **MUST** do the attendance check -in and **MUST** do the work on all the Google Classroom assignments.
5. Your child **MUST** still provide a doctor note or a written parent excuse within 3 days of returning to school for the "Present Remote Asynchronous-Unexcused" to be changed to a "Present Remote Asynchronous-Excused". (PRAE)
6. **This is STILL an absent school day even though they did the Google online work.** This procedure allows your child to have the work they will be missing at their fingertips. If they choose to do it, great. If they choose not to, that is fine; they will be required to make up any work missed once they get back to school.

IMPORTANT INFORMATION: Parents/Guardians, your child(ren) cannot just decide to stay home and do work remotely because they feel like it. This is not what remote learning is about. Our 5 day remote learners have doctor excuses as to why they are remote (due to covid.) If your child is a face to face student, they need to come to school daily. If they do not, they must provide a written doctor or parent excuse. If your child receives 3 unexcused absences, this will be a truancy issue and immediate action will take place.