Beardstown Community Unit Schools

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*Provide a challenging and responsive, educational
environment in a changing community that creates caring,
socially responsible, and exemplary students.*

September 18, 2020

Parents/Guardians of Prekindergarten Students,

The following attendance policy has been adopted at the PreK level:

All activities are posted on an online platform by 8:00am each morning for remote learners and parents can help students with the activities and respond to the activity post. Attendance is recorded by the teacher and reported to the school office staff for all students/parents who respond to the activity.

If the teacher does not get a response from the parent/student by the following day, and they have recorded an attempt to contact the family on their class contact log, these steps will occur to ensure attendance and participation by each student is occuring:

- Absence is reported to the office staff.
- Office staff attempts to contact the parent and records the attempt on a contact log.
- If the office staff is unable to get ahold of the parent, then the administrator will reach out to the parent to reiterate the attendance policy.

As a last resort, and if we do not hear from a parent for 2 consecutive weeks, these steps will occur:

- A list of dates we attempted to contact the family and a letter stating dismissal from our program will be mailed to the parent. Their spot will be filled with another PreK eligible student.
- The letter will state that they may contact the school with any questions or to re-enroll their child if there is a place available in our program.

If you have any questions regarding this attendance policy, please contact Lauren Smith, Assistant Principal at 217-323-1510 or email at smithl@beardstown.com or Lori Young, Principal at 217-323-1364 or email at youngl@beardstown.com .

Thank you,

Lauren Smith, Assistant Principal

Cc: Ron Gilbert, Superintendent CUSD 15