



2020-2021 Attendance

Regular and punctual school attendance is critical to ensure each student the opportunity to reach his or her full potential. Frequent absenteeism and/or tardiness can cause students to progress more slowly in their education. Studies have shown that punctuality and accountability are traits students carry with them into their higher education and careers. Our goal is to fully educate the student which requires that we maintain the following standards for attendance and tardy/early departures.

Attendance

All students, regardless of level, are expected to attend school each day it is in session. K-12 school hours are 8:15 a.m. to 3:30 p.m. Cougar Prep school hours are 9:00 a.m. to 2:00 p.m. **Parents of absent students are to contact Administration at 682-237-0400 before 9 a.m. to verify the absence.** Students must report to school before 10:30 a.m. or they will be marked absent for the day. **A written excuse from parent/guardian or a doctor's note must accompany student upon returning to school after ANY/ALL ABSENCES.** After 3 consecutive days of absence, a doctor's note is required unless Administration has been notified and approved the absence.

Excessive Absences

In order to receive the full benefit of our program, students may not miss more than eight days per semester. Parents of students with excessive absences are required to meet with Administration to discuss these absences. **In the event that there is absence due to COVID-19, the school will work with you and your child regarding missed work. While quarantining, if your child is feeling well, they can join their class through synchronous remote learning.**

Tardy/Early Departure

Students who arrive late/leave early disrupt their own work cycle as well as the classroom environment they enter/exit. Cougar Elementary, Cougar Middle and High School students who have not entered their classroom by **8:16 a.m.** are considered tardy. Cougar Prep students who have not entered their classroom by **9:01 a.m.** are considered "tardy". Students that leave during the day, other than during the lunch/recess period, are considered "early departures". (Five tardy or early departures within a semester will count as an absence, nine tardy or early departures within a semester will count as two absences.) Parents of students with excessive tardy or early departures (more than nine within a semester) will be required to meet with Administration. (If the absences continue, the student may be asked to leave the program as it will no longer be serving their best interest or the best interest of the classroom community.)

NOTE: Administration must be notified of early pickup by 1pm on same day. No student will be summoned for early release after 3pm unless prearranged with Administration.

Many thanks for your support and adherence to these policies put in place to benefit students.

I have read and agree to this policy.

Parent Signature _____ Date _____

Printed Name: _____

Student Name: _____ Teacher: _____ Grade: _____



2020-2021 Attendance and Illness Policy

A written excuse from parent/guardian or a doctor's note must accompany student upon returning to school after any/all absences. After 3 consecutive days of absence, a doctor's note is required unless Administration has been notified and approved the absence.

Fever Policy – Not COVID-19 Related

A child **must have a temperature below 100 degrees for 24 hours (without the aid of a fever reducing medication)** before returning to school. Your child will be sent home if they have a fever of 100 during the school day. A doctor's note is required stating that the child is healthy to return to school and that the fever was not COVID-19 related.

Vomiting Policy – Not COVID-19 Related

A child must have gone without vomiting for 24 hours prior to returning to school following an illness. They may return if a doctor (note required) has determined the cause is not an infectious disease and the child is not at risk of becoming dehydrated. Your child should have 1-2 meals without vomiting before returning to school. Your child will be sent home from school anytime vomiting occurs.

Diarrhea Policy – Not COVID-19 Related

A child must be diarrhea free for 24 hours without the use of diarrhea suppressing medications before returning to school. They may return if a doctor (note required) has determined the cause is not an infectious disease and the child is not at risk of becoming dehydrated. Your child will be sent home from the school anytime diarrhea occurs.

Questionable Rash

A child should not return to school until a doctor (note required) has determined that the rash is not caused by an infectious disease.

Communicable Diseases

The Clariden School follows Texas Department Health and Safety Guidelines regarding all communicable diseases (e.g. strep throat, head lice, flu, chicken pox, pink eye). Please refer to their website for recommendations:

https://www.dshs.state.tx.us/idcu/health/schools_childcare/resources/

COVID-19

Health Pre-Screening for Employees & Students

- Students and staff will be temperature checked daily upon arriving to school. Students will be screened by Clariden staff and Clariden staff will be screened by Head of School and/or an administrator. Students or staff with a fever of **100.4 or higher** must **not** come to school. Please stay home to mitigate the spread of the coronavirus.
- Students and staff will be prescreened for any of the following symptoms upon arrival to school. Students will be screened by Clariden staff and Clariden staff will be screened by Head of School and/or an administrator:
 - Feeling feverish or a measured temperature greater than or equal to 100.4 degrees Fahrenheit
 - Loss of taste or smell
 - Cough (for chronic allergic/asthmatic cough, a change in their cough from baseline)
 - Difficulty breathing
 - Shortness of breath
 - Headache
 - Chills
 - Sore throat
 - Shaking or exaggerated shivering

- Significant muscle pain or ache
- Diarrhea, vomiting or abdominal pain
- Students and staff on campus are subject to periodic temperature checks for verification, especially if they are feeling ill or suspected of having a fever.
- Teachers will have access to a touch-free forehead thermometer in their classroom or department to check/verify temperatures throughout the day as needed and will immediately send anyone with a **100.4 or higher** temperature to administration/health station for further evaluation.
- Any student running a temperature of **100.4 or higher or with symptoms** listed above, will be required to be picked up by a parent immediately.
- Students and staff are required to report to The Clariden School if a) they have come into close contact with an individual who is lab-confirmed with COVID-19; b) they themselves have COVID-19 symptoms or c) are lab-confirmed as having COVID-19.
- It is the **parents' responsibility** to keep their child home when running a temperature of 100.4 or higher or when displaying any of the symptoms listed above.

Confirmed, Suspected or Exposed to COVID-19

Protocols for Individuals Confirmed, Suspected or Exposed to COVID-19:

Any individual - including teachers, staff, students or other campus visitors/volunteers - who themselves either a) are lab-confirmed to have COVID-19 or b) experience symptoms of COVID-19 **must** stay at home throughout the infection period, and **cannot** return to campus until they have a doctor's note stating that they are healthy to return to campus.

In the case of **an individual who was diagnosed with COVID-19**, the individual may return to school when **all three** of the following criteria are met:

- 1) at least three days (72 hours) have passed since resolution of fever without the use of fever-reducing medications.
- 2) the individual has improvement in symptoms (e.g. cough, shortness of breath); **and**
- 3) **at least 14 days** have passed since symptoms first appeared.

In addition, individual must have a doctor's note stating that they are healthy to return to campus.

In the case of **an individual who has symptoms that could be COVID-19 and who is not evaluated by a medical professional or tested for COVID-19**, such individual is assumed to have COVID-19, and the individual may not return to the campus until the individual has completed the same three-step set of criteria listed above, and has a doctor note stating they are good to return to campus.

If the **individual has symptoms that could be COVID-19 and wants to return to school before completing the above stay-at-home period**, the individual must either a) obtain a medical professional's note clearing the individual for return based on an alternative diagnosis or b) receive at least two separate confirmations at least 24 hours apart that they are free of COVID-19 via acute infection tests at an approved COVID-19 testing location found at <https://tdem.texas.gov/covid-19/>.

Individuals - including students, teachers, staff or other campus visitors/volunteers - **who have had close contact with someone who is lab-confirmed to have COVID-19**, **must** stay at home through the 14-day incubation period, and will not be allowed on campus.

Parents must ensure they do not send a child to campus if the child has COVID-19 symptoms (as listed in this document), is lab-confirmed with COVID-19 or has had close contact with someone lab-confirmed to have COVID-19. Students will receive remote synchronous instruction until the re-entry criteria are met and the student can return to campus.

Close contact

This document refers to close contact with an individual who is lab-confirmed to have COVID-19. Close contact is determined by an appropriate public health agency and defined within this document as:

- being directly exposed to infectious secretions (e.g. being coughed on); and/or
- being within 6 feet for a cumulative duration of 15 minutes

Individuals are presumed infectious, i.e. contagious, at least two days prior to symptom onset or, in the case of asymptomatic individuals who are lab-confirmed with COVID-19, two days prior to the confirming lab test.

Clariden will communicate to the community (as it does for all communicable diseases) should there be a positive COVID-19 case identified among students, teachers, or staff who participate in any on campus activities.

Should there be a lab-confirmed positive COVID-19 case within the Clariden learning environment, Clariden is required to report this to Tarrant and Denton County Health Departments, in accordance with applicable federal, state and local laws and regulations, while also, to the greatest extent possible, in compliance with the confidentiality requirements of the Americans with Disabilities Act (ADA) and Family Educational Rights and Privacy Act (FERPA).

If a child becomes ill while at school, staff will do their best to isolate him or her and contact parents promptly to pick up their student.