



April 6, 2020

Good Afternoon Richmondtown Eagles,

As we continue to engage in our remote learning, "Learn at Home" sessions, we want to clarify the daily attendance procedures and align our practices with the new attendance recording process created by the NYC DOE. **Our desired results are to accurately capture daily students' remote learning interactions into the DOE system successfully.**

### **Daily Attendance Procedures & Learning Expectations**

- To be marked "**present**" for the day, all students are expected to log their attendance into their class's Google Classroom, as directed by the classroom teacher, by 11:59 PM each day.
- If a student does not log their attendance by 11:59 PM on a given day, they will be marked as "**absent**" for that day.
- It is important for students to stick to their classes' "remote learning schedule" as much as possible, each day. Students will get the most support if they are able to communicate with their teacher daily and stick to the schedule, but we understand that this is not always possible. We want all of our children to be supported to the fullest extent possible under these new conditions. The most successful students are the ones that "*Put First Things First*" and adhere to a schedule.

We look forward to more great online learning and cannot wait to be back in school with all of you!

Sincerely,

Mr. Proscia, Mrs. Mazza & all of your teachers!