



*Brady Middle School*  
*Brian A. Frank, Principal*  
*Darla G. Wagner, Assistant Principal*

---

32000 Chagrin Boulevard \* Pepper Pike, Ohio 44124 \* (216) 831-8600 \* (216) 839-1335 FAX

February 26, 2021

Dear Brady Parents,

As we transition to the all-day instructional model, it is important to revisit attendance protocols and expectations. First, I want to thank all families and staff members for the amazing flexibility you have demonstrated over the past year; we truly are #TeamOrange!

As we have navigated fully remote and hybrid models, attendance protocols have been fluid and flexible to match the dynamics of those schedules. Consistent attendance is a key element for maximizing engagement and interaction in the classroom, but maintaining this consistency has been challenging. As Dr. Campbell shared during the Board meeting on February 22nd, many challenges have arisen when it comes to mixed attendance of in-person and remote modes. Some of the challenges include teachers having accurate, consistent numbers of students in-person for their planning of appropriate activities, office staff juggling attendance tracking records due to last minute or changes with little notice, and concerns related to students not benefitting from traditional expectations that were in place pre-COVID.

Furthermore, we are on track for returning to what we do best, implementing a full-time, all-day school model. While we understand that COVID-19 necessitates a remote option, we are still returning to more traditional protocols and routines as we continue to help students gear up for the rigor of the full school day, as well as the full school week, whether in-person or remote. This will have us on track for next year as well as we cannot assume there will be any leniency or flexibility from the state for schools when it comes to remote learning and attendance. To that end, we respectfully ask parents to adhere to the following guidelines:

- **Short-term illness** (up to 3 school days) - Please have your child check Google Classroom and contact your child's teachers to request access to make up work for a short-term absence due to illness. Directory information for staff is available [here](#). Remote access to classes via Zoom or Google Meet will **not be authorized** for a short-term absence due to illness. Students will be marked absent for attendance purposes. If the number of absences becomes a concern, we will continue to meet with parents on a case by case basis to address attendance issues and create plans of support.
- **Long-term illness or Quarantine** (more than 3 school days) - Please contact Mrs. Jill Cannata, School Nurse, via email ([jcannata@orangeccsd.org](mailto:jcannata@orangeccsd.org)) or by phone (216-831-8600 ext. 3622) to notify her of the nature of your child's needs/condition, which will then be confidentially shared with a building administrator. Students may be given permission by a building administrator to attend classes remotely via Zoom or Google Meet for a long-term absence or quarantine. The student, parent and team of

teachers will be notified of the decision within 24 hours of the parent's notice to the school nurse. Students given permission to attend classes remotely will be marked present for attendance purposes.

- **Pre-Planned Absence** - Please print, complete and submit [this form](#) to Mrs. Linda Bitzer ([lbitzer@orangeccsd.org](mailto:lbitzer@orangeccsd.org)) 3 days prior to an absence for any of the following reasons:
  - Religious holiday
  - Emergency or set of circumstances which in the judgment of the Superintendent of Schools constitutes a good and sufficient cause for absence from school
  - Special family circumstances
  - College visitation
  - Family Vacation
  - Other
    - Typically, students will not be permitted to join their classes remotely in the event a pre-planned absence is approved; however, students should complete their work during their absence to submit upon their return to school.
  
- **Change in learning preference** - Parents may request a *one-time* change in the learning preference (“all-in” or full remote) for their child by completing [this form](#) at least one week prior to the date of requested change. Within 1 school day of receipt of the request, a staff member will confirm with the parent the start date of the enacted permanent change. In the event of an extenuating circumstance, please contact me.

If you have any questions, please contact me or Mrs. Darla Wagner, assistant principal.

Sincerely,



Brian A. Frank  
Principal