



Attendance

Please notify the office if your child will be absent. It is important to know whether your child is away from school due to illness or quarantine. Unless we hear from a parent/guardian we will assume that they are able to access and complete work.

Illness

If a student is absent 1-2 days:

1. Parents/Guardians are responsible for calling/emailing daily to report the absence.
- **COKATO/ DASSEL ELEMENTARY**-the classroom teacher will work with the student to catch up (sometimes sending schoolwork home to be completed).
- **HIGH SCHOOL/ MIDDLE SCHOOL**- if able, students should log into Google Classroom or Schoology. Upon return, students are responsible for connecting with each teacher to complete missed work.

If a student is absent 3 days or more:

1. Parents/Guardians are responsible for calling/emailing daily to report the absence.
 2. If there is a need to pick up schoolwork, please allow 2 full business days for it to be ready.
 3. If illness prevents the student from completing schoolwork, he/she will be responsible for connecting with teachers upon return to complete missed work.
- **COKATO/ DASSEL ELEMENTARY**- the building secretary will reach out to the parent/guardians to determine the student's ability to work on school work.
 - **MIDDLE SCHOOL**- the building secretary will reach out to parents/guardians to determine a student's ability to work on school work. If able, students should log into the Google Classroom site of each teacher to find their daily work and expectations.
 - **HIGH SCHOOL**- a staff person will reach out to the student to determine the ability to work on schoolwork. If able, students should log into Schoology & connect to classes via Google Meet & stay current.

Quarantine

If your child is quarantining or if your child is out due to testing positive for COVID-19: Make sure to complete the [Dassel-Cokato Schools #466 - COVID-19 Form](#) to adequately plan for time away.

If a student is absent 3 days or more:

1. If there is a need to pick up schoolwork, please allow 2 full business days for it to be ready.
- **COKATO/ DASSEL ELEMENTARY**- Schoolwork needing to be picked up will be arranged with the building secretary.
 - **MIDDLE SCHOOL**- The building secretary will reach out to the parent/guardians to determine the student's ability to work on schoolwork. Students will have access to and should log onto the Google Classroom site of each teacher to find their daily work and expectations.
 - **HIGH SCHOOL**- A high school staff person will reach out to the student to help ensure the student is able to log into Schoology and connect to class opportunities through Google Meet.

Students who are away from school due to quarantine are asked to maintain their daily studies in order to keep pace with each class.