

ADMINISTRATIVE OFFICE

CASS SCHOOL DISTRICT 63

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Kerry J. Foderaro, Ed.D.

Superintendent of Schools

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Wednesday, April 22, 2020

RE: Concord Elementary School & Cass Junior High School
End-Of-Year Drop Off/Pick Up Procedures 2020

Dear Cass District 63 Families:

Thank you for your continued efforts and support with our E-Learning/Remote Learning. Our goals are to check in with each student daily, provide continuity of learning, assist with any social/emotional needs and support each student in any way we can. We still have a significant amount of teaching and learning for the 2019/20 school year; through the last day of school as indicated on your school calendar. We truly respect and appreciate all of your support and communication in this process to ensure continued success.

With that said, when the students return to school for the 2020/21 school year, we will welcome them with open arms, assess their academic needs and move forward in addressing individual needs. We will be ready for any academic performance gaps. We will also be ready for academic gains. We will be prepared for new levels of academic diversity as a result of these uncontrollable and extenuating circumstances. We will work with each child and his/her family to provide the high-quality education that the families in Cass School District 63 expect, support and deserve.

We were all disappointed to hear that we cannot come back to school this school year, see the students and celebrate all of their accomplishments like we usually do. Please know that the staff is working on some creative ways to celebrate and recognize our students. Fourth Grade Clap Out, Recognition Night and Graduation will all take place but will look different this year. In addition, if possible and permissible, we are exploring the possibility of celebrating a more traditional Graduation event in late summer.

We have received questions about picking up student belongings from school, as well as returning textbooks, library books and technology devices.

- Near or at the end of the school year, we will have a car rider line drop off/pick up day for each grade level. It will be similar to how we conduct Orientation Day and families will be invited into the line at specific time intervals based on the first letter of their last names. We can only accommodate so many cars in the parking lot at once, so we are asking everyone to follow the

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Cass Junior High School

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schedule to the best of their ability. We understand extenuating circumstances and we will work with you individually if you cannot come during your designated timeframe.

- Families will be sent a checklist of items to return via email from school in late May. **Only Kindergarten, Eighth Grade and students not returning to Cass School District 63 next year will need to turn in their devices. All other students will keep their devices throughout the summer.**
- **Kindergarten, Eighth Grade and students not returning to Cass School District 63 next year:** Please return your device and charging cord inside the district provided case.
- To maintain social distancing and for the health and safety of all families and staff members, all school families are asked to stay in their vehicles as they proceed single file through the car line. We are asking all families to drive through the car line and not walk to school so that we are able to maintain social distancing.
- If possible, please put all other items that you are returning in clear plastic bags with your child's first and last name, as well as their grade level clearly marked on the bags. This will assist with safety and significantly help us check everything in an expedient manor in order to keep the car lines moving.
- All belongings from desks/ lockers will have already been collected, bagged and labeled.
- A staff member will come to your car (wearing protective gear - masks and gloves) to collect the checklist and items being returned. There will be several stops along the way to either drop off or pick up items.
- Also, at this time, any desk or locker contents (including Cass Junior High School gym lockers), yearbooks, awards, caps and gowns, etc. will be distributed to you by a staff member while you remain in your car.
- If your child has something in a specific classroom at school that you believe we might not be aware of, please notify that teacher by email prior. We will return those belongings along with desk and locker contents.
- **Please do not come to the car line if you have a fever or other symptoms.** We ask that you also wear a mask and gloves to keep everyone safe and consider limiting the number of individuals you have in your vehicle.
- **Please pack your patience.** These are uncharted territories and we are all doing our best to get your needs met as quickly as possible. If we miss something, we will do our best to rectify it as soon as possible.

Tentative Schedules - Subject to change

Concord Elementary School	Cass Junior High School
Thursday, May 21 - Prekindergarten <ul style="list-style-type: none"> • 8-9 a.m. Last Names A - L • 9-10 a.m. Last Names M - S • 10-11 a.m. Last Names T - Z 	NA
Wednesday, May 27 - Grade Four <ul style="list-style-type: none"> • 9-10 a.m. Last Names Q - S • 10-11 a.m. Last Names T - Z • 11-12 p.m. Last names A - F • 12-1 p.m. Last names G - L • 1-2 p.m. Last names M - P 	NA

<p>Thursday, May 28 - Grade Three</p> <ul style="list-style-type: none"> • 9-10 a.m. Last Names Q - S • 10-11 a.m. Last Names T - Z • 11-12 p.m. Last names A - F • 12-1 p.m. Last names G - L • 1-2 p.m. Last names M - P 	<p>Thursday, May 28 - Grade Eight</p> <ul style="list-style-type: none"> • 9-10 a.m. Last Names A - F • 10-11 a.m. Last Names G - L • 11-12 p.m. Last names M - P • 12-1 p.m. Last names Q - S • 1-2 p.m. Last names T - Z
<p>Friday, May 29 - Grade Two</p> <ul style="list-style-type: none"> • 9-10 a.m. Last Names Q - S • 10-11 a.m. Last Names T - Z • 11-12 p.m. Last names A - F • 12-1 p.m. Last names G - L • 1-2 p.m. Last names M - P 	<p>Friday, May 29 - Grade Seven</p> <ul style="list-style-type: none"> • 9-10 a.m. Last Names A - F • 10-11 a.m. Last Names G - L • 11-12 p.m. Last names M - P • 12-1 p.m. Last names Q - S • 1-2 p.m. Last names T - Z
<p>Monday, June 1 - Grade One</p> <ul style="list-style-type: none"> • 9-10 a.m. Last Names Q - S • 10-11 a.m. Last Names T - Z • 11-12 p.m. Last names A - F • 12-1 p.m. Last names G - L • 1-2 p.m. Last names M - P 	<p>Monday, June 1 - Grades Six</p> <ul style="list-style-type: none"> • 9-10 a.m. Last Names A - F • 10-11 a.m. Last Names G - L • 11-12 p.m. Last names M - P • 12-1 p.m. Last names Q - S • 1-2 p.m. Last names T - Z
<p>Tuesday, June 2 - Kindergarten</p> <ul style="list-style-type: none"> • 9-10 a.m. Last Names Q - S • 10-11 a.m. Last Names T - Z • 11-12 p.m. Last names A - F • 12-1 p.m. Last names G - L • 1-2 p.m. Last names M - P 	<p>Tuesday, June 2 - Grade Five</p> <ul style="list-style-type: none"> • 9-10 a.m. Last Names A - F • 10-11 a.m. Last Names G - L • 11-12 p.m. Last names M - P • 12-1 p.m. Last names Q - S • 1-2 p.m. Last names T - Z

Sincerely,

Laura Anderson

Laura Anderson
School Principal
Concord Elementary School

Christine Marcinkewicz

Christine Marcinkewicz
School Principal
Cass Junior High School