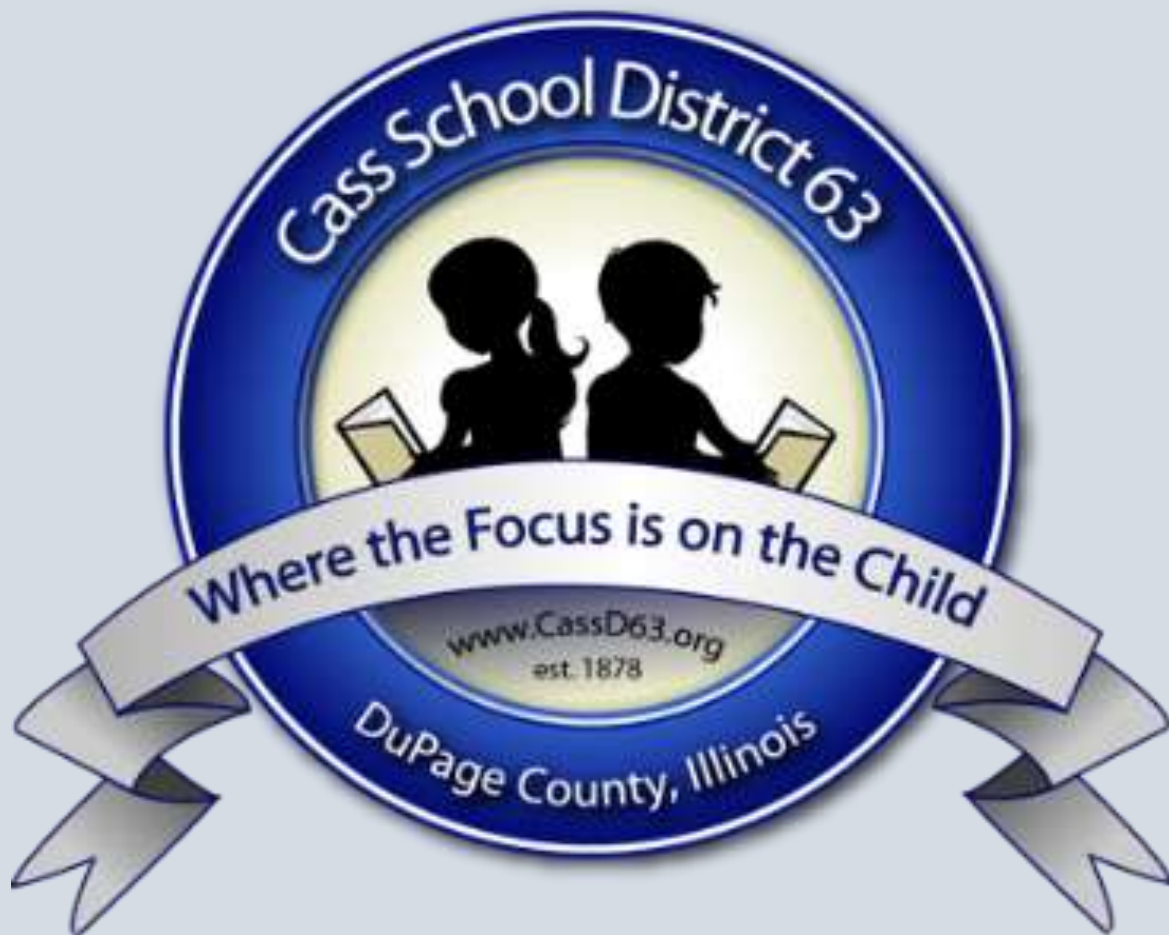


# ***Remote Learning Plan***

## **The Cass School District 63**



***Concord Elementary School***  
***Cass Junior High School***  
***Cass School District 63***

**DuPage County, Illinois**  
**Updated August 25, 2020**

# Superintendent's Message

Dear Cass School District 63 Parents,

As you are all aware, Cass School District 63 made the decision to start the 2020-21 school year with full remote instruction. This was disappointing to all of us here in the school district, as well as to our parents and students. This decision was made based on updated guidance from the Illinois Department of Public Health, which included new and unexpected requirements that we did not feel we could meet safely and responsibly.

The fact that a high percentage of our parents want your children in school is never lost on us, and we will get there when we know we can do so safely and in compliance with current public health guidance. School districts in our area work closely with the DuPage County Health Department and we will continue to work with their guidance and interpretation of public health data. While continual changes from the Illinois Department of Public Health have been frustrating, we are completely focused on making whatever we do successful.

At some point, *School Reimagined: The Cass 63 Return to Learn Framework* will be enacted with our blended learning approach. We will continue to monitor these developments closely, work with our local health officials and keep you informed of any changes. We cannot yet put a timeline on any specific modifications, but of course we will provide ample notice for the plans and timelines for students returning to school in person.

In the meantime, we have and will continue to focus our time and resources on providing your kids with highly effective remote instruction that will ensure that they move forward academically. While remote instruction is far from ideal, I think you will find our plan to be educationally robust while helping all of our students continue to learn, grow and achieve. Our plan includes information, expectations and schedules that should be helpful to parents, and the important details specific to your kids will come from the schools and your child's teachers.

As I have shared, COVID-19 has presented school districts with unprecedented challenges, but we are ready to meet those challenges and we hope to meet and exceed your expectations for remote learning, as well as blended learning when we get there. We will continue to communicate with you as this continues to develop.

Thank you for your support of our children, staff and schools, and never hesitate to reach out to me, Dr. Anderson, Mrs. Marcinkewicz or the appropriate staff member with any questions or concerns. We are here for you!

Sincerely,

*Mark R. Cross*

Superintendent of Schools

# Current 2020-21 School District Calendar

The 2020-21 school year will commence with remote learning on Monday, August 31 and the updated calendar of remote student learning days can be found on the last page, as well as at [www.cassd63.org](http://www.cassd63.org). None of the holidays or breaks as shown will change, but the calendar is subject to modification with a switch back to the blended Monday/Wednesday and Tuesday/Thursday schedule. The School Improvement Days as shown on several Fridays throughout the year will be independent learning days for students as explained below.

## Remote Teaching and Learning Principles

Every effort has been made to provide an excellent remote teaching and learning experience for our students. While far from perfect, our teachers and staff will continue to make modifications and improvements whenever and wherever possible as the year gets started. Remote learning this fall will be very different from before and following are the key principles of our plan:

- ✓ Daily attendance will be taken.
- ✓ Both live and independent teaching and learning activities will be provided through online platforms totaling at least five hours of instruction daily.
- ✓ Daily instruction will be provided in all subjects and on a normal school schedule, including art, music, physical education and special education.
- ✓ Teaching and learning activities will be age and grade-level appropriate.
- ✓ Regular assessment, feedback and grading will be provided.
- ✓ Academic integrity and online etiquette will be expected of both students and parents.
- ✓ Interventions, social work, counseling, assistance for English Language Learners and other services will be provided as appropriate.
- ✓ As much as possible and whenever feasible, virtual extracurricular activities and clubs will be available to students who are interested.
- ✓ Teachers and staff will be on site and in their classrooms throughout the day to provide the most robust and meaningful remote teaching and learning experience for our students.
- ✓ School offices are open and a phone call or email away to assist you and your child.

## Expectations for Students and Parents

As referenced in the Remote Teaching and Learning Principles above, academic integrity and online etiquette will be expected of both students and parents, as well as our staff at school. Along these lines, please be aware of the following Remote Expectations for Students and Parents:

- ✓ Students will log in with their first and last name prepared and ready to participate.
- ✓ Students will be respectful to their fellow students and their teachers.
- ✓ Students will follow all applicable school and classroom expectations.
- ✓ Students will participate in remote learning activities, discussions, any group activities and various learning tasks throughout the day.
- ✓ Students and parents will not photograph or record any other student or staff, while also adhering to all district technology acceptable use policies in place for in-person learning.
- ✓ Students will use cameras, video, microphones and online features appropriately.
- ✓ As much as possible, students will utilize a learning space that is available during the school day that is free from distractions and appropriate for learning.

# Monday-Thursday Student Attendance Schedules

All students are required to log in under their own first and last name and attend Zoom sessions and complete any daily assignments or learning activities. The daily schedule will follow the normal school day schedule as much as possible. The remote learning student attendance day for each building is as follows:

**Concord Elementary School (PreK-4)**  
**8:00 a.m. - 2:45 p.m.**

**Cass Junior High School (5-8)**  
**8:45 a.m. - 3:30 p.m.**

## Friday Student Attendance Schedules

Both to allow children a reasonable break from the rigors of remote instruction as well as to give teachers and staff the opportunity to plan for the following week, Fridays will be modified in time and format to allow for three hours of live instruction and two hours of independent learning activities, totaling five hours of instruction. Fridays for children at each school will start at the same normal times as above.

On Fridays, the three hours of live instruction will take place within a four hour window at Concord and within a three hour window at Cass according to the following schedule.

**Concord Elementary School (PreK-4)**  
**8:00 a.m. - 12:00 p.m.**

**Cass Junior High School (5-8)**  
**8:45 a.m. - 11:45 a.m.**

The School Improvement Days as shown on several Fridays throughout the year are held for conducting staff development activities and will be independent learning days for students without live instruction. Independent learning activities will be assigned in advance for these days.

## Remote Learning Platforms

### Grades PreK and Kindergarten

PreK students will use the Seesaw website that is loaded on their Chromebook for the remote learning platform. Zoom links for daily meetings will be posted on Seesaw and parents can find tutorials and support using the Seesaw website.

Kindergarten students will access the daily schedules of activities and Zoom links through Google Classroom and complete the independent activities through Seesaw. Students will access Seesaw by clicking on links in the Google Classroom daily schedule document.

### Grades 1 Through 8

Students in grades 1 through 8 will use Zoom and Google Classroom for their primary remote learning platforms. For Zoom, students are expected to log in with their first and last name for the display. Google Classroom setup will be facilitated by teachers and each teacher will communicate how this will be done for each class.

Teachers at all levels may use other applications or web-based platforms to enhance the teaching and learning process as well. Please direct any questions to your child's teacher or principal.

## **Screen Time and Brain Breaks**

As educators, we recognize the importance of brain breaks, as well as the effect of extended screen time on children. As we have built our schedules for students, we intentionally created times of the school day to include mindfulness activities, stretch breaks and academic work which is to be completed "off screen". Our intention is to maintain the engagement of our students throughout the school day; however, that engagement will not always involve direct screen time.

## **Internet and Technology Access**

Any parents who foresee any difficulty with access to the Internet or technology from home for remote learning activities should contact one of our school offices to see if the school district is able to assist you with your needs.

## **School Lunch Program**

Cass School District 63 will be offering school lunches for families who are interested. Lunches will be available for pick-up or delivery two times each week. The cost is \$3.30 per lunch for each student not approved for free or reduced lunch. Reduced lunches will cost \$0.40 per lunch. If you have not already applied and you think your family may be eligible for free or reduced lunches, you may complete and turn in the Application for Free and Reduced Lunches.

A survey was recently conducted to assist with our planning for school lunches during remote learning. Regardless of individual family responses to the survey, parents can always sign up for pick up or lunch delivery for their children. More information regarding the school lunch program and procedures will be provided.

## **School Registration Fees**

As explained in previous communications, 2020-21 school registration fees remain unchanged for this year. This is not only because we plan to have our students eventually return, but also to help offset the additional cost of the platforms, technology, access points, Internet bandwidth and other investments in helping make remote and eventually blended instruction successful for your child. As always, there is a fee waiver process available for families who qualify.

Regarding transportation fees, parents who have already paid fees will be proportionally reimbursed fees for days the school district is fully remote. Refunds have been issued for those who had indicated that they were already planning to be fully remote for the school year and requested reimbursement.

## **School Office Access and Safety Requirements**

While our intention is to limit any necessary traffic, our offices remain open during business hours. If we cannot assist you through email or by phone, we ask that all visitors and parents on behalf of each child under the age of 18 self-certify that you are free of COVID-19 symptoms before

entering the schools. This is absolutely necessary to help ensure the health and safety of everyone and the only exception is for business in the office that can be conducted in five minutes or less. Face masks are required inside our schools.

For students and visitors who are present for more than a five minute stop in the office, the COVID Symptom-Free Self-Certification form must be completed upon arrival. These forms are available at each entrance outside of each school and school district office and must be completed and signed for each person.

## **Educational Assurances**

While providing high quality instruction and educational services for our students presents countless challenges in the current environment, Cass School District 63 will provide accessibility of remote instruction to all students enrolled in the district. Our learning activities will reflect the current Illinois State Learning Standards and we will continue to meet the unique needs of our students in special populations, including English Language Learners, students in special education and students who may be homeless.

It is our intention to make a successful return to all in-person learning for all students, regardless of their background or educational needs, once health conditions allow. Until such time, Cass School District 63 is committed to meeting the needs of all learners of our students.

## **Remote Learning Plan Updates and FAQs**

Prior to the start of the 2020-21 school year and as needed, any substantive modifications to the Cass School District 63 Remote Learning Plan will be communicated to parents. Frequently Asked Questions (FAQs) are also being developed and will be shared in the event this is helpful to parents and families. Your questions and feedback are always welcome.

## **School District Contact Information**

Contact information for each school building as well as the school district office is as follows:

Dr. Laura Anderson  
Principal  
Concord Elementary School  
1019 Concord Place  
Darien, IL 60561-5124  
landerson@cassd63.org  
331-481-4010

Mrs. Christine Marcinkewicz  
Principal  
Cass Junior High School  
8502 Bailey Road  
Darien, IL 60561-5333  
cmarcinkewicz@cassd63.org  
331-481-4020

Mr. Mark R Cross  
Superintendent  
Cass School District 63  
8502 Bailey Road  
Darien, IL 60561-5333  
mcross@cassd63.org  
331-481-4000

***We sincerely thank our students, parents, faculty, staff, administration, Board of Education and our local community for your kindness, support and flexibility with our plans and expectations for remote instruction during this unprecedented time.***



# 2020-21 Remote School District Calendar

Cass School District 63

Approved 8-25-2020

## JULY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## AUGUST

S	M	T	W	T	F	S
2	3	4	5	6	7	1/8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24 I	25	26 I	27 I	28 I	29
30	31					

## SEPTEMBER

S	M	T	W	T	F	S
		1	2	3	4	5
6	7 H	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

## OCTOBER

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9 S	10
11	12 H	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30 S	31

## NOVEMBER

S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23 P	24 P	25 X	26 H	27 X	28
29	30					

## DECEMBER

S	M	T	W	T	F	S
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20	21 X	22 X	23 X	24 X	25 H	26
27	28 X	29 X	30 X	31 X		

## IMPORTANT DATES

**August 24**  
No School - Staff Institute Day

**August 25**  
Parent-Student Virtual Orientation Day

**August 26-28**  
No School - Staff Institute Days

**August 31**  
First Day of Remote Learning (K-8)  
*(In School or Remote Learning - See Key Below)*

**September 2**  
First day of Student Attendance (PreK)

**September 7**  
No School - Labor Day

**September 18**  
School Improvement Day

**October 9**  
School Improvement Day

**October 12**  
No School - Columbus Day

**October 30**  
School Improvement Day

**November 3**  
No School - Election Day

**November 20**  
End of 1st Trimester

**November 23-24**  
No School - Parent-Teacher Conferences

**November 25 - 29**  
No School - Thanksgiving Break

**December 18**  
School Improvement Day

**December 19 - January 3**  
No School - Winter Break

**January 4**  
No School - Staff Institute Day

**January 18**  
No School - Martin Luther King Holiday

**February 12**  
School Improvement Day

**February 15**  
No School - Presidents Day

**March 5**  
End of 2nd Trimester

**February 26**  
No School - Teacher Institute

**March 26**  
School Improvement Day

**March 29 - April 2**  
No School - Spring Break

**April 5**  
No School - Local School Holiday

**April 23**  
School Improvement Day

**May 21**  
Last Day of School for PreK

**June 7**  
School Improvement Day - Last Day of School

## JANUARY

S	M	T	W	T	F	S
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10	11	12	13	14	15	16
17	18 H	19	20	21	22	23
24/31	25	26	27	28	29	30

## FEBRUARY

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14	15 H	16	17	18	19	20
21	22	23	24	25	26 I	27
28						

## MARCH

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14	15	16	17	18	19	20
21	22	23	24	25	26 S	27
28	29 X	30 X	31 X			

## APRIL

S	M	T	W	T	F	S
				1 X	2 X	3
4	5 X	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23 S	24
25	26	27	28	29	30	

## MAY

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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31 H					

## JUNE

S	M	T	W	T	F	S
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6	7 S	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

## Calendar Legend

**Bold** Student Remote Learning Attendance Days  
**P** No School - Virtual Parent-Teacher Conferences  
**S** School Improvement Day

**I** No School - Insitute Day or Remote Planning Day  
**H** No School - School Holiday  
**X** No School - Not in Attendance

## Student Remote Learning Schedules

**Concord Elementary School (PreK-4)**  
8:00 a.m. - 2:45 p.m.

**Cass Junior High School (5-8)**  
8:45 a.m. - 3:30 p.m.

*The Cass 63 Remote Learning Plan includes more schedule details for Fridays and School Improvement Days.*