



LOSTANT COMMUNITY UNIT SCHOOL DISTRICT 425

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Phone (815) 368-3392 • Fax (815) 368-3132
www.lostantcomets.org

April 22, 2020

Dear Parents,

This letter is to give you guidance for the remainder of the school year. Please contact me if you need anything or have questions.

Dr. Malahy
815-440-1290 (personal cell phone)

Communication

It is extremely important that all families have contact with teachers. Our teachers are making many attempts to email, text, call, or use digital means to contact you. We do not want to give incomplete grades. If a week has passed and you have not been in contact with a teacher because you do not know how to contact someone, please call me directly. Teachers are doing everything they can to contact you. I will help you get in contact with the teacher regardless of the hour of the day or day of the week.

Assignment Packets #1 and #2

Packet #1:

By now students should have completed all assignments in Packet #1 and placed any paper assignments in the Assignment Bin located at the front door of the school. These assignments were not graded. They were used to gauge what the students could complete on their own or with online teacher assistance.

Packet #2:

The assignments in Packet #2 are due May 1st. You may place all completed paper assignments in the Assignment Bin located at the front door of the school on April 23rd or April 24th and April 30th or May 1st. The bin will be brought in on May 1st at noon so please make sure all assignments are turned in by noon.

Assignment Packet #3

Packet #3:

We are going to create assignments in Packet #3 for each individual student. Our plan is outlined below.

1. No assignments for the week of May 4th. Teachers will use this week to create Packet #3.
2. Teachers will assess all work that is turned in on or before May 1st. Each student will receive individual assignments for the remainder of the school year based on completed work from Packets #1 and #2.
3. Packet #3 will be delivered on Friday, May 8th.
4. There will be 10 days of work in the packet (online or paper/pencil). These assignments will be for the dates May 8th through May 21st. These assignments will be individually planned based on each student's completed work to date.
5. The Assignment Bin will be placed at the front door of the school on May 14th and 15th, and again on May 20th and 21st. The last 10 days of work (Packet #3) may be placed in the bin on any of those 4 dates.

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6. All assignments whether digital or paper/pencil will be due on May 22nd.
7. There will be no assignments the week of May 25th.
8. Memorial Day is May 25th and the last day of school is May 29th.

Textbooks, Workbooks, Laptops, Library Books, Classroom Books

All textbooks, workbooks, laptops, library books, and teacher classroom reading books must be delivered back to school on or before May 22nd. You may place these items in the Assignment Bin or call the school to schedule an appointment to bring these items back.

Grades, Report Cards, Awards and the School Calendar

A lot of time must be spent analyzing student work that has been or will be completed from March 17th through May 21st. It must be determined if your child completed assignments to the best of their ability; rushed through assignments just to get them completed; or did not attempt to complete assignments. We know how much assistance your child needs in the classroom. We must determine how well your child mastered the assignments based on review information or new information we assigned. The only expectation we have is that your child attempts to complete all assignments to the best of his or her ability. The teachers and I will be spending considerable time on this task during the week of May 25th through June 1st. We must be absolutely sure we pass your student based on good effort to complete assignments. An incomplete grade will be given if assignments are not attempted or it appears a student did not contact the teacher for help or questions. Incomplete work must be completed over the summer and turned in before July 1st. Students who receive an incomplete grade and do not complete the work by July 1st will repeat the course or entire grade next school year.

Report cards will be mailed the week of June 8th. The 2020-2021 School Calendar will be mailed with report cards. Awards and certificates for 2nd semester may be picked up in the school office over the summer or during registration on July 31st.

Office Hours

Mr. McLaughlin and I have decided to work almost exclusively from home for the next several weeks. As the Coronavirus continues to spread, we believe it is in your best interest that we stay healthy and available to you. I can be reached by telephone 815-440-1290 or email malahys@lostantcomets.org. Mr. McLaughlin can be reached by email mclaughlinn@lostantcomets.org. We are available 24 hours a day, 7 days a week. Contact us anytime. No problem, question, or concern is too large or small. We are here for you. We will be in and out of the office throughout the week and on Thursdays and Fridays to collect assignments from the drop-off bin. Jenn and Jessica must occasionally come in. Teresa and team will continue to provide meals on a modified schedule. Bill is also in the building most days. So, even though we will no longer have set office hours, there are still people in and out of the school.

Teacher Contacts

1. If you or your child need to contact a teacher for work assistance or have a question, below are their emails.
 - ✓ Mrs. Roach: roacha@lostantcomets.org
 - ✓ Mrs. Walgenbach: walgenbacha@lostantcomets.org
 - ✓ Mrs. Newbold: newboldj@lostantcomets.org
 - ✓ Mrs. Einhaus: einhausm@lostantcomets.org
 - ✓ Mrs. Olson: olsona@lostantcomets.org
 - ✓ Mrs. Haynes: haynest@lostantcomets.org
 - ✓ Mr. Weber: weberj@lostantcomets.org
 - Please note – Mr. Weber has a physical education activity document in the first assignment packet.

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Teachers worked diligently to set up digital programs like ZOOM, Edmodo, etc., in order to have a face-to-face meeting with you and/or your children. Please reach out to the teachers so that you are not isolated and trying to figure out assignments on your own. These digital programs are free and easy to use.

2. Scholastic has free activities for kids. Go to www.scholastic.com/learningathome. If you need additional free websites, please contact us and we will give you additional ideas.
3. All teachers are required to work and be available to parents and students between the hours of 8:30am – 1:30pm, Monday through Friday. Most teachers are available beyond those hours, but you must be in contact with them if you need to conference in the evening when you get home from work. Please do not hesitate to contact our teachers if you or your child has an assignment question.

Attendance

Daily attendance **will not** be taken.

Breakfast and Lunch – Meal Delivery

1. Teresa and team have worked diligently to prepare and deliver nutritious meals. We will continue the meal delivery plan throughout the school closure days.
2. If you do not receive meals and would like to do so, please leave a message on the school answering machine 815-368-3392; or call me 815-440-1290 or email me malahys@lostantcomets.org.

Meal Delivery April 22nd through May 27th

April 22nd - you will receive meals for Wednesday, Thursday, and Friday.

April 27th - you will receive meals for Monday and Tuesday.

April 29th - you will receive meals for Wednesday, Thursday, and Friday.

May 4th - you will receive meals for Monday and Tuesday.

May 6th - you will receive meals for Wednesday, Thursday, and Friday.

May 11th - you will receive meals for Monday and Tuesday.

May 13th - you will receive meals for Wednesday, Thursday, and Friday.

May 18th - you will receive meals for Monday and Tuesday.

May 20th - you will receive meals for Wednesday, Thursday, and Friday.

May 26th - you will receive meals for Tuesday.

May 27th - you will receive meals for Wednesday, Thursday, and Friday.

Summer Meal Program

There is no food delivery during the summer months.

Summer School

Summer school is going to be very important this year. Students need to reconnect to their school.

Teachers need to assess how to academically begin the school year. Summer school is free.

Transportation service is free and available to all students whether you live in town or in the rural areas.

In addition to math and reading, I am working with Mr. David to schedule music and instrument building activities. Snacks are provided as well as time for recess. Please complete the attached summer school form so that we may begin planning for an exciting jump start to the school year. Place the Participation Form in the Assignment Bin any Thursday or Friday during the months of April and May.

Once again, please contact us if you need anything.

Dr. Malahy

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