



LOSTANT COMMUNITY UNIT SCHOOL DISTRICT 425

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Date: November 20, 2020
Re: Covid-19 Update and Remote Learning
To: Lostant School Families and Staff Members

Planning for the Future – Remote Learning

If your child is home sick, home in quarantine, or we are engaged in schoolwide closure, your child's education should not be significantly interrupted. All students have been trained how to log onto their laptops/chromebooks and engage with their teachers using Google Classroom or Google Meets.

Attendance: Attendance will be taken every day in every remote learning class session. Your child must follow his or her remote learning schedule in order to comply with state attendance reporting. Your child has a copy of his or her remote schedule.

1. If your child is sick and will not attend school remotely, you must call the school office and report him or her ill. If we do not hear from you by 8:30 a.m. your child will be expected to attend class as outlined on his or her remote learning schedule.
 2. Teachers take attendance every class period and report to the office whether your child was in attendance. If your child misses more than 23 minutes of the school day, he or she will be reported with partial attendance or no attendance. Please refer to page 12 in the Student/Parent Handbook.
 3. If your child is unable to access the Internet during class time a parent or the student must call the school office immediately to explain the situation.
 4. Students must attempt to log on to their first class and engage in school activities. If they experience buffering issues or loss of Internet access there are three procedures in place listed below in number six.
 5. If your child is unable to access Google Classroom, Google Meets, or digital learning programs during the day at any time, the teacher(s) will make contact with you by the end of the day to create a plan of action for assignment completion.
 6. If a student is absent from the virtual classroom, teachers will engage in one or more of the following teaching options.
 - a. Video tape the lesson live and post it by the end of the day in Google Classroom. Students must check all missed classes, watch the class teaching video, and complete all assignments. The student has one day to complete and submit all assignments.
 - b. Video tape the lesson after school and post it by the end of the day in Google Classroom. Students must check all missed classes, watch the class teaching video, and complete all assignments. The student has one day to complete and submit all assignments.
 - c. Contact the student and engage in a Google Meets session to teach the student what he or she missed that day in class. The student has one day to complete and submit all assignments. The teacher will attempt to contact the student via student e-mail, parent telephone call, or parent text message.
- ...where all students are given the opportunity to reach their highest potential.

7. If a student goes home sick during the day but is still able to attend class using Google Classroom, the student will receive attendance credit for being in school and participating in remote learning if using Google Classroom or Google Meets.

Please keep in contact with the teachers and/or office staff so that we may address every situation as it arises to make sure your child does not fall behind in class work.

Kindergarten – 2nd Grade: Parents are encouraged to check-out a school laptop for home use during a student's illness, quarantine, or school closure. Students may be assigned a small amount of paper/pencil tasks but should be attending school using Google Classroom and Google Meets as outlined on their daily remote learning schedule. Students have been practicing at school how to use the laptop and access their digital classroom but some students may need adult assistance at times.

3rd – 8th Grade: Students are well versed using Google Classroom, Google Meets, digital learning programs, working online, and submitting assignments digitally. Every student has a chromebook and has been practicing remote learning skills at school. If for some reason a student cannot access their digital classroom the entire day or a portion of the day, please refer to number six above.

Important Reminders

1. Attendance will be taken every day by every teacher in every digital classroom. Attendance counts this year. The State Board of Education is not allowing attendance waivers.
2. Attendance includes two items.
 - a. Being in virtual attendance and completing school work.
 - b. Not be in virtual attendance due to Internet issues at your home. In this case students must be in contact with their teachers and complete all assignments within one day. See number six above.
3. If a student completes a paper/pencil task the assignment is due **within 24 hours**. All assignments must be placed in the black/yellow bin located at the school front door. Late assignments will be graded for content knowledge but the student will receive a zero grade in the grade book. The State Board of Education **is not allowing pass/fail grades this year**. All assignments count and must be graded as if the student were physically in school. Assignments will be retrieved from the bin by school personnel Monday through Friday, throughout the school day beginning at 8:00 a.m. through 4:00 p.m. Therefore someone must retrieve new assignments from the bin or place completed assignments in the bin on a daily basis.
4. Stay in communication with the teachers. We are legally not allowed to waive attendance or alter grades. Students must attend school every day in every class and complete all assignments.

Thank you once again for working with your school and doing everything you can to keep kids coming to school.

Educationally yours,

Dr. Sandra Malahy

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