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Memo

To: Center Cass District 66 Board of Education
From: District 66 Emergency Learning Committee
Date: November 3, 2026
Re: Updated Emergency Learning Plan

Executive Summary & Recommendation
Center Cass School District 66 highly values in-person learning and prioritizes direct, classroom-based instruction whenever conditions permit. While the district maintains the discretion to utilize traditional emergency days (snow days) when necessary, which are made up at the end of the school calendar, an effective remote instructional framework is useful when emergency closures necessitate E-Learning to ensure instructional continuity without adding days to the academic year.

Current Model
Under the district's currently posted plan, the first emergency closure day is conducted solely as an asynchronous learning day, requiring students to complete five (5) hours of independent schoolwork via packets or learning platforms. Live teacher-led instruction is only initiated if closures extend into consecutive e-learning days (Day 2 and beyond).

Recommendation for 2026–2027
The district e-learning committee recommends updating the Emergency Day Instructional Plan for the 2026–2027 school year for kindergarten through eighth grade by eliminating the initial fully asynchronous day. The recommendation for pre-school to be asynchronous remains the same. Under this updated plan, the district will immediately enact the balanced synchronous/asynchronous structure (previously designated as Day 2+) on Day 1 of any declared E-Learning day for kindergarten through eighth grade.

Under this recommended structure, any emergency E-Learning day will provide approximately 2.5 hours of synchronous (live online) instruction and 2.5 hours of asynchronous (independent) learning, totaling the required 5 hours of student learning for students in kindergarten through eighth grade.

Plan Components by School

Elizabeth Ide Elementary School (Preschool & Grades K–2)

Preschool Program: Students participate in 2.5 hours of asynchronous independent learning. Instructional materials, targeted activities, and guidance are distributed through hard-copy packets, SeeSaw, or direct parent email.

Grades K–2 Synchronous Instruction (2.5 Hours): Live teacher-led instruction begins at 8:30 AM via Google Meets link on iPads. Instruction encompasses Morning Meeting, English Language Arts (ELA), and Mathematics, integrated with one assigned Encore class per grade level for 25 minutes per class.

Grades K–2 Asynchronous Learning (2.5 Hours): Students complete independent coursework distributed via physical packets sent home on December 1st. Instructions for both synchronous and asynchronous portions of the day will be provided to parents in the packet of information sent home.

Prairieview Elementary School (Grades 3–5)

Synchronous Instruction (2.5 Hours): Instruction starts at 8:30 AM using Google Meet links accessed via Google Classroom. The schedule includes Morning Meeting, ELA, and Mathematics instruction, alongside at least 10 minutes of physical education brain breaks and 20 minutes of synchronous Fine Arts.

Asynchronous Learning (2.5 Hours): Students complete 2.5 hours of independent coursework delivered via Google Classroom or hard-copy materials, encompassing Science, Social Studies, Art, Music, and PE.

Lakeview Junior High School (Grades 6–8)

Synchronous Instruction (2.5 Hours): Live instruction begins at 8:30 AM via Google Classroom. Junior high students adhere to an 8-period bell schedule, receiving 20 minutes of direct synchronous instruction in each scheduled course:

Period	Synchronous Time	Period	Synchronous Time
Period 1	8:30 AM – 8:50 AM	**Period 5**	9:50 AM – 10:10 AM
Period 2	8:50 AM – 9:10 AM	**Period 6**	10:10 AM – 10:30 AM
Period 3	9:10 AM – 9:30 AM	**Period 7**	10:30 AM – 10:50 AM
Period 4	9:30 AM – 9:50 AM	**Period 8**	10:50 AM – 11:10 AM

Asynchronous Independent Learning (2.5 Hours): Students complete independent assignments, extension tasks, and projects through Google Classroom.

Operational Considerations & Next Steps

Attendance: Student attendance will be officially recorded during the morning synchronous sessions. Students experiencing power outages, connectivity challenges, or illness are provided opportunities to verify participation and complete missed work without academic penalty.

Accommodations & Support Services: Individualized Education Plans (IEPs), 504 plans, and English Learner (EL) services will be implemented in accordance with state and federal mandates. Case managers and support specialists will coordinate targeted synchronous support and office hours.

Family Notice & Technology Access: In the event of an emergency closure, notification will be disseminated through standard district broadcast channels. When inclement weather can be predicted, deployment protocols at each campus will be enacted to ensure that 1:1 devices, chargers, and/or essential hard-copy materials are accessible at home.

Recommended Board Action: The administration recommends that the Board of Education approve the updated Emergency Day Instructional Plan as presented for adoption beginning in the 2026–2027 school year, authorizing administration to update district communication materials and file the verified plan with the Regional Office of Education.