

# COMMUNITY LINKS HIGH SCHOOL

2400 S. Marshall Boulevard, Chicago, Illinois 60623

Phone: (773) 534-1997 - Fax: (773) 534-0354

<http://www.comlinks.cps.edu>

Francisco A. Borrás, Principal

---

September 3, 2020

Dear Spry HS Parents and Families,

Welcome back!!!! We hope this finds you and your loved ones safe and healthy. We are writing today to share our school opening plan to support your child's Remote Learning during the 1<sup>st</sup> quarter of the year. Your partnership, feedback, and collaboration are critically important to support your child's engagement in remote learning. Please take a few moments to read below for information about our school opening plan, material and device distribution, expectations for your child, and the ongoing communications and assistance we will provide to keep students engaged, learning, and healthy while schools are closed. Furthermore, we ask that you please update us on any changes to your contacts by updating your School Enrollment and Request for Emergency and Health Information Forms located under **Registration**. Before we start the new school year, we wanted to reach out to you in regards to some questions you may have about school opening, registration, schedules, and remote learning.

## **School Opening (September 8, 2020)**

Students, as we begin school remotely, we will be following our normal school schedule. We know this will take a lot of getting used to. Please follow your class schedule starting from Day 1. In order to help you out we will be having a Google Meet Orientation Meeting by grade-level during 1st period. Google Meet orientation links by Grade-Level have been emailed to you. Grade-Level Orientation Meetings will go over more detailed information, and answer any questions you might have. Please plan to attend in order to get important information about the start of the school year. Please join these Meetings on Day 1 (September 8, 2020) to start the day.

After the morning meetings you will continue with your normal school day starting with 2<sup>nd</sup> period. Your teachers will explain everything to you, don't worry.

**We will also have Virtual Office Hours from 8:30 AM-12:30 PM during the first week of school in case you need extra help getting to where you need to be. Don't worry, we're here for you, so stop by.**

# COMMUNITY LINKS HIGH SCHOOL

2400 S. Marshall Boulevard, Chicago, Illinois 60623

Phone: (773) 534-1997 - Fax: (773) 534-0354

<http://www.comlinks.cps.edu>

Francisco A. Borrás, Principal

## Material and Device Distribution

We will be hosting material and device distribution on Wednesday (9/9) and Friday (9/11) of next week. Distribution will take place from the North doors of the Spry building along 24th Street. Please follow all social distance protocols, and line up alongside the building maintaining a 6ft distance. Markers will be placed on the sidewalk. Please follow the following distribution day schedule:

1st and 2nd Years: 3:00 PM-6:00 PM

3rd and 4th Years: 3:00 PM-6:00 PM

## Registration

Here are the forms that you will need to submit by the start of the school year so that we have all necessary registration papers in place. If you are able, you can submit forms electronically. We ask that you fill out the following forms and submit all forms to the following email: [MCastro@cps.edu](mailto:MCastro@cps.edu). We will be sending along future information for both pick up and submission of registration packets in the very near future in case you are not able to submit electronically.

- School Enrollment Form ([English](#) / [Spanish](#)) **UPDATED THIS YEAR (Only fill out if contact information needs to be added or updated)**
- Request for Emergency and Health Information ([English](#) / [Spanish](#))
- School Messaging Consent Form ([English](#) / [Spanish](#)) **UPDATED THIS YEAR**
- Media Consent Form and Release ([English](#) / [Spanish](#)) **UPDATED THIS YEAR**
- Family Income and Information Form ([English/Spanish](#))
- 2020/2021 Minimum Health Requirements for School ([English](#) / [Spanish](#))  
**[Physical Examinations and Immunization Records](#) are due upon registration. Physical Exam must be completed within one year prior to entry to the ninth grade. Two doses of the meningitis vaccine are required for 12th grade students. The second dose must be administered at least 8 weeks after the first dose. If the first dose was given at age 16 or older; only one dose will be required for 12th grade. Please make sure all appointments are made prior to enrollment so that you can let us know when immunizations will occur if they have not done so by this time.**
- Student Medical Information Form ([English](#) / [Spanish](#))-(If applicable)

**Please note: All fillable forms must have an original parent/guardian signature, an electronic signature is not acceptable. By signing these documents, the parent/guardian certifies that they are authorized to complete the documents, and the information provided is true and accurate.**

# COMMUNITY LINKS HIGH SCHOOL

2400 S. Marshall Boulevard, Chicago, Illinois 60623

Phone: (773) 534-1997 - Fax: (773) 534-0354

<http://www.comlinks.cps.edu>

Francisco A. Borrás, Principal

Other documents that you may need throughout the year, but do not need to compete at this time are electronically available below:

- **Enrollment Procedures/ Requirements** - poster [ [ENGLISH](#) | [SPANISH](#) ]
- **Student Rights & Responsibilities** (formerly the Student Code of Conduct) – booklet [ [ENGLISH](#) | [SPANISH](#) ]
- **Parent and Student Calendars** – flyer [ [ENGLISH](#) | [SPANISH](#) ]
- **Safety Is Everybody's Responsibility** – z-fold brochure [ [ENGLISH](#) | [SPANISH](#) | [POLISH](#) ]
- **High School Graduation Requirements** – flyer [ [ENGLISH](#) | [SPANISH](#) ]
- **Chicago Connected** – flyer [ [ENGLISH](#) | [SPANISH](#) ]
  
- **Aspen Parent Portal** – flyer [ [ENGLISH](#) ]

## Fees

At this time, we will not be taking fees at the start of the school year. Should our school year switch to a hybrid or in-school model, fees will be communicated to families and must be paid online. The quickest process to pay fees is online through the ASPEN parent portal. If you have not signed in to ASPEN parent portal, please do so as soon as possible. If you owe fees for your child, you may continue to pay those fees online through the ASPEN Parent Portal.

## Schedules

Schedules will be available for students to access/print on ASPEN student portal after 5:00 pm on Thursday, August 27th. You need to have access to your CPS email accounts.

## Remote Learning

*This year we will continue to focus on our primary role of providing all students with access to high-quality instruction. Our students have made incredible progress due to the commitment of our talented teachers and the adjustments they have made to the remote learning environment. Quality teaching and learning must continue to be our priority in SY21.*

1. Teachers will be using the Google Education Suite to facilitate remote learning.
2. Daily remote learning that meets instructional minute and synchronous/asynchronous requirements for all content areas or courses for all students.
3. Focus on grade-level, standards-aligned instruction and student social emotional needs.
4. Submit and monitor student attendance daily.
5. Ensure all students have digital access.

# COMMUNITY LINKS HIGH SCHOOL

2400 S. Marshall Boulevard, Chicago, Illinois 60623

Phone: (773) 534-1997 - Fax: (773) 534-0354

<http://www.comlinks.cps.edu>

Francisco A. Borrás, Principal

6. Ensure clear communication with families and students.
7. Establish effective structures to facilitate professional development, staff collaboration, planning, feedback and continuous improvement in the remote environment.

Teachers and staff will continue to be made available as the school year continues as questions arise. Please always check our website for updates and information at

Sincerely,

Francisco Borrás