



July 17, 2020

Dear QPS students and families,

Below is information regarding the start of the 2020-21 school year. It is important to note that the plan may change as the situation in Adams County and the rest of the State of Illinois develops over the coming weeks. As we developed this plan for our Kindergarten through 5th grade students and staff, we kept the four main goals in mind:

- **Goal 1:** Keep our students and staff safe
- **Goal 2:** Ensure art, music, PE and library are part of the weekly schedule for students.
- **Goal 3:** Disrupt learning as little as possible.
- **Goal 4:** Provide flexibility and options

With this in mind, two learning options will be available for K-5 families to choose from for the 2020-2021 school year. These two options are outlined below.

OPTION #1 - In-Person Learning

In person learning will be similar to a typical school day. Students will be assigned to classrooms by grade level with no more than 25 students in a classroom. Buildings will open at 8:25 am for students to enter the building. The following measures will be in place for arrival:

- **As Superintendent Webb previously communicated, the current plan is that while in the building, masks or face shields will be required of all students, staff, and visitors.** A doctor's note specifically stating a medical need to not wear a facemask or shield will be required to be excused from this requirement. Visitors will be allowed in the building by appointment only. All visitors will have their temperature checked by security and will be required to wear a mask.
- **As Superintendent Webb previously communicated, the current plan for Temperature Screenings:** All students will have their temperature taken as they enter the building. *(Bus riders will have their temperature taken prior to coming on to the bus).* Students with a temperature in excess of 100.0 will be asked to report to the Nurse's Office for an additional check. If the temperature remains over 100.0 the student will be sent home.
- **Start of the Day:** Upon entering the building, students will go straight to their classroom to prepare for the school day which starts at 8:45 am.
- **Breakfast:** Students who choose to eat breakfast at school will have a grab-n-go option to eat in the classroom. *(Both hot and cold breakfast options will be available).*

Once instruction begins at 8:45 am, all students will receive core academic instruction daily. In addition, students will receive instruction in PE, music, library, and art (4th/5th grade) weekly. Students who require additional supports such as academic intervention, special education resource, and/or other special education services such

as speech, OT/PT, etc. will have these services provided. Recess will occur daily by class within the classroom or outside utilizing social distancing guidelines. Lunch will be provided in the classroom most days. There will be scheduled times each week for individual classrooms to eat lunch in the cafeteria.

Social distancing will be maintained in classrooms to the extent possible. The following measures will be taken to allow for social distancing.

- Eliminate unnecessary furniture in classrooms
- Students will face the same direction in all classrooms
- Small group interactions will be limited
- Teachers will reduce the sharing of electronic devices and school-owned books/materials.
- School supplies or electronic devices brought in by individual students will not be shared with other students.
- Water fountains will be de-activated, but all touchless water filling stations will be available for use. Students are encouraged to bring their own labeled, water bottle for personal use.

The school day will end for all K-5 elementary schools at 2:45 p.m. with the possibility of a staggered dismissal prior to 2:45 pm to reduce the number of students exiting the building at one time. Bus riders will load buses at 2:45 pm. A specific dismissal plan will be communicated from your individual school at a later date.

OPTION #2- Remote/Online Learning Option

Remote learning will mirror an in-person learning day. Students will be assigned to a teacher based on grade level. Remote learning will begin each day at 8:45 a.m. Students will use an online platform to connect with their teacher at that time. A link to the online platform will be available through QPS Clever. More information about the online platform and access will be shared prior to August 20th. Once remote instruction begins at 8:45 am, remote learning students will receive and participate in core academic instruction daily. Remote instruction will include whole group direct instruction daily, small group support throughout the week and independent work daily.

Students are expected to attend remote instruction each day. Daily attendance will be taken and recorded in Skyward. All remote learning assignments, tasks, projects, etc. will be graded and monitored according to current grading practices.

In addition, remote learning students will have access to instructional opportunities for PE, music, and art (4th/5th grade). Students who require additional supports such as academic intervention, special education resource, and/or other special education services such as speech, OT/PT, etc. will have these services provided remotely. Scheduled learning breaks that are typical to an in-person school day (e.g. recess time/lunch time) will be part of a student's remote learning schedule.

A typical remote learning school day will end at 2:45 p.m. each day. This time may be adjusted based on the total number of students that enroll in remote learning at the K-5 level.

Potential Transition from In-Person to Remote Learning

Our hope is that we will not have to transition to all remote learning this school year, but we feel we need to have a plan in place in case we are required to have all students move to remote learning.

- All teachers will introduce, explain, and utilize common online learning tools within the first two weeks of in-person instruction. This will allow for students participating in in-person learning to become familiar with expectations if we would have to transition from in-person learning to remote learning at any time throughout the school year.
- Each elementary school will have a plan to distribute/loan district-owned devices to students who request a device for remote learning through QPS fall online registration.
- All classroom teachers will distribute instructional materials (workbooks, journals, math manipulatives, etc.) to use at home for remote learning. In addition, students will take home personal school supplies (such as pencils, markers, crayons, notebooks, etc.).
- If a transition to all remote learning would take place, the start time for remote learning would remain 8:45 am. The end time for remote learning would remain 2:45 pm. Please know the end time may be adjusted based on ISBE and QPS District guidance. *(Per ISBE guidelines, a remote learning day must be a minimum of 5 clock hours).*
- Remote Learning Expectations for QPS full remote learning for all students include:
 - All students with internet access are required to attend remote instruction classes daily. Daily attendance will be taken and recorded in Skyward.
 - All students will engage in remote learning whole group instruction, small group instruction, and complete independent work (assignments, learning tasks, projects, etc.).
 - Assignments will be graded and monitored according to current grading practices.
 - Students who do not have internet access will work with their individual school/building principal to develop a plan for remote instruction.

Quincy Public Schools online registration will open on July 22, 2020. At the time of registration, each family will be asked to choose between in-person learning and remote learning for the 2020-2021 school year.

We know this decision will be a tough decision for each QPS family. There is nothing we want more than to have all students in our buildings and classrooms daily. However, we want all families to have the options/flexibility to make a decision that is best for their family at this time. QPS values all family decisions and as always, will be available to provide support during this time. We know this year will be different, but we will work to ensure your child(ren) continue to be provided with a safe, equitable and well-rounded learning experience for the 2020-2021 school year.

Sincerely,

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Chrissy Cox- Sarah Atwater Denman Elementary Principal
Brad Funkenbusch- Col. George J. Iles Elementary Principal
Brian Trowbridge- Lincoln Douglas Elementary Principal
Melanie Schrand- Dr. Abby Fox Rooney Elementary Principal

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