Dear Eugene Field Families,

This will be a school year unlike any other. I know many of you are overwhelmed with the unending challenges regarding the overall future of your children. Whatever you have decided this school year will look like for you and your family after October 1st, please know that we will get through this together and things will be normal once again.

I have received several emails and phone calls this week. It's important that I know your concerns so I can advocate for your student. Please don't hesitate to email or call and I will do my best to answer your questions. I hope that this letter will answer most of your questions. If not, you know what to do!

August 6, 2020

Dear Unit 5 Community,

During the past several months, Unit 5 has worked on redesigning school procedures and our physical buildings to implement the Illinois State Board of Education (ISBE) and Centers for Disease Control (CDC) guidelines for reopening schools. We always knew it would be a challenge to open but Unit 5 followed the guidance of the State and worked diligently to offer parents a choice, including an in-person option.

As other school districts across the nation opened and had to close within days because of positive cases it became evident that challenges were mounting. Over the last couple of weeks the Unit 5 staff have monitored local health metrics, consulted with the McLean County Health Department, and have continued to study the latest information regarding how school-age children are susceptible and can spread COVID. We have also seen an increase in positive COVID cases in McLean County, the State of Illinois, and across the country.

As we worked through our plans and reviewed data from student learning choices, several significant issues emerged including, the inability to maintain social distancing in our buildings and the ability to adequately staff in person and online instruction. Based on these discussions and monitoring of local and national trends in COVID cases, Unit 5 has determined that we need to begin the 2020-21 school year with Remote Learning.

It is important to know that Remote Learning will look different than in the Spring. We wanted to get you this information as soon as possible. Specific details of the Remote Learning Plan will follow next week.

What does this mean:
- Students will begin the 2020-2021 school year on Monday, Aug. 24 fully remote.
- Attendance will be taken.
- Assignments will be required and graded.
- Daily instruction and engagement will occur.
- ALL Unit 5 students will be instructed by Unit 5 teachers, from the school they are enrolled in, using Unit 5 curriculum. Students who were struggling about how they would take their honors, dual credit, and AP courses will be able to take those courses with Unit 5 teachers.
- Food service will be available
- Unit 5 will continue in this format through the end of the first quarter (mid-October).
- The District will continue to evaluate local metrics, and updated information about COVID, including if
school districts have successfully been able to provide in-person learning. If we feel that we can safely bring students and staff back in mid-October we will offer a hybrid and online option for all students PreK-12. A decision on this will be made by Oct. 1.

I want to emphasize this decision was not made lightly and we understand that the change to our plan will place challenges on our families. Organizations and social service agencies throughout our community are working on programming to provide child care to families in need.

There is no decision that will please everyone, but in the end we believe that we must err on the side of caution and safety. We ask our community to work together to help us get our students back to in-person learning. To do that we must get a handle on this virus. Please wear a mask, socially distance, and avoid large gatherings.

Again, a detailed plan of remote learning will go to parents early next week. You can also continue to follow updates on the district website: www.unit5.org.

With Unit 5 Pride,

Dr. Weikle,
Unit 5 Superintendent

Eugene Field Website
Families are encouraged to periodically check the website for information throughout the school year. Go to the District website, select a school, Eugene Field.

Staff
Your students case manager will reach out to you soon. They will share specific information about courses and needed supplies at that time and will be more than happy to answer any specific questions that you may have.

- EOP: Carissa Ahart
- 18-21 Program: Deann Collins & Marissa Frietsch
- 18-21 Program: Abigail Everett (Mrs. Everett replaces Miranda Henson who is now teaching at Parkside Elementary.)
- 18-21 Program: Kacy Stark
- ALP: Alex Gaffney and Sadie Delashmit (Ms. Delashmit replaces Collette England who has moved out out state)
- VTAP: Dawn Sheppelman
- VTAP/DT: Susie Zink & Abigail Everett (Mrs. Everett replaces Miranda Henson)

Registration: Online registration is currently. Please utilize the help sheets located near the bottom of the Unit 5 website. Log in to Infinite Campus Parent Portal, go to “More” on the left hand side of the page, and click “Online Registration”. If you have any issues registering through Infinite Campus please call Carissa Ahart at 557-4440. She is scheduling in-person registration appointments.

2020-21 Fees: Each spring the Board establishes student fees for the upcoming school year. Some students may not be able to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. A complete list can be found in the 2020-21 Student Handbook. If you have issues with the link to pay fees, just let us know.

2020-21 In-Person Program Schedule (when we return in person)
- ALP: 8:30-1:30 Monday, Tuesday, Thursday, Friday
- 18-21 Program: 9:00-3:00 Monday, Tuesday, Thursday, Friday
  Wednesday is online learning. There will be no in-person student attendance on this day.
2020-21 Remote Learning Program Schedule

- Monday-Friday
- Several new online curriculum have been purchased to meet the individual needs of our students.
- Schedules will be completed the week of August 17th.

Attendance

- Infinite Campus has released updates to its platform. These updates are said to include a Blended Learning tool, recording attendance virtually, attendance preferences for recording virtual students, creating groups of students, and more! As I receive training on these updates, I will be communicating with you!

Class Sizes (when we return In Person)

- As I receive information as to who will return to In-Person vs On-Line, I will have a plan in place that provides a map as to who is where throughout the day. My goal is to limit each classroom to 6-10 students depending on the size of the classroom.
- The building is well-suited for limiting student movement throughout the entire building. I will be working with staff to create a staggered schedule to help limit the number of students in hallways and limit restroom use to one person at a time.

Community Instruction (when we return In Person)

- Students will not be allowed to enter stores, restaurants and other businesses this school year.
- Students will be learning how to place online orders.
- Students will be learning how to utilize curbside pick up.
- Students will be learning how to utilize a variety of online delivery services.

VTAP Vocational Transition Assistance Program

- Students who have employer paid jobs and have been working since the spring semester will be allowed to continue their participation in VTAP.
- More updates to come from the District next week for families and our staff. Please know we are looking at all possibilities to serve our students.

Breakfast & Lunch (when we return In Person)

- Breakfast & Lunch will be provided to all students wishing to purchase through Unit 5 food service. All meals and brought over daily from Normal West. Menus will be sent home the week of August 24th. Cold sack meals will be provided the first week of school. Students will still be able to bring lunch from home. Staff will assist those who need to warm up meals.
- Grab & Go Meals: A similar schedule will be in place that occurred over the summer. I will share more as I receive information.

Safety Items (when we return In Person)

- COVID-19 Exclusion Protocol for Staff & Students
  https://docs.google.com/spreadsheets/d/1YRW2uwccHjSY8NijDnh7mYrV5bUmZle-1q3RsQ5dsQ/edit?ts=5f28c223#gid=0
• **Visitors:** Visitors are not allowed in the building. The limiting of visitors is due to the inability to certify that they have passed the COVID-19 screening.
• **Face Masks:** Washable face masks will be provided to all students and staff. Students who are not able to wear a mask will be provided options to limit exposure to self and others. (Face shields, desk shields and table shields for small group instruction).
• Additional tables will be provided outside for spacing at lunch and other purposes.
• Plastic counter shields in the main office and other areas throughout the building.
• "6 feet apart" floor stickers for throughout the building.
• Arrow signs for labeling walking directions throughout the building.
• Multiple spray bottles and cleaning clothes for every classroom. Hand sanitizer will also be provided within each classroom.
• "Mask Reminder" signs for all of our external doors.
• "Prevent Germs" and "Wash Hands" reminder signs to be displayed throughout our building and restrooms.
• Water bottle “refill station” station has been installed to replace drinking fountains and water coolers.

**Transportation (when we return In Person)**
• Unit 5 has been working all summer with First Student to ensure student safety while riding the bus to and from school. Transportation will be provided to those who request this service.
• Transportation within the school day. I have several vehicles located at Field that I am responsible for running routes for Community Instruction and VTAP. I will have safety procedures in place as well as limiting the number of individuals who ride per shuttle.

**Student Pictures and ID’s**
• 10/21/2020 Lifetouch will be at Eugene Field to take pictures and ID pictures
• 12/2/2020 Lifetouch Retake Date
  • If we do not return In Person, we will schedule In Person appointments.
  • You will be notified when picture packets have arrived for pick up.

**Eugene Field Apparel Order Form**
• Turn orders & payment into the Main Office by: Monday, August 24th

Sincerely,

[Signature]

Jane M. Collins
Eugene Field, Administrator
309-557-4440  collinjm@unit5.org