



UNION EAST ELEMENTARY SCHOOL

Mrs. Mary Morris, Superintendent of Schools

Mrs. Melissa Mitchell, Principal
Mrs. Julia Hamels, Assistant Principal

February 22, 2021

Dean Union East Parents and/or Guardians,

This year has been one like no other. We have been examining our data and we are very proud of the growth that our students are showing. At all grade levels, our students have grown from the beginning of the school year. We have used this data to make instructional decisions in the classroom but also have used it to impact the programming of our school as well. In an effort to continue to improve our students' success, we will be transitioning to **four day in person learning for our hybrid students in Grades UPK - 2** beginning on March 22, 2021.

Beginning on Monday, March 22, 2021, the start of the third trimester, there will be a few changes to the educational program at Union East Elementary as outlined below.

- **All hybrid students in Grades UPK - Grade 2** will move to Cohort C. Cohort C students **attend school, in person, 4 days a week** (Monday, Tuesday, Thursday and Friday and Wednesdays are remote).
- All classes in Grades UPK - Grade 2 will be capped at 15 students to allow for appropriate social distancing. Students will still be required to wear their face coverings throughout the day as they have been.
- Some students may receive a new teacher to allow for classes to remain at a size of 15. All families who will be affected by this change will be contacted by a member of the Union East office no later than Wednesday, March 17, 2021.
- We are asking **all families of students in Grades UPK - Grade 2** to complete a Google Form outlining their selection of Cohort C (4 days in person/Wednesday remote) or Cohort D (Remote Learning) as well as transportation for the remainder of the 2020-2021 school year. This form must be completed **by Monday, March 1, 2021**. After March 1, 2021 we will not be able to honor any changes between cohorts for the remainder of the school year.

We are looking forward to this change in our educational program for our youngest learners. We feel that this change will have a positive impact on their educational experience and growth. We are closely examining the guidelines and requirements set forth by the Department of Health in order to soon be able to have *all* of our students in person as much as possible.

If you have any questions, please do not hesitate to reach out. I can be reached by email at mmitchell@ccsd-k12.net or by phone at 686-3621.

Sincerely,

Melissa Mitchell
Principal