

QUOGUE UNION FREE SCHOOL DISTRICT

PO Box 957 – 10 Edgewood Road
Quogue, NY 11959

Telephone (631) 653-4285
Fax (631) 996-4600

Jeffrey E. Ryvicker
Superintendent of Schools/Principal

Robert J. Duca
Assistant Principal

March 12, 2020

Dear Quogue School Community,

As we continue to learn of additional confirmed cases of COVID-19 in Suffolk County, I want to share important information with you. We are diligently monitoring the spread of the virus and are in regular contact with the Suffolk County Department of Health Service. Developments about this virus are fluid and we recognize that situations are changing rapidly. Therefore, this update focuses on our continued efforts to support the health and safety of all school community members, and to prepare based on the latest guidance from local, state and federal agencies.

Continuity of Instruction

Our ongoing commitment to technology integration has provided us with a solid foundation for remote learning opportunities. In the case of an extended school closure, the Quogue UFSD has developed an Instructional Continuity Preparedness Plan as follows.

Grades 3-6

- Each student has been issued a MacBook Air laptop computer.
- Each student will take his/her laptop home each afternoon, and bring it to school each morning beginning today, March 12, 2020.
- Laptop chargers should be left at home, and laptops should be charged each night before returning to school.
- Teachers of grades 3-6 will utilize Google Classroom to distribute assignments and web-based instructional resources.
- Students have been taught to use Google Classroom to submit assignments electronically, access specific instructional resources and communicate with their teacher(s).
- Teachers will also utilize the Remind app to inform parents when information has been posted to Google Classroom.

Grades 1 & 2

- Each student has been issued an Apple iPad.
- Each student will take his/her iPad home each afternoon, and bring it to school each morning beginning today, March 12, 2020.
- iPad chargers should be left at home, and iPads should be charged each night before returning to school.
- Applications to access specific learning resources have been installed on each iPad.
- Students have been taught to access specific instructional resources using their iPad.
- Textbooks and workbooks will be sent home with students prior to an extended school closure. If circumstances do not allow for the distribution of textbooks and workbooks prior to a closure, parents will be asked to pick up their child(ren)'s books at the school, in a manner that is deemed appropriate given the circumstances at that time.
- Teachers may utilize email, the Remind app and/or Google Classroom to communicate with parents/guardians.

Kindergarten

- Each student has been issued an Apple iPad.
- Each student will take his/her iPad home each afternoon, and bring it to school each morning beginning today, March 12, 2020.
- iPad chargers should be left at home, and iPads should be charged each night before returning to school.
- Applications to access specific learning resources have been installed on each iPad.
- Students have been taught to access specific instructional resources using their iPad.
- 10 days of lesson plans which include instructional resources and materials will be sent home with each student. If circumstances do not allow for the distribution of these materials prior to a closure, arrangements will be made for parents to them up at the school in a manner that is deemed appropriate considering the circumstances at that time.
- Ms. Russell will communicate with parents/guardians via email and phone conversations.

Pre-Kindergarten

- Ms. Ryan has developed packets for each student which will allow children to continue to develop the academic skills appropriate for Pre-Kindergarten.
- If circumstances do not allow for the distribution of these materials prior to a closure, arrangements will be made for parents to them up at the school in a manner that is deemed appropriate considering the circumstances at that time.
- Ms. Ryan will communicate with parents/guardians via email and the Remind app.

Cleaning and Disinfecting Facilities

To safeguard the health of our students and staff, the district continues to perform a comprehensive cleaning and disinfecting regimen as recommended by the NYS Department of Health Services. This includes:

- Disinfecting frequently-touched surfaces throughout the day.
- Conducting a thorough cleaning of our building each night.
- Disinfecting cafeteria tables between lunch periods.
- Encouraging frequent hand washing and reiterating proper hygiene with students and staff.

School Events

As this situation evolves, we will continue to evaluate school events and field trips on a case-by-case basis.

Communication

I will continue to share new information with you as it becomes available via email, letters (hard copy), announcements on our website, and connect-ed phone messages.

Lastly, I'd like to take this opportunity to thank all of our dedicated faculty and staff, who are working tirelessly to ensure a safe school environment and plan for potential unfamiliar occurrences. We also thank you, the members of our school community for your ongoing support. Together, we will continue to provide the best learning opportunities and support for the students and families for the Quogue School.

Sincerely,



Jeffrey E. Ryvicker
Principal/ Superintendent of Schools