



SAINT LOUIS PUBLIC SCHOOLS

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September 15, 2020

To: St. Louis Public Schools Families

From: Jennifer McKittrick, Superintendent

RE: Steps to switch from one option of learning to an alternate option of learning

- 1) Families are asked to commit to either Virtual Learning or Face-to-Face Learning for the first marking period.
- 2) St. Louis Public Schools is requesting families to remain with their choice until the end of the 1st marking period.
- 3) In the event a family needs to make a choice for a student to switch to the alternate option, they must:
 - a. Inform the building administration
 - b. Provide a rationale for the move
 - i. Example 1: Medical rationale
 - ii. Example 2: Student is not successful in current option
 - iii. Example 3: Change in household status for a parent/guardian (e.g. returns to work)
 - iv. Example 4: Region moves to Phase 5
 - c. Families will be required to commit to not switching the student again until the end of the 1st marking period
- 4) If a situation arises where a family is choosing to switch their student a second time, St. Louis Public Schools is requesting the switch be specifically due to a medical reason and/or circumstances beyond a family's control. Families must take the following steps:
 - a. The family will need to inform the building administration of the request and rationale for the second time switch.
 - b. Building administration will communicate with the superintendent
 - c. The superintendent will make the final decision and will communicate with both the building administration and the family on the decision.
- 5) **Any approved change in learning options will have a 48 hour wait time prior to the student making the official change.**
 - a. **Example: Family calls on Monday to request a change from virtual learning to face-to-face, because the student needs additional support. Student will begin face-to-face learning on Wednesday.**