



March 17, 2020

Dear U-Prep Families,

This communication is meant to outline how we will be delivering, managing and supporting the continuance of education and well-being of U-Prep students. We have a duty and a desire to do our best to keep education moving forward, by engaging our students and supporting them like a village. U-Prep is your school family and, as such, our combined efforts will serve as a protective factor in helping our students not only maintain their personal well-being, but a sense of connection and relationship with their village. It is our belief that this is essential in order for them to continue learning and growing holistically, not just intellectually.

Flexibility, communication, and patience are essential for all of us in managing this significant change in approach. Our goal is to equip parents and students with tools and resources to manage reasonable accountability for engagement in learning online (or otherwise) in a manner that makes sense given home-based circumstances. We are asking you to support our efforts as we remain committed to the journey with your students.

Academic Program Services

We will maintain a functional 'best case scenario' school routine as outlined in the attached Distance Learning Model Bell Schedule included in this communication. Although our faculty remains available to students outside of the school day via email, our students are guaranteed access to them as the modified schedule operates similar to a school experience. Teachers will be available virtually through Google Classroom and other means (email or other online modalities already in place as provided by their teachers). We understand that students may not be able to follow this schedule as though it were school. Rather, we need them to know when they can connect with us and would hope that they do as much as possible. The schedule is also a tool for parents to use at home, and it provides an assurance of access to teaching and learning. We would like students to mimic this modified school schedule as closely as possible and as typical as their regular class schedule (excluding Study Hall, ROTA, & TA class periods). Advisory (Period 8) is not included in this modified schedule, however, our faculty will be reaching out to their classes to provide fun and encouraging experiences separate from the academic program.

All of our students are well experienced with Google Classroom. This will continue to be the primary go-to forum for interaction between teachers and students. Students are advised to turn on Google alerts on their phone so that they are notified of assignment or announcement in Google Classroom. Please ask your students to email each of their teachers if they have yet to establish communication. The first step is to get them connected in ALL of their classes with the exception of Study Hall, ROTA, & TA class periods. Faculty will also be reaching out to their Advisory classes; communication will occur as indicated by their teacher. We need your help getting students connected, especially our younger students. Our



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goal is to have 100% connection (online or otherwise) with our students so that their education and well-being is adequately supported during their distance learning experience, however long it lasts.

Grading/Formative Assessment

As a staff, we are currently closing 3rd quarter gradebooks and starting afresh 4th quarter. Individual assignments that students may have needed to finalize or makeup from 3rd quarter will be managed through communication with the teacher and student; good judgment and reasonableness will be applied. Moving forward, students will be expected to complete their work as assigned. Because we cannot administer exams with any confidence of thorough exposure to instruction or any capacity to maintain test security, “ongoing feedback and adequate completion of assignments” will be our focus. This means that until we resume regular school attendance, grades will be based on formative assignments. The only exception to this could be summative writing assignments that were already underway and nearly completed before school dismissed. 50% of the 2nd semester grade will be reflective of 3rd quarter; the 4th quarter will serve as its own separate contribution to the overall 2nd semester grade. We will work with our students and any given constraints that they are experiencing. It’s not their fault that they are experiencing a shift in every way including schooling; our goal is to keep them engaged socially and intellectually.

Technology: Chromebook, Internet Services, Digital Citizenship

Each U-Prep student needs a dedicated laptop with reliable internet service. If reliable internet service is not available, please communicate with the teachers to establish a plan for communication (cell phone communication? Paper copies of assignments needed?). If your student needs a Chromebook, they can check one out from school through tomorrow (Wednesday). Many were already picked up today as a result of yesterday’s communication.

Chromebook Cleaning and Management, Internet Security, and Digital Citizenship: Chromebooks checked out from the school were cleaned prior to distribution. Thank you for being mindful regarding the manner in which this technology is cared for; proper cleaning at home looks like spraying disinfectant on a cloth then wiping the device (do not spray chemical directly on the device). Chromebooks checked out from the school do not have a security filter. This means that students have wide access to the web. As a resource, please refer to this website for more information on digital citizenship and internet safety <https://globaledsschat.com/digital-citizenship/>.

Breakfast and Lunch Food Services - Please see the enclosure for updated information.

On a final note, I’d want to thank every one of our staff members for their expertise, skills, ideas and emotional capacity while chartering new territory. We have a rare opportunity to strengthen our resolve unlike ever before, to stand as one of the strongest communities in the north state. We can do this and so can our students! Thank you for your continued support and stay well.

Shelle Peterson, Superintendent/Principal