



## **CORONAVIRUS COMMUNICATION TO PARENTS/GUARDIANS**

We are so grateful for all of your patience and understanding this past week as the school received guidance from the State and local authorities. The Utah State Board of Education has moved forward with a school dismissal for the next two weeks. This will start Monday, March 16 and goes through March 27. Monday and Tuesday, March 16 and 17 will be used by teachers to continue designing and developing their content for students. Students will be expected to start accessing their classes and content starting on Wednesday, March 18. Each campus has been working toward developing content for students access and the two days will help provide our teachers and staff time to get the online content built out for students on that day. Our school will use these platforms to take daily attendance as well through online submissions and communication to teachers. More information will come with detailed plans on what this will look like at each campus.

A school dismissal does not mean the buildings will be closed. The buildings will be open to students and families briefly on **Tuesday and Wednesday, March 17 and 18, from 8am-3pm** to pick up books, check out computers from the library (if needed), and get instruments from lockers or classrooms. Although the building will be open for these resources, this is only to address those specific needs. Guidelines for these areas are detailed below. As a school, we will continue to instill social distancing practices to ensure we maintain a safe and healthy environment.

Administration and essential staff will also be on campus to provide support and continued services from 8am-3pm. This includes maintenance staff, administration, front office administrative staff, and food service providers. They can be reached via email and phone.

The school will cease any and all extracurricular school-based classes, activities, practices, and events for the next two weeks.

The school has put together the following guidelines to help us as we navigate the next two weeks. We will wait for further communication and guidance from the State Office of Education once the two weeks have expired.

### **CLASSROOM CONTENT AND RESOURCES**

- Teachers will provide online materials and content through two online platforms. The junior high and high school will run their content through Canvas and the elementary through Google Classroom. Students have immediate access to both of these platforms in their school Google accounts. The school will be sending out more training and information to parents/guardians and students on how to access these resources before Wednesday, March 18.
- Teachers will maintain their gradebooks and input grades weekly into Skyward.

- Students are required to work on content daily and content will be graded and scored daily by teachers.
- Students will be required to complete work provided and will have due dates. The late work policy will apply to ensure students are completing work and submitting them in a timely and appropriate manner.
- Teachers will provide and communicate any 504 and SPED services. SPED teachers, administration, and counselors will work with teachers to help ensure these services and resources are available and provided.
- Teachers will be available to answer student and parent questions throughout the day (8am-3pm) via email or other methods that will be communicated out by teachers to students and parents/guardians.
- Attendance will be taken by teachers to ensure students remain on task and complete the work given by teachers. Attendance will be tracked through online daily submissions and communication to teachers.

### **COMPUTERS AND INTERNET ACCESS**

- Because the school is on dismissal and not closure, the buildings will be open to students and families briefly on Tuesday and Wednesday, March 17 and 18, to check out devices (as needed). The schools have computers available for students to check out. We don't have computers for all students, so we would request that if you have a computer at home you use it to access the educational materials.
- The schools have several devices that can be checked out that have hotspot capability. This would allow student(s)/families who don't have internet or a device to check one out and take it home. These are available for check out at the high school library ONLY!
- All students/families will be responsible for the hot spot device and/or computer and will have to sign a checkout agreement stating they are responsible for maintaining the item, any damage to items, and must follow the acceptable use agreement guidelines while using the items.
- Comcast is also providing free internet to low income families for the next two months.

### **FOOD SERVICE**

- Lunch will be provided for students who don't have access to food or would like to continue receiving food services. This includes any students who receive free and reduced lunches.
- Lunches will be available to all K-12 students at the Providence Hall High School campus ONLY! Pick up will be from 11am to noon. Students and families should access the lunchroom on the south side of the high school building.
- Forms will be sent out by the food service department to get a better idea on lunch numbers to help inform them what to prepare.

### **COUNSELORS AND SOCIAL WORKER**

- Will be available to students, faculty, parents/guardians, and staff via email.
- Any onsite hours will be communicated out to students, faculty, and staff.

## **SPED AND SPED RELATED SERVICE PROVIDERS**

- SPED related service providers will continue to provide services online.
- Service minutes will be provided through Google Classroom, Canvas, or Teletherapy.
- SPED teachers will continue to provide service minutes through online platforms.
- SPED teachers are still responsible for IEP due dates and supporting general education teachers.
- SPED teachers are available to parents/guardians and students via email.

## **MAINTENANCE STAFF**

- Maintenance staff will continue to work on site from 8am-3pm as needed to prepare, clean, and sanitize the building.
- Maintenance staff will work in conjunction with administration to address and work through specific areas of concern.

## **ADMINISTRATION, DIRECTORS, IT, AND OFFICE STAFF**

- Will be on site from 8am-3pm to assist faculty, students, parents/guardians, and staff.
- We request that communication come through email or phone during these times.
- Administration will create and provide training materials for parents/guardians, students, faculty, and staff for online services. These will be made available to everyone by Wednesday, March 18.

We appreciate your continued patience as we work through this dynamic situation. We will be putting plans and content together Monday and Tuesday, March 16 and 17, to send out to parents/guardians and students as well as training and resources to educate students and parents/guardians on modes of access. This will give us time to put our plans into practice. We are in uncharted territory and know that there will be some challenges or areas we may not have anticipated. We will evaluate our practices continuously and will make adjustments where needed. Please be patient with our teachers as they work hard at putting together and communicating resources and content. Our goal is to provide important educational resources for all students during this challenging time.

Grades will be updated by teachers continuously and the end-of-term term date will remain in place (March 20). Please make sure your student(s) stay on task and submit their work in a timely manner. Deadlines will be set up for assignments. This will ensure their grades won't be affected given the term deadline.

The school will work with the local officials and State Office of Education during this two week period and will communicate any changes to the community.