



May 22, 2020

Dear Parents:

We hope that this email finds you well. We have attached our amended Distance Learning Plan that is in effect while our school remains closed during the coronavirus pandemic. The plan has been updated to include information on our Extended School Year (ESY), building maintenance, and virtual IEP meeting plans. We have also updated how we provide counseling support.

***How will we conduct Extended School Year (ESY) this summer?***

Extended School Year for 2019-2020 will be delivered via virtual learning. Academic classrooms will be using the Google platform for assignments and Google or Zoom for virtual classes and meetings. These classes and meetings will run synchronously. Counseling will be provided via Google platform or Zoom to comply with IEP requirements. In an effort to provide students with a continued social/emotional experience, virtual field trips and activities will take place weekly via Google classroom. Credit shortages for seniors and other students will be addressed within our ESY program. (Updated 5/18/20)

***How will we maintain our facilities throughout the closure?***

Our maintenance staff continues to be employed full time to provide for a safe secure and sanitized facility. Each week our staff is provided with a building sign-in sheet. Staff may sign up for the day and hour(s) he/she will be in the building. We allow no more than two staff in the building during any one time period. All interior doors are locked. On each interior door of the school, there is a sign-in sheet. Whoever accesses the room will record the date and time the room was occupied. Rooms are sanitized by maintenance staff after each use. There are no visitors allowed to enter the building unless they are cleared by the administration. (Updated 5/18/20)

***How will IEP meetings be conducted?***

IEP meetings will be conducted virtually by either the Google Hangouts or Zoom platform. Parents will be notified of the meeting date, and then will be sent an e-mail that will contain a link to the platform that will be used. (Updated 5/18/20)

***Will related services be provided to students during the school closure?***

Yes! On April 1, 2020, the NJ State Board of Education voted to allow students with disabilities to receive their related services remotely while schools are closed due to the coronavirus pandemic. Appropriate online platforms will be used to deliver speech and other related services according to students' IEPs to the greatest extent possible. Services will begin as soon as a schedule can be arranged. (Updated 4/2/20)

### ***Do the days count toward the 180 day state requirement?***

Yes! An [announcement from the NJ Dept of Education on March 5th](#) allowed districts in NJ the ability to deliver instruction online that would count toward the 180 day state requirement. In other words, these COVID-19 closure days are to be considered school days. Students will have a significant amount of work to do with the goal of making continued educational progress for each student during every school day during the closure.

### ***Will we lose or change the date of graduation?***

No, at this point there are no plans for any calendar changes since the closure days count toward the 180 day requirement. Our graduation ceremony will be conducted virtually on June 11th. Specific details are forthcoming. (Updated 5/18/20)

### ***How will school attendance be taken?***

To be recorded as present for the day, EACH SCHOOL DAY, students need to log into their Google Classroom and click the following link <https://tinyurl.com/HPSAttendanceForm> to complete and submit a daily attendance form. In addition, classroom attendance will be taken daily by teachers and counselors. Teachers will take classroom attendance by tracking their students when they log into their Google classrooms. Counselors will track attendance by charting the students answering their daily check in calls. Our school attendance policy will remain in effect during the closure.

### ***What do I do if my child is ill or unable to attend "Home Learning"?***

If your child is unable to attend their "Home Learning" on any day, please call the school phone at 908-832-7200 and leave a message. If your child is ill, in addition to leaving a message on the school phone, please contact our School Nurse, Ms. Sanchez via email at [nurse@hunterdonlearning.com](mailto:nurse@hunterdonlearning.com). The Departments of Health & Education continue to require incidence of fever and other flu-like symptoms be recorded. Please be aware that if your student has a health concern, communicating this information helps protect our entire community.

### ***How will we provide counseling support remotely?***

Our counseling program continues to provide support to our students in many ways. Each student has scheduled virtual group sessions that occur three times per week (the link to these sessions is posted on Google classroom). Additionally, students can request to have individual check-in calls with their counselor when needed. Students can sign up on our school's counseling document, The Virtual Bench, (a Google sheets document) on which they indicate a need to have individual support from a counselor beyond receiving weekly group session services. Counselors are alerted when students sign up on the Virtual Bench document and then correspond with the individual student to select a time for the phone check-in. Counselors also provide email check-ins with students and parents if concerns arise and, with parent permission, can connect with outside treatment providers (therapists, psychiatrists, etc.). (Updated 5/18/20)

### ***How will we provide virtual and remote academic lessons?***

Our academic component utilizes Google Classroom, an array of Google Apps, Zoom and e-mail for student work and questions. Teachers will post daily assignments through Google Classroom which the students can access from their devices. If your child has a question regarding an assignment or is having an issue with technology, he/ she /they can contact their teacher via the Hunterdon Preparatory School e-mail.

Teachers have already reviewed this process with their students. Please note that teachers may also communicate with your child via their school email address. It is important for your children to periodically check their school email throughout the day.

We suggest that the students maintain a daily routine throughout the time of closure. Checking their assignments following their daily class schedule will help provide structure to their day. Students are expected to complete all work during the time of closure. Parents will be notified via e-mail or progress reports should any issues regarding student progress become evident.

***How much time will students spend engaged in learning activities each day?***

4-5 hours. Teachers are planning activities that should take students about 30-45 minutes per class each day. Parents are encouraged to help their students establish a routine and work area to complete their learning activities.

***Are there specific times that a student needs to be online?***

Not necessarily. There are two ways that our teachers will design virtual learning. One way is through **synchronous** learning. In this method, the students will all be required to be virtually present in a chat room or online platform in order to interact with their teacher and students in real-time. We will utilize Google Hangouts, Google Meet and Zoom. The other method of virtual learning design is called **asynchronous**. In this method, teachers design experiences that can be completed anytime throughout the day without the need for real-time, live feedback. Many teachers will be using this asynchronous method or a mixture of both methods. Teachers will be reaching out to all of their students and parents with information regarding the expectations for their class by the end of the day on Monday. Students are expected to participate in synchronous classes. Parents will be notified via e-mail or progress reports should any issues regarding student participation become evident.

***What type of activities will students be doing?***

Students will be engaged in a variety of learning activities both online and offline. While online, students will access online textbooks, instructional videos, teacher created content and also commercially developed digital instructional materials. Many teachers have identified content specific software and websites that your students will utilize. Teachers will utilize CK-12 for some of their math and science classes, and some staff will use Prezi and Readworks. Students may also be assigned other offline activities such as journaling, physical activity for their physical education classes, cooking for their cooking classes, sketching for their art classes or listening to music for their music appreciation classes.

***What do I do if I have technical difficulties?***

Any student that is experiencing issues with technology should contact Mr. McNamara at [mmcnamara@hunterdonprep.org](mailto:mmcnamara@hunterdonprep.org)

***Who else is available for assistance from the school during the closure?***

The HPS Administrative team is working in full capacity during this closure. Feel free to contact the administration for assistance with any needs during this closure. Contact information can be found on our website.

Toby Loyd-Executive Director

Hope Atkinson-Assistant Director/Business Manager

Chris Schumann-Principal

Fran Tardive-Supervisor of Curriculum and Instruction

Alisa Kopacz-Supervisor of Counseling Services

Rachel Geissinger-School Psychologist

Sandy Sanchez-Nurse

Mike McNamara-Technology

Please know that we are committed to do the very best we can to maintain a daily routine for our students. We realize that these are very challenging times, and we appreciate all your support and patience as we navigate these uncharted waters.

Sincerely,

Toby Loyd