



Hillsdale Preparatory School  
160 W. Mechanic Road  
Hillsdale, MI 49242  
(517) 437-4235

March 13, 2020

Dear Parents,

As many of you have already heard, at 11pm last night, Governor Whitmer announced that all K-12 schools statewide would be closed starting Monday, March 16th through April 5th. Classes will resume on April 6th, 2020. This measure may seem extreme to some, but it has been taken as a precautionary measure to confine and stop the spread of COVID-19. Although we were not expecting this announcement, Hillsdale Preparatory School fully supports the Governor's decision.

During the closure, Hillsdale Preparatory School will follow and go above and beyond flu protocol cleaning measures to ensure that all surfaces are cleaned and disinfected based on the recommendations of the local health department and CDC. When school resumes, we will continue extensive cleaning protocols until the threat of the spread of the virus has subsided.

Enclosed please find communication from Michigan Department of Health and Human Services (MDHHS) with guidance on how to prevent the spread of COVID-19 along with the symptoms and risks of the virus. Should you develop symptoms during the school closure period, please contact your health care provider. We are requesting that should Hillsdale Preparatory School students be diagnosed with confirmed cases of COVID-19, that parents communicate this to the school via email or a phone call to the office.

During the closure it is our goal to offer learning opportunities for all students of HPS. Teachers have prepared packets that included review material for Math and Reading/ELA. The purpose is to minimize the disruption in learning and allow teachers to continue with the grade level curriculum when school resumes, without having to spend precious instructional time reviewing because of a loss of instruction. These packets are expected to be completed and turned in when students return to school. Pencils are included in the packets. Please provide time daily for your child(ren) to work on these packets so that you child can understand the importance of continuing learning during the closure.

Teachers have been asked to remain in contact with students and their parents during the next two weeks to maintain relationships and check on the academic progress of your child(ren). This may occur via email, messages through the school app system or phone calls. Please be responsive to contact from your child's teacher and contact them directly via email to keep them informed and to ask questions about academics.

Office hours will be limited during the closure period. We ask that all parent inquiries happen by contacting the office via phone, we will be checking voicemail periodically, or email. A list of staff email addresses can be found on our website.

**Cancellations & Date Changes:**

- The end of the 3rd quarter was originally scheduled for Friday March 27th. The quarter will now end today, March 13th. Reports cards will be prepared during the closure and sent home when students return.

- Kindergarten Round Up, scheduled for March 26th will be rescheduled. An announcement will be made once a date and time has been selected.
- School Improvement Meeting scheduled for March 25th will be rescheduled for a later date.
- The Board Meeting Scheduled for March 24th will be used solely for the purpose of operating school business.
- March is Reading Month events and activities will be rescheduled or modified. Announcements will be made as needed.

We will continue to communicate new information as it becomes available to us. Thank you for your patience and flexibility in this matter. We appreciate your support and cooperation.

Sincerely,

Annie Fowler  
Head of School