



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

April 7th, 2020

Dear Parents,

Hillsdale Prep staff has been hard at work to develop a distance learning plan that will benefit all of our students and families. We will be submitting our plan to our charter school authorizer, Grand Valley State University, for approval later this week. Once the plan is approved, we will be able to move forward. The detailed plan will then be posted on the school's website under the COVID-19 update button.

Hillsdale Preparatory School's distance learning plan will include online learning experiences. Last week, we surveyed all students to determine availability of internet connection and devices. While the majority of our students already have internet service and devices at home, we understand that this is not true for every student. We have made arrangements to provide hotspots for internet connection to the students that have indicated that they do not have internet service or that their connection is extremely limited. Additionally, to ensure that all students have their own device to use for online learning, we will be loaning Chromebooks to students that indicated that they do not have a device, or that they share their device with others in their household. By providing these items, we can ensure that all HPS students have access to the educational opportunities that teachers will be providing through the end of the school year.

All Hillsdale Prep students already have a Google account set up that they have been using throughout the school year. Google Classroom will be used for teachers to post all content and assignments. Your child's teacher will be providing you with usernames and passwords, as well as directions to sign in. Please check your email for that information early next week. Additionally, teachers will set up daily office hours using Google Meet. These office hours may be used for you to contact your child's teacher directly with questions, concerns or for your child to get help with online learning.

Access information for Google Meets will be sent out regularly via email or text through the school's app.

In order to prepare students to advance to the next grade level in the 2020-21 school year, the learning opportunities provided to HPS students through the distance learning plan are **required**. Staff will work hard to ensure accessibility to all content and provide additional support to students in need. The teachers, paraprofessionals and other staff members will collaborate to actively engage all students and parents in a way that meets both grade level expectations and individual needs of students and their families. As a parent, it will not be the expectation for you to take on the role of your child's teacher, but rather to commit to providing your student with the structure and time to participate in the learning activities that are created by your child's teacher each week. It is important that you regularly respond to staff as they reach out to check in with you about your child's progress. Please ensure that you have provided an updated phone number and email address for your child's teacher to connect with you.

Each grade level has individualized needs in relation to the amount of time that your child will be asked to interact online with learning opportunities.

<b>Kindergarten-2nd Grade:</b>	<b>30 minutes per day for Reading activities</b> <b>30 minutes per day for Math activities</b>
<b>3rd Grade-5th Grade:</b>	<b>45 minutes per day for Reading activities</b> <b>45 minutes per day for Math activities</b> <b>1-2 Science or Social Studies activities per week</b>
<b>6th Grade-8th Grade:</b>	<b>1 hour per day for Reading activities</b> <b>1 hour per day for Math activities</b> <b>1-2 Science or Social Studies activities per week</b>

\*All content and assignments for the week will be posted on Monday of each week. In order to allow your child to work through the content in a way that is flexible for your schedule at home, all assignments will be due the following Monday.

As part of Hillsdale Prep's distance learning plan, it is a requirement that we keep track of student interaction and engagement. To essentially track attendance, teachers will be posting a daily question in their Google Classroom in which students must answer daily. These questions will be short, often one word answers. In order to count your child "present", it will be necessary for your child to answer that simple question each day.

This week, staff is working on gathering student supplies and personal items from lockers, cubbies and the classrooms. To disperse these items, and technology needs, we will set up times for parents/guardians to drive to the front entrance of the building. We are asking that only one person per household come to pick up items if at all possible. Because the Governor's order prohibits congregation and requires social distancing, we ask that you remain in your car during this time and allow us to place all items directly into your trunk. Any school owned items will be signed out and must be returned at the end of the school year. Parents will also be asked to sign an updated Acceptable Use Policy that includes distance learning at this time. All parents are being asked to visit the pick up site during one of the scheduled times. Although your child may not need a Chromebook or a hotspot, other important supplies will be dispersed during these pick up times, such as personal items, white boards and headphones with a microphone. Pick up times are listed below. If you are unable to pick up items during one of these times, please contact Mrs.Fowler directly to make other arrangements.

- **Tuesday, April 14th 10:00am-11:00am**
- **Tuesday, April 14th 2:00pm-3:00pm**
- **Wednesday, April 15th 3:00pm-5:00pm**

We understand that many of you have questions in relation to the school's distance learning plan and how it will work for your child and your family. To address these questions, Mrs. Fowler will be hosting a Virtual Town Hall meeting on **Monday, April 13th at 5:00-6:00pm**. Please consider participating in this meeting to ask questions, or voice concerns. You can join this meeting using video conference by using the following link [meet.google.com/vtp-ytdj-oym](https://meet.google.com/vtp-ytdj-oym) if you have a Google account or join by phone by dialing +1 260-215-6428 You will need the meeting ID to enter PIN: 988 026 237#

Thank you for your continued support and flexibility as we embark on distance learning.

Sincerely,

Annie Fowler

Head of School

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