

Dear HCS Families,

I am writing to you in response to Governor Whitmer's executive order to suspend face to face instruction with your children for the rest of the school year. Under this order, we have developed a plan for instruction that will begin, Monday, April 20, 2020. This plan will include virtual learning for those families that have connectivity and devices and packet learning for those that do not have virtual resources. I have bulleted below the most important information for parents/students to know as we move forward.

Learning Packet Process:

- All students will receive a two week learning packet either through pick-up at the food distribution sites by parents or sent through the mail. The more packets picked up, the less cost for the school to mail them.
- Pick-ups will be on the following days and times. (Thursday, April 16 from 3:00 to 5:00 p.m., Thursday, April 30 from 11:00 to 1:00 p.m., and Thursday, May 14 from 11:00 to 1:00 p.m. Beginning April, 16 the Elementary Office pick up site will be moved to the High School office across from the parking lot.
- Packets will have student names on them and will be distributed at the building pick-up site associated with the student's grade. K-4th grade at the Bell Tower, 5th-8th grade at the middle school, and 9th -12th grade at the high school office entrance.

Teacher Communication and Access:

- Teachers will reach out to students virtually or by phone offering communication and instruction clarifications. Some teachers will be utilizing learning platforms such as Google Classroom, Zoom, Google Hangouts, See Saw and other such resources for students that are able to access them through their devices. Information will be included on the cover page of the learning packet regarding teacher communication/instruction techniques and office hour times for students to contact them.

Technology Distribution Plan:

- We believe our district has enough Chrome Book devices to hand out one to each family *that does not already have an adequate device*. Having connectivity and a device will be helpful as it will increase accessibility for teaching and learning. However, we understand the challenges in our rural community with connectivity and this is why we have produced learning packets that are not dependent on this mode of instruction.
- We have scheduled a time frame for picking up Chromebooks at school. They will be loaned, one per family at the Bell Tower on Tuesday, April 14 from 12:00 p.m. to 3:00 p.m. and from 5:00 p.m. to 7:00 p.m. Parents must sign the Chromebook out, agreeing to the terms and conditions included on the form. We will arrange a drop off time once school is out on June 4, 2020.
- If we have Chromebook left over after this initial distribution, we may set up another date for families to pick up an additional device if they have additional needs. This date is yet to be determined.

There will be some challenges with this process and we appreciate your patience and flexibility through the upcoming six weeks of school. We can only ask that we all do our best during this trying time.