

MEMO

To: U Prep Schools Parent Community

From: U Prep Schools - Central Office

CC: Danielle Jackson, Interim Chief Executive Officer
Curtis Lewis, Executive Director of Leadership and Student Development

Subject: Student & Family Support

Dear U Prep Schools Parent Community,

The U Prep team has been preparing for the past week for the possibility of a school closure with the intent of ensuring that our young scholars' education is uninterrupted. We would like to thank you for your patience and flexibility as we worked to ensure students' access to lessons, teachers and support staff during the coronavirus pandemic resulting in the state-mandated **school closure effective March 17th through April 6th.**

General Information

- Each campus prepared printed learning packets that will be available for pick up on **Tuesday, March 17th and Wednesday, March 18th** from **7 am to 11 am** and again from **2 pm-6 pm for all U Prep school districts.**
- We will launch our food distribution program soon. We are working with our food vendor to determine the exact date. We will send out a text announcement with all the details once they are set.
- Teachers are using a variety of web platforms to interact with families. Google Classroom, Remind Me, Bloomz and others. They will be available during the hours of **8:30 am - 3:30 pm daily.** Please allow at minimum a 30-45 minute response to ensure each scholar is assisted appropriately. We will continue to learn ways to engage with students as we progress.

- See below for additional resources to support you. We will be launching a website soon and will update it regularly as we move forward.
- As of today, we do not have any known cases in our district. We will notify the entire community the moment that changes, to keep you informed on the health of our U Prep Family.
- Finally, we are communicating with the Governor's Office, Michigan Department of Ed, and other local schools to determine *if we will extend this closure through our scheduled spring break or beyond that*. Again, I want to remind our families that we are getting information on an ongoing basis. We will update you as soon as we have more guidance.

Information about Technology

On Friday, March 13th, U Prep's IT team communicated the launch of Google Classroom, a web-based platform that allows students and parents to access future lessons, quizzes, tests, grades, and the ability to communicate with teachers. Access to Google Classroom is easy. Please see the attached communication that was distributed to all parents via email on Friday, March 13th from our IT team.

If you are having any technical challenges, contact Leandra Baker, IT Coordinator, via email at servicedesk@uprepschools.com. Please make certain you state your problem and leave your contact information.

Access to Teachers

Faculty and staff will be available through Google Classroom during the school closure. Please download the app on your phones as soon as possible. Each and every staff member is committed to ensuring the continuity of instruction for all students to ensure their success.

During the school closure, your child's crew teacher will check-in with your family twice weekly. One check-in will be dedicated to how your child is doing academically and what support they may need. The other check-in will focus on your health and well-being. Please share if there is anything that we can do to make the transition easier for your family.

Communications Plan

The U Prep team wants to ensure that updated information is communicated to all families timely. Please look for weekly updates from me as I lead the supportive efforts of the U Prep team during this crisis.

There is so much that the state and federal offices have to consider and work through therefore, we appreciate your patience. We are waiting for direction from the Michigan Department of Education and the Federal Government regarding student testing and other compliance matters that may be impacted by the school closure. We will share any updates with you in our weekly communication.

School Facilities

During the school closure, the facilities team will perform a deep cleansing of all campuses to prepare for the student's and faculty's return. Confirmation regarding the reopening date will be sent via email and robocall once confirmed.

Our school clinics will be closed through April 6th, therefore, please call 911 or the nearest hospital should any member of your family show signs of illness.

Enrollment Activities

Open House events have been postponed until school reopens, however open enrollment continues. Please visit the Admissions page on UPrepSchools.com to enroll your child in the 2020/21 school year.

Should you have any questions or are unable to pick up your child's learning packet, notify your school immediately. Click on this [link](#) to find resources to help you and your family at this time. It is our hope that our families continue to remain healthy and well during this time.

With kind regards,

Danielle Jackson

Interim CEO, Detroit 90/90