

Thursday, March 12, 2020

Dear High Point Families,

Thank you for your ongoing commitment to the health and safety of the High Point community and your support as we navigate the unprecedented situation involving the coronavirus (COVID-19). As Head of School and Board Chair, we remain in constant communication and meet regularly with our Leadership Team to determine what is best for our school community. All the decisions we make are focused on the health and well-being of all community members.

As you know, the news about the coronavirus has been rapidly evolving, and we have been diligent in remaining current with reliable information. High Point continues to monitor updates from the CDC and Pasadena Public Health Department and is in regular communication with the Pasadena Association of School Heads (PASH) and the California Association of Independent Schools (CAIS). At this time, out of an abundance of caution, independent schools in the Pasadena area reached a general consensus to suspend in-person academic and enrichment classes for students beginning on Monday, March 16, 2020. This was an extraordinarily difficult decision to make for High Point particularly knowing that the most effective learning environment is to have students in class, especially for our younger students. Importantly, High Point does NOT have any known exposures or cases of COVID-19 in our school community. Although, at this time, the Pasadena Public Health Department has not required schools to close, the likelihood of being asked to close in the future is high, and we want to be fully prepared to provide remote, online learning for students.

High Point's current plan is:

- High Point will be open **Friday, March 13, 2020**.
- High Point will suspend in-person academic and enrichment classes for students effective **Monday, March 16, 2020, through March 31, 2020**.
- Spring Break will now be from **Wednesday, April 1st through April 12th**.
- Students will NOT be on campus from **March 16, 2020 through April 12, 2020**.
- **Wednesday, March 18 through Tuesday, March 31st**, students will engage in remote learning systems provided by their teachers.
- Essential functions at school (front office, maintenance, and finance) will remain open from March 16 - March 31, 2020, unless directed otherwise.
- In-person parent conferences will not be held for K-6th grades on March 19th and 20th. Report cards will be mailed. An update will be sent to you regarding parent conferences early next week.
- Teachers will be in professional development on **Monday, March 16 and Tuesday, March 17** preparing lessons and working on the remote learning tools that High Point will use to deliver instruction to students.
- All events and field trips that were previously scheduled between **March 16 - March 31st** have been cancelled.
- Our desire is to resume in-person academic and enrichment when students return from Spring Break on Monday, April 13th. We will evaluate the evolving circumstances and make a final decision on this matter at a later date.

We know that changing the schedule with relatively short notice may be difficult for many families. If you have questions about technology at your home, you can contact Jason Moore at jmoore@highpointacademy.org.

Please be sure to watch your inbox for further communications. This remains a fluid situation, and so it is best to remain flexible with our plans so we can adapt as needed. Thank you for your ongoing partnership and care of our close-knit High Point community.

Warmly,

Gary Stern
Head of School

Candace McMullin
Chair, Board of Trustees