



Dear NHSP Families,

As we begin this journey of a “new normal” for at least the next couple of weeks, we extend our appreciation to all of our families in offering their patience and cooperation through this transition. We are making good progress in defining what remote learning will look like in our Learning Continuity Plan, and we are looking forward to sharing information over the next few days to help prepare you and your students for both a structured and flexible learning schedule and environment.

COMMUNICATION

School-to-Parent Emails

You will be receiving at least 3 important emails over the next 3 days. Please note that all of these communication pieces will be posted in the Family Portal (RenWeb) for easy access.

1. Email #1: HOS Message with “School Update: Important General Information and Learning Continuity Plan (LCP)” (Sunday)
2. Email #2: Tech Director Message with “Important Information on the Technology Requirements and Guidelines for the LCP” (Monday)
3. Email #3: LS and MS Director Messages with “Important Information on Scheduling and Other Details for LCP” (Tuesday)

Additionally, I will be sending out all-school communication on Mondays and Fridays in regards to the current status of the school and any important information.

Parent-to-School Emails

We are currently working on developing an effective communication plan that offers parents an opportunity to get their questions answered while also accommodating the needs of the teachers and administration in rolling out this new learning plan. Part of this plan may include setting phone appointments rather than using email as an alternative to give teachers a chance to give families individualized attention without overburdening their inboxes. For now, we ask that you relay questions to Ms. Suad in the LS Office and Ms. Hettie in the MS Office and understand that we are doing our best to design an effective learning plan and convey the details to all of our families.

LEARNING CONTINUITY PLAN

Required Instruction/Independent Work Time

Flexibility and Structure (asynchronous v. synchronous)

According to CAIS guidelines, the school must provide at least 3.5 hours of instruction per day for grades 2-8 for the day to be counted towards the school year. This time can be a combination of both synchronous (when students learn at the same time) and asynchronous (when students are learning independently). Based on this and other considerations, we are providing the following time allocations during our remote learning plan:

- Grades 2-8: Minimum of 4 hours of instruction and/or independent work

- K & 1: Minimum of 2 hours of instruction and/or independent work
- PS & PK: No time allocation (See Early Childhood below for more information)

In developing our remote learning plan, we will be using a variety of methods and will roll them out in 2 phases (see the attached sample schedule):

- **Phase 1: Week 1 – Wed. – Fri., 3/18-3/20**
 - Includes:
 - Morning meeting (K-4) or Advisory (5-8) for 30 minutes per day using Zoom
 - Independent assignments using textbooks and workbooks – all assignments will be posted on the Family Portal (K-8) and on LifeCubby for Early Childhood (these will be guidelines for learning)
 - Access to online instructional resources (provided by teachers through the assignments)
- **Phase 2: Week 2 -- Mon. – Fri., 3/23 – 3/27**
 - Includes:
 - Morning meeting (K-4) or Advisory (5-8) for 30 minutes per day using Zoom
 - Face-to-face “classroom” instruction for **2 periods per day** / alternating core subjects (schedule to be provided)
 - Independent assignments using textbooks and workbooks – all assignments will be posted on the Family Portal (K-8) and on LifeCubby for Early Childhood (these will be guidelines for learning)
 - Access to online instructional resources (provided by teachers through the assignments)

Groupings

In order to better facilitate the learning through an online format, we will be dividing most classrooms into 2 groups – Blue and Yellow. The schedule for learning which will be provided by the LS and MS Directors will show timings for Blue and Yellow groups by grade level. We will do our best to stagger the online instruction days and times, so that parents with multiple children can be available with their students during their time with their teachers. We may schedule online instructional time for grades 4-8 simultaneously with other grades as we believe these students can manage independently.

Teachers will be emailing families as to their color group later this week.

Space

Please take the time to prepare a common working space for the online instruction periods. Students should not be in their bedrooms, for example, for any online instruction periods with their teachers.

Assessments

During Week 1, we ask families to provide their children with a **notebook/journal (grades K-4)** OR a **binder with lined paper (grades 5-8)** to record their work for their various assignments. More information on any additional tools for submitting work will be available at the end of the week.

Learning Materials

Students were instructed to take home all of their textbooks, workbooks, journals, binders, and any other learning materials last Friday. If your child did not come to school on Friday, the school will be open **TOMORROW, Monday**, for families to come to retrieve these items from **2:00-4:00 pm**.

Additional Support

We are working out a plan to provide students with additional support through online (Zoom) tutoring or questions for teachers from 1:15-3:15 daily during the independent learning time. This will be optional.

Early Childhood

The Early Childhood Learning Continuity Plan looks very different than the rest of the school. One of our main goals is to facilitate connection and to support their continuing learning exploration. The EC teachers will be providing “lessons” for families to use as a guideline for their child’s learning. They will also be sending videos to their students to facilitate circle time or other learning sessions. Additionally, they will schedule one-to-one FaceTime calls with their students at least twice a week to make sure they are staying connected with their teachers and the school.

Please refer to LifeCubby for the lessons, and please await further instructions on scheduling from the LS Director and their teachers.

OTHER INFORMATION

Childcare and Tutoring

According to our legal advisor, our teachers and staff are not permitted to provide childcare or tutoring to our students at this time. Please make other arrangements for your family’s personal needs.

Gathering Outside of School

During this time, we ask that parents and students follow the guidelines of the CDC, the CA State Health Department and LA County Department of Public Health by; limiting the size of social gatherings to no more than 10 people, follow the social distancing guidelines and making sure that your family is following good hygiene care.

We know that many of you would like to form study groups or play dates during this time. Although we can’t restrict these gatherings. We encourage you all to follow the state and local health department guidelines to keep these gatherings to small groups under 15 people. Prior to the gatherings make sure no one in your group has been sick in the past 14 days.

Further Support

While we are all facing an adjustment to this new situation, there may be some of our families who are more seriously affected. I would like to see how we can be available for any assistance, so please contact me directly to share your circumstances. If there are families who would like to be part of an effort to assist other families, please contact me directly.

Again, we appreciate the opportunity to work together to support our students during this time and look forward to making a smooth transition to the remote learning plan.

Sincerely,

Amira Al-Sarraf, M.S.Ed.
Head of School