



March 11, 2020

Dear Compass Families,

I write today to update you on our plans around the coronavirus. As I indicated in my last email on this topic, we continue to monitor the situation and are working with both the local government here in San Mateo, including the Department of Education, and following the advice of our local and state leaders.

To that end, we have decided to initiate our distance learning plan. While our local school district is currently still open, we realize how many of our students commute to Compass and we want to facilitate their social distancing by keeping them off public transportation during this time. **Our initial plan is to teach from home from March 17-25.** We will continue our plan to use March 13 and March 16 for teacher professional development and lesson planning. We will communicate via email and Jupiter Grades so parents and students should regularly check email and Jupiter for instructions. Please help your students by setting up a workspace for them at home and ensuring they have the necessary access to communicate with teachers remotely. We will use Google Hangouts, Actively Learn, and other interactive programs to maintain face and interactive time between students and teachers. During the last period today, we gathered the student body to review these programs with them.

Classes for March 26th-April 2nd will either be on campus, if conditions improve, or will continue online.

Spring Break (no coursework) will remain from April 3 through April 12th. We will plan on returning to campus on April 13.

Other affected events:

- Parent-Teacher conferences scheduled for March 13 have been canceled.
- Intersession trips have been canceled. A separate email will come soon.
- Our April 22nd fundraiser with Kelly Corrigan has been canceled.
- Pizza Friday money will be credited toward a future month.
- Depending on restrictions at that time, anyone traveling over spring break might have to self-quarantine away from school for 14 days. If you have travel plans over spring break, please monitor those changing policies carefully.

I recognize this is a challenging time for all of us, and there is a good deal of uncertainty while we deal with this virus. Please know that we are doing our best to balance keeping everyone safe and providing education for our students. We are reading the updates from both local and national

departments of health. We not only take our student's health and safety very seriously, but we also know you may have family members at home who may be more susceptible to the more severe aspects of this virus.

During regular school hours, all teachers and administrators will be available by email and can participate in phone or video conferencing with students/parents. This will be challenging and potentially stressful for our students. Please encourage them to maintain regular routines while working from home. Allowing them to use their technology, such as FaceTime, to maintain contact with friends will be particularly important. Equally important will be opportunities for exercise and creative outlets.

Ms. Trefz and Ms. Adelman will continue to complete financial and administrative tasks from home, including processing tuition payments and bills. Mail sent to Compass High School will be picked up and processed as usual. If you have questions, please send an email and we can call you back from wherever any of us is working.

Please stay tuned to emails for further updates as the situation continues to unfold and help us by following the CDC recommendations regarding family health.

Sincerely,

A handwritten signature in black ink, appearing to read "Doug Killin". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Doug Killin
Head of School
Compass High School