



College Preparatory Middle School

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August 3, 2020

Greetings Tiger Families:

We hope that this letter finds you well! As you may be aware, Governor Newsom has issued an Executive Order mandating that all schools are to remain closed as long as their County is on the State “Watch/Monitoring List,” and remain closed until their County is off the list for 14 consecutive days. In keeping with this Order, College Prep will start the 2020-2021 school year via a Distance Learning model. When it is determined that we may reopen our campus, it is likely that we will add a “hybrid model,” to comply with social distancing guidelines as an additional instructional option for our families.

All schools have been tasked by our Governor and the State Superintendent of Public Instruction to provide, rigorous standards-based instruction. While nothing compares to the instructional delivery in a classroom environment, we have been working hard to develop the highest quality distance learning academic program, designed to prepare our students for high school and beyond. **As we say at CPMS: our classrooms may be closed, but teaching and learning for our students continues!**

For the 2020-2021 school year, we will be providing your student with a schedule of daily live classroom instruction, afternoon tutorial so that students may receive homework assistance, and afternoon small group instruction as necessary to help support student academic progress.

Students will utilize a variety of online platforms including Google Classroom as well as online curriculum specific to each subject area. We also understand that this may be a challenging time for students and families and will include various social-emotional activities to support student safety and welfare. Our PTSA is also looking into providing various online elective activities in the afternoons for those who may be interested.

We understand that family situations are varied, and it is our aim to provide all of the resources necessary within our school day to support your student’s academic progress. What we ask is that you make sure that your student is following the daily school schedule, attending daily classes, asking for help in tutorial, and completing their assignments. We will also be recording our daily instruction so that students can watch or review at a later time.

We will be sending out more information regarding a distribution schedule for families to pick up their school-issued Chromebooks, log-in information, textbooks and other curriculum so that they are ready for the upcoming school year. We will also be providing a student supply list for any additional items that students may need during the school year.

Distribution of these items will be scheduled during the week of August 24th.

As a partner in your student's academic success, we will be providing various Family Education presentations so that you are better able to support your student at home. Please know that everyone at College Prep is here to support you and your student so that they can have a successful school year.

We have attached the following "Q&A" for families that provide more details about our school's plan for the upcoming school year.

We continue to receive regular updates and guidance from the State and our local County Public Health authorities in partnership with the San Diego County Office of Education (SDCOE). We encourage our families to inform themselves of the local situation by visiting the <https://covid19.ca.gov/> dashboard which is updated daily as well as the SDCOE website at www.sdcoe.net for school guidance. All decisions about reopening will be made in conjunction with State and local public health officials.

Please know that our first priority is the safety and welfare of all of our students, families and staff.

As always, if you have any questions, please do not hesitate to contact the school. We are also available via email and are happy to provide any support we can.

The CPMS Office reopens Monday, August 3rd (9 am – 3 pm).

With Tiger Pride,
CPMS Administration

CPMS Distance Learning: Questions and Answers For Families

When will Distance Learning Instruction begin at CPMS?

- The first day of school is scheduled for Tuesday, September 8, 2020
- A daily/weekly class schedule will be provided to families as well as posted on the school website by **mid-August**.

What are the State Board of Education (SBE) requirements regarding Distance Learning Instruction?

- The SBE requires a MINIMUM instructional minutes for **Grades 5-8: 240 minutes of daily instruction** which can include live, virtual instruction and assigned coursework.

Will there be a standard daily schedule?

- Yes! A daily/weekly class schedule will be provided and posted on our school website by mid-August. Coursework and assignments for the week ahead will be posted each Sunday night. Teachers will provide students and families with tutorials on how to access classes, assignments and all related procedures at the beginning of the school year.

What if my student needs to miss a class because of an appointment or is not feeling well one day?

- All classes will be recorded to ensure that a student can view materials covered if they missed a session or need to review information given in a class session. We encourage students to review the recorded class session, before the next class session, so that they can keep up with their class instruction and assignments. Additionally, all teachers will have daily office hours for students that have questions or need extra instruction or support. We do ask that you notify the teacher and/or Main Office if you student will be absent or unable to attend any of their classes.
- Participation in school and completion of schoolwork is a mandatory requirement under the compulsory attendance law. Just as when students attend school in-person on campus, students are expected to attend and participate in their school program on a daily basis.

Will there be lectures or other group instruction?

- Teachers will provide a variety of instruction methodologies including lectures, videos, Q&A opportunities as well as live demonstrations, just like they do during typical days during in-person instruction. Students in need of more academic support will be asked to participate in scheduled small groups with their classroom teachers.

Will my student have “homework?”

- Yes; however, at College Prep, we strive to make assigned schoolwork to be meaningful which allows our teachers to assess student progress. We will offer tutorial, each afternoon (Mon – Thurs) where students may receive support directly from their classroom teachers and allow time to complete their assignments.

Will there be regular contact between my student and their teacher(s)? How often?

- At the beginning of the school year, CPMS Teachers will contact all of their Tigers Den families to introduce themselves and serve as a main point of contact for families throughout the school year. **Students are expected to attend scheduled classes at their scheduled times each day.** Sessions will also be recorded to ensure a student can review materials covered if they missed a session or need to review information given in a class session. Additionally, teachers will have daily tutorial hours for students that have questions or need extra instruction or support.

By what means?

- Teachers will use a variety of means to communicate with students, including (but not limited to) Google Calendars, Google Classroom, Google live stream, Google Hangout, LAN school/LAN air, Google Docs, phone, and email. Returning students have been utilizing the Google Classroom platform from last school year with their school-issued Google student accounts which they use to access their classroom instruction and assignments. All new students will be provided a new Google Account at the beginning of the school year with their log-in information. Teachers will provide instructions to both students and families on how to use Google Classrooms and be available for ongoing support.

How can my student schedule an appointment or ask questions?

- Each teacher will have **daily** afternoon tutorial hours, (Mon-Thurs). Students and families can also email or use other mechanisms posted/offered by their teachers.

How do I/my student find what's being provided?

- Teachers will use Google Classroom to post their work using the online platforms. Coursework for the week will be provided each Sunday night for the week ahead. Students can also log in to their Google Classroom to obtain live stream and meeting links for scheduled classes as well as to see/obtain their assignments for the week. Gradebooks will be frequently updated so students and families can see the work that has been completed and assessed. We encourage families to check Parent/Student Portals at least weekly to see grades as they are posted. New students and families will be provided new accounts and log-in information at the beginning of the school year.

How will courses be graded?

- Teachers will assess student learning and provide students with ongoing feedback. Student work will be assessed and graded on a regular basis. Students and families are encouraged to monitor student progress via the Parent/Student Portal. Progress reports and report cards will be provided to families as well.
- As you would agree, it is important that our students are prepared academically for the next school year. The feedback and assessment of learning that teachers will provide play a huge part in our students achieving the standards they need for their academic success. There is no doubt that there will be times when a student cannot turn in an assignment on time--that will be the time for increased communication. If a home situation changes and it impacts a student's ability to access their classes, assignments or complete their work, we ask that the family contact your student's teachers. We are here to help each other out during this time- again, **Communication is key!**

What's my role as a parent/guardian? Should I be actively teaching my child?

- Every family has a different level of availability to work with their children academically. We suggest reassuring your students that people care about them and that their teachers are available to support them on a daily basis. School is important and all we ask that you please make it a priority in your house to maintain a “school schedule” and monitor your Parent Portal to help keep your student on top of their assignments/class work.

Should I make sure my child does their assignments?

- Yes! To the extent that any parent/guardian has the power to make our students do anything☺, we would hope that our families support them to take school, their education and the provided distance learning seriously. We encourage all of our Tiger Families to exhibit that TIGER PRIDE, whether in-person or on-line.

Should I monitor my child's time?

- Yes, we ask that as a partner in your student’s education, that you please help monitor your student to ensure that they are attending classes on a daily basis and completing assignments in a timely manner. The more structured time is for students, the more likely they will progress by staying on top of their studies and not falling behind.

CPMS Families can help their student by:

- Defining a space where students can “attend” school each day with the necessary equipment to access the internet and log-in to their Google Classroom, online curriculum and I-Ready instruction platform. **If you have ANY technology issues or need assistance in this regard, please contact the school.** We have many resources for families to ensure that our students can successfully participate in Distance Learning.
- Creating a “school routine” at home. Making sure that your student “attends” class instruction at the allotted times each day, and utilizes teacher afternoon office hours to connect with their teachers, have their questions answered, and receive additional support.
- Participating in the “Sunday Night Routine” as a family - going on the Google Calendars to see the week ahead and assisting students to fill out their planner so that families and their students are aware of the class schedule and assignments for the week ahead.
- Assisting your student if they have to miss a scheduled class by helping them to review the recorded class session, before the next class session, so that they can keep up with their class instruction and assignments. **We ask that you notify the teacher and/or Main Office if you student will be absent or unable to attend any of their classes (just as you would if attending school on campus).**
- Encourage your student to take the time to produce quality work for their teachers. Asking your student what they are working on, engage them in conversations over the instruction that was presented-this all helps students to be engaged and thoughtful about their learning.
- Maintaining communication with your child’s teachers by checking the Parent Portal, answering emails or other contacts you receive from teachers and the school.