

STEVENSON

March 13, 2020

Dear Parents,

Yesterday was a challenging day for us all as a result of our decision to move to a remote instruction model and send our resident students home. As Dr. Hicks wrote [yesterday](#), this was a decision we made with heavy hearts but a clear sense that it was the right course of action for the Stevenson community. The assembly and subsequent meetings with seniors and resident students were emotional, but our incredible student body has shown great resilience, fortitude and spirit in the hours since the news broke. I have been so proud to see how they are supporting each other and recognizing what a difficult decision it was for us to make. There have been tearful goodbyes in the dorms, with many day students lingering on campus to spend time with their friends from near and far, and great displays of camaraderie from our athletics teams who don't know when or if they will suit up for competition together again. This disruption is an outcome none of us wanted to see but know is necessary, and we are already hearing stories of how our students want to keep connected and immersed in a comforting routine (some dorms have asked about the possibility of virtual bed checks!).

With our decision to transition to remote learning, I am writing to keep you informed of our plans for the coming days and weeks. We will be switching to online learning on Monday, March 16, and are spending the next few days preparing for this change. While students will not be coming to campus, our vision for our students' learning remains the same, and our academic program is still fully operational, with teachers adapting curriculum for these new circumstances. We are taking guidance from organizations that have been teaching online to small classes for many years—the Global Online Academy, Stanford Online High School, and One Schoolhouse. We realize that online learning requires an internet connection, so if your family home does not have access to this then please let me or our director of technology, [Ally Wenzel](#), know so we can help set this up. Your child can expect the following beginning next week:

- On Monday and Tuesday of next week, students will have assignments posted for their scheduled classes in Canvas, and they will complete the work by the end of the day (their teacher will post a submission time that takes into account the various time zones our students will be in). Given our schedule in which classes meet every other day, this means each class will have one period that is conducted this way.
- Beginning Wednesday (Day 7 in our calendar), we will follow our regular schedule and teach synchronously—this means students will log on to their class page in Canvas at their regular meeting time, where they will either follow a lesson plan and complete a posted assignment or sign into a WebEx video classroom.
- Knowing that some students will be several hours ahead or behind Pacific coast time, all classes will be recorded and posted for their review during their daytime.

We feel that it is appropriate and reasonable to ask all students in the United States, Canada, and Central and South America to attend class in real time, and for students in western Europe to synchronously attend the first three periods of the school day.

- To keep a sense of routine and familiarity, we will observe the exact same daily schedule, while understanding that it will be impossible for some students in different time zones to attend these classes in real time. All classes with a video conference component will be recorded and posted for review by any students in this situation, and we are working on establishing office hours on a regular basis outside the school day to allow for direct interaction between teachers and students who cannot synchronously attend class.
- In order to maintain a sense of connection with the school, we will have WebEx advisory meetings in place of the in-person meetings currently scheduled, and we are working on other ways to bring the community together in these novel and challenging circumstances. We will update you further when we formalize the various ideas that are popping up from students, teachers and parents.
- Senior students engaged with the college application process met with Ms. Allen and Mr. Burke yesterday, and our college counselors are available for meetings and guidance.

We are committed to making this online learning experience a robust and meaningful one, and our faculty are diving headlong into this work. To create space for them to focus on this work, we are postponing our spring midterm narrative comment writing, which was due to take place today and over this weekend, and are reassessing how best to provide midterm feedback given the change of circumstances. In the meantime, we will publish midterm grades on schedule, on Friday, March 20, so that all students know where they stand in their classes.

If you have questions or concerns, please reach out to your child's advisor or the relevant teacher as a first point of contact. For more general inquiries about our plans for the coming weeks, feel free to [email](#) or call me, [Aimee Bates](#), or [Erik Olson](#) for student life questions. I have great optimism, based on my observations of our faculty and students over the past few days, that we can make a successful transition and provide a quality experience for as long as needed in this virtual learning model.

Yours,

Dr. Dan Griffiths
Head of the Upper Division