



## PROVO HIGH SCHOOL

*Home of the Bulldogs*

July 31, 2020

PHS Patrons,

I hope this letter finds you and your loved ones safe and healthy. I am happy to announce the PHS return to school procedures for the 2020-2021 school year. I anticipate that most are as anxious as I am about returning to school after a long absence. It is important to note the great work of students, teachers, and parents to manage the chaos and challenges of the COVID-19 crisis. Last spring, we were all operating in emergency mode. I am confident that this fall will be much better. I know teachers have been working hard over the summer to prepare for the challenges of delivering instruction during these unprecedented times. I know our students are excited to return to school, and I am excited to welcome them back.

First, a little background. Our reopening plans have centered on three guiding principles: safety for all, flexibility for students and families, and connection. These guiding principles have required us to make concessions with instructional time, instructional delivery methods, depth of curriculum, and the types of activities our students will experience this year. But, I feel confident that if we all do our part, we will have a successful school year and our students will learn valuable skills and knowledge that will help prepare them to be successful this year and in years to come.

I have included important information and resources throughout this document. Please read the entire document so you understand the options we are providing our students and can plan what is best for your student.

### **Safety**

1. Increased sanitation procedures have been put into place in all areas of the school
2. We encourage regular handwashing
3. We encourage the use of hand sanitizer
4. We require social distancing
5. We require all who enter the building to properly wear face masks. Those who do not wish to wear face masks in the building will have the option to conduct business via telephone, video conference, or email. Students who wish not to wear masks at school will have the option to receive their instruction online. A washable face mask

will be provided to each student by the school. Please wash them regularly. We want to show respect to all our patrons and do everything we can to keep everyone healthy and safe.

6. We request students and staff self-monitor for symptoms of COVID-19 and are required to stay home when they don't feel well. We will help students get caught up in their classes when they return.
7. We will continue to collaborate with the district administrative team, the Utah County Health Department, state and local government official and follow the best scientific advice to adjust our reopening plans to minimize risk and protect our students and staff to the extent possible.
8. ***We request that everything possible be done via telephone, video conference, and online. Please make every effort to complete necessary business remotely before coming to the school. Call the school for step by step support with online services.***

### **Phased Reopening**

The 2020-2021 school year will reopen in 3 phases. Health conditions will be reviewed every two weeks and phasing will adjust according to need. The phases include the following:

#### **Phase 1**

1. In-person instruction will be taught by PHS teachers at PHS
2. Class sizes will be reduced by 50%
3. School day will be shorted Monday-Thursday (7:30 am to 12:20 pm)
4. No in-person classes will be held on Fridays
5. Students will attend classes every other day
6. Students will complete homework and extend learning on the off-track day
7. Breakfast will be available before school and lunch will be provided as a grab-and-go option

#### **Phase 2**

1. Same as above with class size increasing to 100%

#### **Phase 3**

1. Return to traditional instruction 5 days a week from 7:30 am to 2:15 pm

### **Student Instructional Options**

As outlined in the district's return to school plan, all students will have three options this year.

1. **In-person instruction:** students will enroll in up to 8 classes taught by PHS teachers
2. **Home Study:** home study is an extension of option one, students will enroll in up to 8 classes taught by PHS teachers, students will have flexibility to attend class as scheduled or remain home as family circumstance requires, students will access learning materials online through Canvas to stay current, PHS teachers will be

available for consultation and support Monday-Thursday from 1:00 pm to 2:45 pm and Fridays from 7:00 am to noon

3. **Online Instruction:** students will enroll in up to 8 classes of PHS e-School where they will be assigned to a comprehensive and rigorous online curriculum provided by our digital learning partner (BYU Independent Study), students will be able to learn at their own pace without the need to attend classes in person. This option requires students to work independently and deadlines for terms are enforced.
  - a. **Note:** In the online survey, students can choose a combination of the above-mentioned options, but students cannot exceed a total of 8 classes at a time. Students are encouraged to enroll in the options that best meet their needs. Students are encouraged to remain enrolled in the instructional option they choose until the end of first semester. If a change is requested prior to the end of first semester, the change request will require administrative approval.

To request the Online Instruction option, open your student's current class schedule in PowerSchool, then follow the link provided below:

<http://tinyurl.com/PHS2020survey>

-All students must use the survey form to notify the counselors and administrators of their intentions so we can plan necessary changes to staffing to meet the needs of all students.

-If you have specific requests such as the desire to have online classes assigned on odd or even days or all in-person classes in the morning or in the afternoon, then make that request at the bottom of the class selection page in the comments box.

-Counselors will do their best to meet the requests of every student.

-Please be aware that a schedule change request will likely require the adjustment of multiple classes within your current schedule. Counselors will do their best to meet your needs.

-The class change request survey will open Monday August 3 at 8:00 am and will close at midnight.

-Please allow counselors one week to process your request for class changes.

Counselors will contact you with the outcome of your request.

-The main office will be open to the public to take phone calls and assist in person when needed starting August 4 from 7:00 am to 3:00 pm.

### **New Student to Provo District**

For students new Provo District, please complete the online registration process accessed through the district website then contact Amanda Pino at PHS to set up a parent account in PowerSchool where you can upload digital copies of you students' birth certificates, immunizations forms, and verification of residency. You will then be allowed to contact a counselor to set up an appointment via video or telephone conference to select classes.

## **School Fees and School Lunch Payment**

-We request that everyone pays their school fees online this year. The link for MySchoolFees can be found on the PHS website under the School Info tab on the left side of the homepage. School fees will not post to MySchoolFees until August 10.

-Payment for the school breakfast and lunch program can also be done online via a link to My School Bucks. A link is provided under the same pull-down menu as MySchoolFees.

-Fee waiver applications are provided and submitted digitally through the link below:

<https://provo.edu/school-fees/>

## **Other Items**

-School pictures have been postponed until further notice.

-The bell schedule and Odd/Even calendar will be made available next week.

-Locker assignments will be made the first two weeks of school. If students are interested in a locker they can inquire at the main office.

-Student parking passes will be made available in the main office starting the third week of school

-New student orientation will be held in August prior to the first day of school. Updated information will be posted as details are finalized.

-Provo District Reopening Plan:

English: <https://provo.edu/wp-content/uploads/2020/07/07-30-2020-return-to-school-plan-vs1.pdf>

Spanish: <https://provo.edu/wp-content/uploads/2020/07/07-30-2020-back-to-school-guide-sp-v1.pdf>

I am excited to welcome back our students. I am optimistic that we will have a great year. I ask for you to be patient and flexible with us as we continue to work through the details and adapt to every changing circumstance. I promise we will do our very best to support your students this year.

Go Bulldogs!!!

Boyd McAfee

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