



By email and for website (www.innovationhighschool.org) and Instagram posting

March 13, 2020

Dear Innovation Community,

Innovation will be open for half a day on Monday, March 16th, and dismissing our students at 12:46 p.m., to provide our staff with an opportunity to engage in intensive planning in the event that we have to close the building due to the Coronavirus. We apologize for the short notice. It is critical to your child's success that they are in attendance on Monday to receive training on distance learning their teachers have designed for them.

Innovation is co-located with two other public schools in a New York City Department of Education building. At this time our intention is to remain open unless we are closed by order of the Department of Education. However, our thinking on this point could change depending what we determine is the best way to protect the health and safety of our staff and students.

In light of the rapidly accelerating spread of the virus we are engaged in intensive planning for long-distance learning if we have to close the building. **To be clear, we are not aware of any cases of COVID-19 caused by the Novel Coronavirus in our building, and we are taking these preparatory actions in an abundance of caution.**

In the event that our school building is closed, and we move to long-distance learning, we plan to use Google Classroom, Castle Learning, Apex, E-mail and other remote learning tools to ensure that instruction continues during any school closure. In addition, your student will have regular assignments in all classes and regular access to their teachers at times that will be scheduled each week.

Innovation wants to ensure that all students have access to a laptop or other digital device, and to internet access. If your student needs a digital device, such as a Chromebook, or to a wireless access point, please let us know, and we will provide you with digital resources. The best way to contact us for digital needs is by sending an email to it@innovationhighschool.org.

We are well aware that closing our building will have many consequences, and it is difficult to predict all of these consequences in advance. Please feel free to reach out to a member of our School Management Team if you have any questions or concerns:

- Principal, Terence Joseph (terence.joseph@innovationhighschool.org)
- Executive Director, Stephen Falla Riff, (stephen.fallariff@innovationhighschool.org)
- Assistant Principal, Ira Yasbin (ira.yasbin@innovationhighschool.org)
- Director of Student Affairs, Family & Community Engagement (pablo.torres@innovationhighschool.org)

Regards,

Stephen Falla Riff
Executive Director

Terence Joseph
Principal