

March 17, 2020

Dear Parents and Students,

In the past week, we have done our best to review the latest developments and make thoughtful decisions in the interest of our students' health and well-being. Globally, we confront a situation like no other in my lifetime. Yesterday, Mr. Foulk, COVID-19 Task Group Chair, and I met with Scott L. Johnson, Director of Bedford County Emergency Management & Homeland Security Agency, and his assistant. In that meeting they outlined that we will be affected by COVID-19 for at least eight weeks.

Life in the United States has drastically changed. Major events in sports and entertainment have been cancelled or postponed. Restaurants and retail shops are closed, and grocery stores are struggling to keep up with the demand for certain commodities. Airlines are cancelling flights as demand has markedly dropped.

Yesterday afternoon the COVID-19 Task Group met with me, and after much discussion, made the recommendation that we should close school for the remainder of the 2019-2020 year. The recommendation was affirmed this morning by the school leadership team (Administrative Council). We will continue to provide educational instruction to our students through distance learning. Final grades will reflect the completion of all assigned coursework.

This means that all other school activities this spring will be cancelled – all sports games, Webb 150 Gala, Prom, school play, concerts, Senior Survival, Graduation, and other school events. I realize that all of this is a big loss for our community, but circumstances are beyond our control.

We hope that we will be able to offer Summer Programs in June. Perhaps members of our community can come together for a celebratory event in June or August.

Once again, I am grateful for the support of the Administrative Council, the COVID-19 Task Group, and the faculty/staff. Everyone has rallied to help our school find its way through the most challenging period since the school faced the Spanish flu in 1918!

Below is detailed information on areas of interest. Of course, if you have further questions, please feel free to contact us.

Sincerely,

Ray Broadhead  
Head of School  
[rbroadhead@webbschool.com](mailto:rbroadhead@webbschool.com)

**Residential Life Information from Mr. Bloom (jbloom@webbschool.com)**

**In these uncertain times, we believe boarding students should be at home with their families or with family members in the United States.**

- **For boarding students who are still here:** Parents, please contact your child to make plans with them for their return home or for their stay with family in the United States. Students, before you depart campus, please make sure your room is clean and organized. Also, if you are returning next year and you need to store items during the summer, please box whatever you wish to store on campus. Ms. James will have boxes, and you will work with your dorm parent to store your belongings in the dorm

storage rooms. Seniors and anyone else planning to use Dorm Room Movers, please put your items in one area of your room, and we will take care of it at a later date.

- **For boarding students who have already left school for Spring Break:** Please do not return to campus until further notice. We will continue to communicate with you as to how you can retrieve your belongings.

### **F1 Visas/I-20 Information from Mrs. Harris**

- **Students with F1 Visas:** International students with an F1 visa will be able to keep their F1 visa status and return to Webb in the fall, as long they complete all academic requirements through distance-learning instruction. *The Student and Exchange Visitor Program (SEVP) is supporting schools that adapt their procedures and policies to address the significant public health concerns associated with the COVID-19 crisis. SEVP is focused on ensuring that nonimmigrant students are able to continue to make normal progress in a full course of study as required by federal regulations. SEVP intends to be flexible with temporary adaptations.*
- **Students with I-20 Documents:** All international students who have an I-20 document should have it signed by Mrs. Berzinskaskas or Mrs. Harris before they leave the country. This signature will ensure they can re-enter the country if they are returning to Webb in the fall. Students who left the country without getting their I-20 signed, should contact Mrs. Harris at [jharris@webbschool.com](mailto:jharris@webbschool.com).
- **Seniors Transferring I-20 Documents:** All seniors who have an I-20 document will need to request an I-20 transfer. To complete an I-20 transfer, request an I-20 transfer form from the university you plan to attend or search for it on the school's website. Please share the I-20 transfer form immediately with Mrs. Harris via email ([jharris@webbschool.com](mailto:jharris@webbschool.com)). If the student is unable to find the I-20 transfer form, s/he should notify Mrs. Harris and let her know what university they will be attending. Mrs. Harris will complete the I-20 transfer on the last official day of school. The universities will then accept the transferred I-20 and create and sign a new I-20 for the student. The new I-20 form will be mailed to the student's home address during the summer, typically around mid to late July. The student and parents will need to sign page 1 of the new I-20 form. The student will use the new I-20 form, provided by the university to enter the United States in the fall. **Important: International students must keep all copies of I-20 forms.** They should staple their new I-20 to the top of the Webb I-20. If the student transfers to a different university or attends graduate school in the future, s/he will be required to provide copies of all past I-20 forms.

### **Academic Information from Mrs. Taucare ([ntaucare@webbschool.com](mailto:ntaucare@webbschool.com))**

Faculty have spent the last few days preparing and will continue to prepare for distance learning. They have been tasked with finding creative ways to deliver content to students. Faculty will work together exhibiting patience and grace.

### **Here are details that you should know as we launch distance learning:**

- Distance learning begins on March 30<sup>th</sup> and ends on May 21st. We will observe the long weekend of Easter as was originally scheduled (April 10-April 13).
- There will be no final exams.
- RenWeb/FACTS is the main platform that will be used by the faculty to communicate assignments because students and parents are familiar with this mode of communication. The Homework Drop feature has been enabled, and we have made Lesson Plans visible to families.
- Faculty have been asked to bundle weeklong assignments. Students will have required check-in points throughout the week.

- Faculty will assign no more than 4 hours of work per week. Students, please communicate with your teachers or advisors if this is not your experience.
- All faculty will have virtual office hours from 12-3 p.m. CST on Wednesdays. This will be a time for students to receive extra help, have questions immediately answered immediately or get clarification. All faculty have been trained in Zoom and can be available at this time for 1:1 videoconferences. In addition, as always, the faculty will be available via email.
- Students must complete the assigned coursework in order to receive credit for the course. Please remember that Webb awards academic credit based on the length of the course (0.5 credits for a semester course and 1.0 credit for a yearlong course).

We encourage your feedback as we enter into this phase of our academic year. Please reach out to your teachers, advisors, or me, with any questions or concerns that you have. We want to help you through this!

### **Middle School Information from Mrs. Sullens (tsullens@webbschool.com)**

As you know, Middle School students thrive on routines and schedules. Please allow your child specific times every day to focus on assignments, mirroring the school day. Please supervise to ensure your child is focused on tasks and help them dedicate the proper amount of time for each class. Do allow your child to take brain breaks. Consistency is key in your child gaining the most from his or her distance-learning experience. Establishing these routines in the first two weeks of distance learning will set a positive and productive tone for your child's daily work expectations and habits.

#### **Middle School students should:**

- Check email every day at the same time.
- Rely on Renweb/FACTS as the primary place to find assignments. Your teachers will also reach out individually about Google Classroom, online texts, or other platforms.
- Please stay up to date on your assignments ... do work daily and turn it in as if you are on campus. DO NOT let the work pile up.
- Reach out if you need anything. Your teachers and I are here to HELP you.
- You should still hear from your advisor. Reach out to them if you need any assistance.

We will miss you!

### **College Counseling and SAT/AP Tests Information from Mr. Bridwell (cbridwell@webbschool.com)**

As of late March 16, College Board issued a statement that they are finalizing AP exam options that would allow students to test at home, depending upon the situation in May. The AP Program will communicate the details of this solution to educators and students on March 20. Additionally, the May 2 SAT has been canceled. ACT also reports the April 4 test is canceled. Both the College Board and ACT post immediate updates on their websites as decisions are made.

Webb's College Counseling team will remain available to assist with any college-related questions or concerns. Our website is current with contact information, SCOIR instructions, and suggested tasks to assist Upper School students to navigate the college-going process. College Counseling website is updated regularly with current contacts and other information.

We look forward to celebrating the upcoming Regular Decision releases with Seniors, as well as help with the enrollment confirmation process. It is critical that Seniors check both email and college/university portal(s) for important updates about fall enrollment, deadlines, and dates. Once final grades are posted and confirmed, College Counseling will release your final transcript to ONE college. Therefore, please continue to keep in touch with your counselor about admission and enrollment decisions.

Juniors should regularly check email, register for SCOIR (Webb's online college planning tool), and contact your two teachers to request letters of recommendation. Please request these letters of recommendation by April 1. Additional information regarding test prep and essay writing tips can be found on [Webb's College Counseling website](#).

Sophomores and Freshmen have received an email notification that grants access to SCOIR so please quickly register your account.