Subject: Early College and Other Sheltered Classes at High Schools
From: Don Straney and Erika Lacro

Chancellors,

Since the Governor announced that Spring Break for public school students is extended one week (through March 27), **all sheltered high school classes for public schools will not be held during the week of March 23.** This impacts approximately 225 Early College classes, 165 instructors, and six continuing education classes at public high schools. UH campus’ administration needs to evaluate delivery of UH courses offered to high school students as a “sheltered” class (high school students only) because there are many different situations. Early College programs that may be offered through private schools should follow the same model for the period the private school is not meeting regularly.

During the week of March 23, public school teachers and administrators are reporting to work to plan and prepare for the remainder of the school year. This is an opportunity to coordinate with the high school for March 30 and beyond.

**For classes which are Distance-Completely Online** (approximately 24 classes): Campuses, typically through their Early College Coordinator, should communicate with the high school regarding feasibility of continuing as completely online. Schools may need to make arrangements to provide access to mobile devices and internet for students to participate online from home (if public schools do not resume on March 30).

**If public schools resume on March 30:** Instructors, UH Early College Coordinators and VCAAs should consider health and safety and how course learning outcomes may be achieved. Instructors who do not feel comfortable continuing their teaching face to face or whose classroom environments will not allow for social distancing may arrange to teach their course remotely with the approval of the Vice President via their Chancellor. Arrangements need to be made with each high school.

**If public schools do not resume on March 30:** Instructors, UH Early College Coordinators and VCAAs should coordinate with the high school to determine which classes may be:

- Delivered remotely via technology (with coordination about the technology which is supported for students),
- Converted to correspondence classes temporarily,
- Suspended temporarily. The duration of the hiatus may have a negative impact on students’ ability to earn credit if the class is suspended. Students may need to take an incomplete for the college class or be withdrawn. However, the high school may be able to award high school credit, or
- Another arrangement which must be approved by a UH Officer (For 4 years: Chancellor; For CCs: VP Lacro via CC Chancellor).

Each campus should document their plans for instruction for sheltered classes, post-March 30. We will collect the information from campuses via google sheet (TBA).

**RUNNING START:** High school students participating in Running Start are taking "regular" UH classes and are expected to participate with UH students. Running Start students’ classes resume on March 23, primarily through remote delivery; Running Start students will receive an email from their instructor prior to March 23.
This is an evolving situation. Everyone’s patience is appreciated. There is a call on Tuesday, March 17 from Noon – 12:30 with UH administrators and Early College Coordinators about this plan and to discuss FAQs.

If you have questions, please contact Stephen Schatz (sschatz@hawaii.edu, 808-956-3256) or Tammi Chun (tammi.chun@hawaii.edu, 808-956-4561).