

March 16, 2020

Dear Parents and Guardians,

At this time, Penn Hills Charter School of Entrepreneurship (PHCSE) has been mandated to close March 16 - March 27, 2020. Classes are tentatively scheduled to resume on March 30. Spring break will take place April 6 - 10, 2020. In the event that this date would change, we will update you via Skyward and Skylert.

As previously communicated, we have created an Alternative Instruction Plan for continued learning and support at PHCSE. Our staff will have Professional Development on Monday March 16 to prepare for distribution of materials and implementation of the Alternative Instruction Plan on March 18.

Below are the steps to roll-out the Alternative Instruction Plan:

1. K-8 lessons will be available on Wednesday, March 18 (*First day of alternative instruction*).
2. **Chromebook and essential learning materials can be picked up from the school on March 17 at 9 am - 1 pm and 3 pm - 7 pm.**
 - a. Families will come to the front entrance of PHCSE and a staff member will bring the family member traditional paper and pencil lessons and/or a Chromebook.
 - **Kindergarten -2nd Grade** will receive traditional paper and pencil lessons.
 - **3rd - 8th Grade** will follow an online learning format:
 - Parents/Guardians of students in Grades 3-6 will need to complete the **Alternative Instruction Questionnaire and Chromebook Expectations Procedural Page before receiving a school-issued Chromebook.**
 - The Alternative Instruction Questionnaire and Chromebook Expectations were sent home via paper and Skyward Family Access as an online form to be completed. This form must be completed by **Monday, March 16 at 12:00 pm.**
 - Students in Grades 7 & 8 already have a school-issued Chromebook and are prepared for online education.

ACADEMIC EXPECTATIONS

Student academic expectations effective Wednesday, March 18:

- **Kindergarten - 2nd Grade:**
 - Teachers will send a daily email to families to provide information on what should be completed for that specific day.
 - Students are expected to complete the required daily academics as specified.
 - When students return to school all academic requirements must be completed and turned into their teacher. This will allow teachers to grade all papers expeditiously.
 - **Teachers are available daily, 8:30 am - 3:00 pm. Please email the teacher or call 412-793-6471, if necessary. Please allow 24 hours for a response.**
- **3rd - 8th Grade:**
 - Teachers will email students and families daily with assignments.
 - Students will log onto Google Classroom:
 - If you need help logging in, please contact your homeroom teacher.
 - Complete the work for each of your classes, including your Related Arts classes.
 - Classwork must be completed by the due date, as teachers will be routinely grading assignments.
 - **Teachers are available daily, 8:30 am - 3:00 pm. Please email the teacher or call 412-793-6471, if necessary. Teachers are also available via Google Hangouts. Please allow 24 hours for a response.**

PARENT/GUARDIAN EXPECTATIONS

1. As often as you can, ensure your child is completing online assignments by reviewing their papers, Google Classroom, and Skyward.
2. Contact your student's teachers if you have any questions or concerns.

If you have questions related to our Alternative Instruction Plan, please contact the main office at 412-793-6471 or info@phcharter.org. Thank you for your support and cooperation as we work together to provide a healthy and safe learning environment for our students, staff and the community.

Sincerely,

Wayne Jones
CEO

