



March 28, 2020

Dear Parents and Guardians,

As we prepare to start school on Monday, the Office of Education has been working to develop guidelines for how schools will operate moving forward while the buildings are closed. Our goal is to make sure our students continue to receive rigorous academic curricula and programs by way of distance learning. We understand that this new approach to school operations, due to COVID-19, is new to you and your child, but it is also new to us, so we have to work together as we navigate this new landscape of learning.

This will not be perfect. There will surely be bumps in the road as we all adjust to this new reality, and I want to thank you for the patience that will be required of you as we undertake this transformation together. While none of us could have predicted even a few weeks ago that we would experience this dramatic new transition in education, I could not be prouder of the way our educators have come together to ready themselves to teach your children remotely.

As your children and the teachers prepare to start school on Monday please lean on the words in Proverbs 3:6, "In all thy ways acknowledge him, and he shall direct thy paths." As we continue to acknowledge that God is over our schools and our lives, may He continue to direct our paths and be with you and your family during these challenging times.

Sincerely,

A handwritten signature in black ink, appearing to read 'John C. Alberty, Jr.', with a stylized flourish at the end.

John C. Alberty, Jr., M.Ed, M.S.-CCC/SLP
Superintendent Allegheny East Conference Schools

ATTENDANCE

Staff Attendance

- All staff are expected to check in to worship at 8:00 AM each day.
- All locally funded employees must complete the Allegheny East timesheet along with a daily log which must be submitted with the remittance to payroll.
- If a staff member is ill, then they should follow standard sick day procedures (complete AEC leave request form) You are expected to post an assignment (sub-plan) in the Google Classroom and provide a message that you may not be available for questions, discussion, etc.

Student Attendance

- Parents/guardians should follow the same procedures as when school is in session.
 - If your child is going to be absent, please contact the homeroom teacher before 8:30 a.m. that day.
 - If you do not call your child out, then we will assume your child is present and is able to complete assignments posted in his or her Google Classroom or Class Dojo.
- Teachers will take daily attendance when students log on to the internet-platform. Parents whose children do not have access to log on daily should inform the teacher so an exception can be made.

DELIVERY OF LONG-DISTANCE INSTRUCTION

General Expectations

- Preschool Teachers will disseminate instructional materials and activities that can be completed at home with assistance from an adult.
- Elementary classroom teachers are required to use Google Classroom, Zoom for grades 3 - 8, and Class Dojo for k-2. However other means of communication such as email or pre-distributed packets and/or other classroom materials may be used in conjunction with the internet-based platforms.
- Students who do not have access to a tech device should make their schools aware and if possible, the schools will loan them the appropriate technology.
- Parent teacher conferences will be conducting via phone/media conference. They will also be available for additional phone/media conferencing as needed. Please request any additional conferences via email.
- Teachers will continue to put two grades in per week per core subject (English Language Arts, Math, Science, Social Studies, and Bible). These grades will continue to be available in Renweb.

Dress Code

- Teachers will be dressed in a career professional attire.

- Students are expected to log in appropriately dressed. Students are not to wear pajamas, jewelry, or over the top make-up.

Schedule

- Teachers will prepare age appropriate schedules approved by the local school administrator and distributed to both parents and students. The weekly schedule will consist of a minimum of three hours daily face-to-face instructional time with students via an approved internet-platform.

Assessments

- Students will not participate in the Spring IOWA assessment for the 2019/2020 school year.
- It is the AEC Office of Education expectation that instruction and assessment should be linked.

Communication

- The primary communication channels will be Renweb, Google Classroom, Zoom, Class Dojo or AEC email for all teachers.
- Additionally, teachers may use other platforms at their discretion.
- Staff members will respond to emails within a 24- 48 hour window during the work week.

RESOURCES

- **Zoom** - <https://www.zoom.us/>
<https://www.youtube.com/watch?v=M6L-nZGIUTE>
- **Google Classroom** - <https://www.youtube.com/watch?v=M6L-nZGIUTE>
<https://www.youtube.com/watch?v=qOUEP29MX58#action=share>
- **Mobymax** - <https://www.mobymax.com/>
- **IXL**-
https://www.ixl.com/?partner=google&campaign=71586568&adGroup=11909151208&gclid=EAIaIQobChMIrpPP6NaS6AIVSXZgCh35FgkvEAAYASAAEgKzSfD_BwE
- **Khan Academy** - <https://www.khanacademy.org/>
- **ABC Mouse** -
https://www.abcmouse.com/abt/homepage?8a08850bc2=T1627353997.1585262019.3016&gclid=EAIaIQobChMI2_aZm5m56AIVxjyzCh1s_QM-EAAYASAAEgIJA_D_BwE
- **Starfall** - <https://www.starfall.com/h/>

CONTACT INFORMATION

As we transition together to a new normal, we know there will be questions and complications that will come up, and we're committed to partnering with you to make this shift as smooth as possible. Should you have any question and need help you may contact your school leader or the office of education.

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