

Call-Out Announcements for April 2, 2020

E-Learning: Beginning *April 6*, we will be providing instruction for our students in a blended format. We will have online learning for some and printed learning packets for others (there is more information on Instructional Learning Packets below). On our website homepage (pinelevelelem.com), you will find your child's grade-level and click on the link. The link will lead you to a lesson plan that has everything you and your child need to know for their critical core learning standards instruction for the week. Plans will be updated on the website on Sunday evenings.

Communicating with Teachers: Every teacher has made attempts to contact each child in their homeroom. If you have not heard from your child's teacher, please email them and make sure they have a good phone number or email address for you as they work to stay in contact with you during this time.

Parents of children with special needs, special education teachers have attempted to reach out to you. Please return their phone call if they have called you. If you have not heard from them, please email them your most updated phone number.

E-mailing Teachers & Other Faculty Members: The fastest, easiest way to communicate with any staff member is through email. Please go to the website, then to Staff Websites. Click on your child's teacher's picture and email them from there. This is the best way to communicate.

Teacher/Staff Availability: Teachers and staff will be available for questions or instructional support each school day from 8:00 a.m. – 3:00 p.m. You can find their email addresses on the school website.

Textbook & Personal Item Pick-Up: *From April 6-8, between 8:30-11:30 a.m.,* we have scheduled days for parents and families to come pick up students' textbooks and personal items. You will park in the parking lot beside the gym and pick the items up at the gym. To get to the gym parking lot, you'll turn on the one-way street that goes behind the school (if you're looking at the school building, it's the driveway to the far left). While waiting in line at the gym doors, you must stand 6+ feet apart, to maintain appropriate social distancing. You will provide your child's name and their items will be retrieved.

Due to the number of students we have at Pine Level, we are asking that you pick up on the following days. These are the only days and times that these student items will be available for pickup. If you cannot get them, please send a relative to pick up these items.

- Monday, April 6 between 8:30-11:30 a.m. – Students with last name beginning with A-F
- Tuesday, April 7 between 8:30-11:30 a.m. – Students with last name G-O
- Wednesday, April 8 between 8:30-11:30 a.m. – Students with the last name P-Z

Instructional Packet Pick-Up: If your child does not have internet access or a device, they will receive printed learning packets when they pick up their textbooks and personal items (see dates above). These instructional learning packets will have all the information needed for your child to complete his/her assignments. There will be more information to come on how packets will be picked up and distributed from April 13 – May 22.

Cookie Dough Pick-Up: Cookie dough will be available for pickup on *Thursday, April 9* in the gym from 8:30-11:30 a.m. If cookie dough is not picked up on this day, it will not be available for pick up until the school is cleared to open the doors for next year.

Medicine Pick-Up: Parents will be called by the nurses to pick up medicine. The nurse will make an appointment for you to come pick up your child's medicine. Parents **MUST** have an appointment to pick up medicine. If this involves entering the front lobby, each parent's temperature will need to be taken to enter the school. The appointments will be made M-F 8-12.

Front Office Assistance: The front office IS NOT PHYSICALLY OPEN TO PARENTS. Beginning *April 6*, parents CAN CALL M-F between 8 a.m. - 3 p.m. for information or assistance – 334-358-2658. This is in an effort to maintain social distancing and health safety for all involved. Messages will be emailed to appropriate staff.

Special Education Information: Information is posted on our website's homepage as well as the Autauga County Board of Education webpage under Department-Special Education. Here, you can find the SPED parent hotline with the phone number and hours of operation.

Spring Pictures: Many of you have asked about Spring Pictures. We will have more information soon.