



Saturday, April 11, 2020

RE: Remote Learning Timeline & FAQ

Dear PPS Families,

We wanted to clarify a few things regarding the update that was posted yesterday, Friday, April 10th regarding remote learning and instructional package distribution. A detailed timeline is below. In addition, we have added some frequently asked questions.

Monday, April 13th:

- Families receive an updated communication posted online and social media.
- Student schedules and directions for logging into Microsoft Teams will be posted online.

Tuesday, April 14th: Teachers begin Contact with Families

- Teachers will begin contacting students in their homerooms.
- Special education teachers will begin contacting families regarding students' Individual Education Plans (IEPs).
- Videos on remote learning will be posted online.

Tuesday, April 14th & Wednesday, April 15th: Distribution of Technology to 12th Graders

- Distribution of technology to identified 12th-grade students. All 12th grade students needing technology should have received a call from their child's principal to outline pick-up locations and student expectations.

Thursday, April 16th: Soft Launch of Remote Learning

- High school seniors
- Students participating in online instruction that have access to technology at home
- Student orientation for all students

Thursday, April 16th to Tuesday, April 21st: Distribution of Instructional Materials to Students without Technology

- Distribution of printed instructional materials to students that do not have access to technology and online learning at home.
- All instructional materials will be packaged by grade level and will include all of the materials a student may need for a two-week period.
- The packages will be large but will include all materials to make pick up easy and quick.
- Clear signage promoting social distancing will be posted at each location. Families are strongly encouraged to wear masks per Governor Wolf's recommendation and to pick up materials and exit the site. The goal is make the pickup easy and quick for families.
- To find your pick-up location visit: <https://www.wprdc.org/pps-pickup/>
- Instructional packages will be mailed to students assigned to regional classrooms or assigned to special schools such as Pioneer and Conroy.



Thursday, April 16th: Instructional Package Pick up - Grades PreK-2

- Distribution of printed instructional materials to **PreK-2** students that do not have access to technology and online learning at home.

Friday, April 17th: Instructional Package Pick-up – Grades 3-5

- Distribution of printed instructional materials to **3-5** students that do not have access to technology and online learning at home.

Monday, April 20: Instructional Package Pick-up – Grades 6-8

- Distribution of printed instructional materials to **6-8** students that do not have access to technology and online learning at home.

Tuesday, April 21st: Instructional Package Pick-up – Grades 9-11

- Distribution of printed instructional materials to **9-11** students that do not have access to technology and online learning at home.
- If you have children over multiple grades and do not want to come out multiple times, please plan to pick up your packets on Tuesday, April 21st.

Wednesday, April 22nd: Remote Learning Starts for All

- Remote learning for all students fully launches April 22nd.

Frequently Asked Questions:

When does remote instruction start for my child?

All 12th grade students will begin remote instruction online on Thursday, April 16th. All families, who will be using a personal technological device for instruction, should log on beginning April 16 to ensure access and start the use of online tools. Families that do not have access to technology at home can begin to pick up instructional packages based on grade level on Thursday, April 16th. Students can begin working in their instructional package as soon as they bring them home. The last day for instructional package pick up is Tuesday, April 21st. All students will begin remote instruction on Wednesday, April 22nd.

What does the District mean by a “soft” launch?

A “soft” launch is a way to begin remote learning while also allowing time for students, families and staff to get comfortable with a new type of learning. This includes a flexible period of time between Thursday, April 16th and Wednesday, April 22nd before students are held accountable for learning. This flexible time will allow time for staff and students to address technology issues and ensure students without technology have their instructional packages in hand.

Who can I contact if I am having difficulty with technology?

Students and families can contact the District’s Support Center at 412-529-HELP or submit a ticket at www.pghschools.org/letstalk. It is also important to share this information with your child’s teacher.



Who needs to pick up instructional packets?

Only families that do not have access to technology at home should pick up instructional packets. Families that have technology at home do not need to pick up an instructional package. All materials are available online through Microsoft Teams. Children with technology should log into Microsoft Teams based on instructions provided by their child's teacher.

Where can I pick up my child's instructional package?

The District, in partnership with the Western Pennsylvania Regional Data Center, created an online tool to identify the school or community site located close to every student. This will ensure families do not have to travel far from their home to pick up instructional packages. The search tool is available on line - <https://www.wprdc.org/pps-pickup/>. If you do not have internet access, please call 412-529-HELP (4357) and a member of our support team will help you.

When can I pick up my child's instructional package?

Each PPS student has been assigned to a school closest to their home. To find the school or community location closest to your home, visit: <https://www.wprdc.org/pps-pickup/>. Instructional packets will be distributed over 4 days beginning on Thursday, April 16th. The last day for instructional package pick up will be on Tuesday, April 21st. A full schedule is below. If you have children over multiple grades and do not want to come out multiple times, please plan to pick up your packets on the last day of distribution, Tuesday, April 21st.

Grade Level	Distribution Day
Early Childhood Education (PreK & Early Head Start)	Thursday, April 16 th
Kindergarten	
First Grade	
2 nd Grade	
3 rd Grade	Friday, April 17 th
4 th Grade	
5 th Grade	
6 th Grade	Monday, April 20 th
7 th Grade	
8 th Grade	
9 th Grade	Tuesday, April 21
10 th Grade	
11 th Grade	



How are instructional packages organized?

Instructional packets for students PreK-12 are organized by grade and will include all materials that a student will need for 2 weeks. Families can pick up one packet per grade PreK-8. Students in grades 9-11 will have one packet titled high school.

I received my child's instructional packet. What are the next steps?

Once your child has their hard copy instructional package in hand and they have heard from their child's homeroom teacher, they should begin working on completing the packet. Enclosed in each instructional package are multiple sets of instructional material for your child's current grade level. Instructional materials include core content areas for general education students and adapted materials for students with individual education plans and gifted educational plans, as well as English Language Learners. The adapted materials are the same set of core instructional lessons; however, accommodations have been made to the materials. If your child receives special education services, it is recommended that you utilize the accommodated packet for their work. ESL instructional materials focus on skills in listening, speaking, reading, and writing that are essential for newcomers to the English language. These core content areas include:

- English Language Arts (ELA)
- Mathematics

Science grades 3-8, Social Studies 6-8, and World Language materials will be included in the May packages. In addition to core content areas, the packets include instructional materials in the areas of Arts, Physical Education, and Social-Emotional Learning (SEL). If your child struggles with any of the work, please contact their teacher.

Will the instructional packages have accommodations for students with disabilities and English Language Learners?

Yes. The instructional packets include accommodations for students with individualized education plans (IEPs), gifted IEPs and English language learners.

How will my child assigned to a regional classroom and/or center school (Pioneer and Conroy) receive instruction?

Students assigned to regional classrooms or assigned to special schools such as Pioneer and Conroy will have their instructional packages mailed to their homes.

Which one of my child's teachers should I expect to hear from?

Between Tuesday, April 14th and Tuesday, April 21st, families should expect to hear from their child's homeroom teacher. Families with students with Individualized Education Plans (IEPs) should also expect to hear from their child's special education teacher.

How do I contact my child's teacher?

Each teacher has been assigned a Microsoft teams # that they can use to connect with students and families. Each teacher will provide this # to students and families. If families need this #, they can contact the District's support line at 412-529-HELP or submit a ticket at www.pghschools.org/letstalk. Families can also contact teachers via email. Teacher emails are



also available online at www.discoverpps.org. When you visit www.discoverpps.org, scroll down the page and find the link to your child's school. Click on the link to your child's school and click on the staff button on the left side of the website. This will provide you a list of all staff at your child's teacher. Please only use the email address, as the phone number is for staff member's desk phone at the school.

When should I contact my child's teacher?

It is the District's expectation that all teachers communicate with students starting on April 16th with the expectation that they will have reached all their students by April 21 to establish norms for remote learning. If you do not hear from your child's teacher or if you do not feel confident they have a way to get in touch with you, please contact the District's support line at 412-529-HELP or submit a ticket at www.pghschools.org/letstalk to receive the number for your child's teacher so you can contact them directly. Teacher emails are also available online at www.discoverpps.org. When you visit www.discoverpps.org, scroll down the page and find the link to your child's school. Click on the link to your child's school and click on the staff button on the left side of the website. This will provide you a list of all staff at your child's teacher. Please only use the email address, as the phone number is for staff member's desk phone at the school.