

March 31, 2020

Dear Families and Staff,

We hope you and your families are staying safe and preparing for the Remote Learning System next week. With tomorrow being the start of our device checkout process, we wanted to communicate what the checkout process will look like as well as share a few safety tips.

Tips and Reminders:

- Please do not attend the device pick-ups if:
 - You are showing symptoms of COVID-19 or have tested positive for the disease: Fever, cough, shortness of breath, body aches
 - You have been in contact with someone who is being treated as if they have COVID-19, with or without positive test verification, within the last 14 days
 - You are at high risk: Older, pregnant, or have a chronic health condition
- All device checkouts should be done from within your car, a staff member will come to assist you with the checkout process. We ask that nobody enters any of the buildings unless previously approved by a school administrator.
- **We ask that each family bring their own pen so that we are not passing items back and forth.**

Frequently Asked Questions:

What grade levels are checking out PSAS devices?

1st – 8th grade students will have access to PSAS technology during the Remote Learning System. Kindergarten families will receive communication directly from their classroom teachers for guidance through this process.

If I have multiple children with different pickup dates/times do I need to go to each individual time slot?

- No, please attend the pickup session that is most convenient for you and your family. The goal is to minimize exposure, so we encourage families to pick up all devices at once.

Is it mandatory that we check out a PSAS computer if we have working devices at home?

- While it is not mandatory, we do recommend picking up a PSAS issued laptop for the following reasons:
 - Our IT department can "remote in" on those systems and offer support or fix minor issues. We do not provide support for non-school issued computers.
 - Students are already familiar with the school programs (including the Clever dashboard).
 - Our systems are equipped with GoGuardian which helps to filter content access happening on Chromebook and enables teachers to see student screens in real-time & provide relevant feedback.

If I have multiple children, that attend PSAS and are in grades 1st – 8th do we receive one computer for the family or does each student checkout a device?

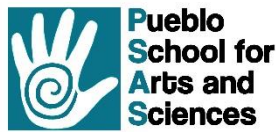
PSAS will provide an integrated K-8 curriculum based on Paideia principles and anchored in the Arts and Sciences for the success of all students.

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Committed to providing a safe, diverse learning community that supports academic success for all students.



- Each 1st -8th grade student at PSAS Jones and PSAS Fulton Heights Campuses will checkout a laptop so that each student may access their classes without reliance on device availability.

If I have questions about the Remote Learning System who should I speak with?

- While all PSAS staff members are more than happy to assist, we ask that you reach out directly to your classroom teacher and school administrator. Please see the principals' contact information below:
 - Mrs. McLaughlin for the Jones campus kmclaughlin@psas.ws
 - Dr. Martinez for the Fulton Heights Campus amartinez@psas.ws
 - Mrs. Zia-Ahmadi for the Homeschool rziaahmadi@psas.ws

Device Pick up Schedule – Grades 1st & 2nd:

1st & 2nd Grade Technology Pickup	
Jones Campus and Fulton Heights	
Wednesday April 1, 2020	
Last Name Begins With	Pick Up Time
A-D	8:00-9:00
E-K	9:00-10:00
L-P	10:00-11:00
Q-Z	11:00-12:00

Device Pick up Schedule – Grades 3rd – 8th:

3rd – 8th Grade Technology Device Pickup			
Jones Campus		Fulton Heights	
Thursday, April 2, 2020		Thursday, April 2, 2020	
Last Name	Pickup Time	Last Name	Pickup Time
A	8:00 AM - 9:00 AM	A-Bi	8:00 AM - 9:00 AM
B	9:00 AM - 10:00 AM	Bl-Bu	9:00 AM - 10:00 AM
C	10:00 AM - 11:00 AM	C-F	10:00 AM - 11:00 AM
D	11:00 AM - 12:00 PM	G-He	11:00 AM - 12:00 PM
E-F	12:30 PM - 1:30 PM	Hi-L	12:30 PM - 1:30 PM
G	1:30 PM - 2:30 PM	M	1:30 PM - 2:30 PM
H-I	2:30 PM - 3:30 PM	N-P	2:30 PM - 3:30 PM
J-L	3:30 PM - 4:30 PM	Q-R	3:30 PM - 4:30 PM
Alternate Pickup	4:30 PM - 5:00 PM	Alternate Pickup	4:30 PM - 5:00 PM

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Device Pick up Schedule – Grades 3rd – 8th:

3rd – 8th Grade Technology Device Pickup			
Jones Campus		Fulton Heights	
Friday, April 3, 2020		Friday, April 3, 2020	
Last Name	Pickup Time	Last Name	Pickup Time
Ma	8:00 AM - 9:00 AM	S	8:00 AM - 9:00 AM
Mc-Mo	9:00 AM - 10:00 AM	T-Z	9:00 AM - 10:00 AM
N-Ph	10:00 AM - 11:00 AM	Alternate Pickup	10:00 AM - 10:30 AM
Pi-Q	11:00 AM - 12:00 PM		
R	12:30 PM - 1:30 PM		
S	1:30 PM - 2:30 PM		
T	2:30 PM - 3:30 PM		
V-Z	3:30 PM - 4:30 PM		
Alternate Pickup	4:30 PM - 5:00 PM		

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