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## Providence Heights Alpha School School Delay/School Closure Information

Alpha School will follow the direction of the North Allegheny School District for school delays and closures. *(If NA is not in school, Alpha School will make an independent decision).* If Alpha School needs to delay or close the school, we will use the Option C Alert System and post on three local news stations (KDKA, WPXI, and WTAE) to communicate with our families. Please be aware that school delays or cancellations can also occur for other unexpected reasons, such as an area water main break, power outage, or other significant event. Be sure that you have appropriate plans in place in the event that the school should need to delay, cancel, or dismiss students early.

### **IF ALPHA SCHOOL IS DELAYED:**

Alpha School will follow the direction of North Allegheny School District. **The school will open its doors at 9:15 on a two-hour delay.**

\* *NOTE: There is **NO Morning Care** on days in which school is delayed.*

*There is **NO Swim** (for grades K - 3) if school is delayed on a **TUESDAY**. Students should dress for gym.*

*There is **NO Mass** if school is delayed on a **FRIDAY**. Students are still expected to dress in Mass attire (white shirts and ties for grades K-8)*

If you live in another school district and they differ from what Alpha School is doing, here is what you need to know:

### ***Alpha School is on a Delay & your home district is on Normal Schedule:***

Please do **NOT** put your child on the bus if Alpha School is delayed as there will likely be no one at the school to meet them upon arrival. Instead, please drive your child to school at the delayed arrival time. *(The school will open its doors at 9:15 on a two-hour delay.)* We understand that this might be inconvenient, but please understand we want to ensure the safety of our staff as well as our students.

### ***Alpha School is on Normal Schedule & your home district Delays:***

This means that your child's busing will be delayed. If you can safely do so, please bring your child to school at the normal time. Your child & your safety are the most important thing, so if the roads near you are unsafe or you need to use busing, you may take the delay and it will not be considered a late arrival or tardy. *Please mark in the dismissal system that your child will*



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*be arriving on a 2-hour delay with the bus (or call/email the school and inform the secretary so we know to expect your child.)*

***Alpha School is on a Delay & your home district is Closed:***

This means that your child will not have any busing for the entire day, for arrival in the morning or dismissal. Please do your best to get them to school if you can do so safely. Again, first and foremost, we want to keep all our students and families safe. Please note that if your child is unable to attend, it will be marked as an excused absence.

**IF ALPHA SCHOOL IS CLOSED:**

Alpha School will follow the direction of the North Allegheny School District for school closures (*If NA is not in school, Alpha School will make an independent decision*). If Alpha School needs to delay or close the school, we will use the Option C Alert System and post on three local news stations (KDKA, WPXI, and WTAE) to communicate with our families

*\* NOTE: This policy refers to all school closures, consecutive and/or nonconsecutive closures. Option C Alert will inform you of the type of closure.*

**FIRST SCHOOL CLOSURE: FREE DAY** (*Occurs only once per year*)

All students in grades **PreK-8** will have the day off to relax and enjoy the day. The day will not need to be made up.

**SECOND SCHOOL CLOSURE: ASYNCHRONOUS\*** (*Occurs only once per year*)

*\* Asynchronous learning refers to students accessing materials at their own pace.*

Students will access course materials -- instructional videos, lectures, readings, and assignments—on their own time. There are no set class times or virtual meets, but all the assigned work must be completed and submitted by midnight.

**Grades PreK-2**

Students in grades PreK-2 should work on the list of educational websites provided by each teacher on their portal page, engage in free play, leisure reading, and other healthy activities. No formal assignments or lessons will be provided.



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### **Grades 3-8**

All students in grades 3-8 should log in to their Google Classroom at **9:30am**, check into all of their core subject classrooms - *Math, LA, Science, Social Studies, as well as Religion and Spanish* - and complete all posted assignments.

*NOTE: Students should only log into Religion or Spanish if they have Religion and/or Spanish on that particular day. Unsure whether they have Religion or Spanish on a particular day? Go to our [School Closure/Delay Information Page](#) and click on your child's schedule.*

*For example: If the school closes on a Tuesday, and your child has religion on Wednesday and Spanish on Thursday - he/she does not have to log into either one of those Google Classrooms.*

*NOTE: Specials (Art, Music, Computers, Gym, Swim, STEM, and Library) will not take place on asynchronous closure days.*

**To receive credit for an asynchronous day, students must complete all assignments as well as complete the online attendance form that will be sent to all parents/guardians via Option C that morning.**

*NOTE: If a student is absent on an asynchronous day, he/she is still responsible for completing all posted assignments and work with the teacher on a timeframe on when they need to be turned in.*

A few more notes:

- Virtual meets will **NOT** occur.
- All scheduled tests/quizzes will be postponed and taken upon return to school.
- All teachers will be available to communicate with students either via Google Classroom or email from 9am to 3pm.
- There will be no Art, Music, Computers, Gym, Swim, STEM or Library.
- *Students should do the majority of their communication with teachers - asking questions, seeking help, etc. - through the Google Classroom, limiting the need for emails as much as possible.*

**THIRD (or any subsequent) SCHOOL CLOSURE: SYNCHRONOUS**

*\* Synchronous learning refers to instructors and students gathering at the same time and (virtual or physical) place and interacting in “real-time”.*



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All students in Grades PreK-8 will participate in Remote Learning for the day and follow the guidelines below.

### **Remote Learning Information for Grades PreK and K:**

#### ***Online Platform:***

Students in Grades PreK and K will be using Google Meet and the School Portal. Parents/guardians will receive emails from the classroom teachers with instructions for the day by **9:00am**.

#### ***Virtual Meets:***

Students in Grades PreK and K will have **TWO** live virtual meets during the day, a morning session from **9:30-10:00 am** and an afternoon session from **1:00-1:30pm**.

### **Remote Learning Information for Grades 1 & 2:**

#### ***Schedule:***

Students will follow their School Closure Remote Learning schedules for the day. Schedules will be posted on our [School Closure/Delay Information Page](#).

#### ***Online Platform:***

Students in grades 1-2 will be using Google Classroom and Google Meet as their main remote learning platforms. Students should do the majority of their communication with teachers - asking questions, seeking help, etc. - through Google Meet or Google Classroom, limiting the need for emails as much as possible.

*\*\*NOTE: The School Closure schedules are just their normal schedule for the day on an adjusted timetable.)* Students will meet virtually in their core subjects - *Math, LA, Science, Social Studies, and Religion* according to their schedule on the day that the school is closed.

#### ***Specials:***

There will be no Music, Computer, Art, Gym, Swim, STEM, Library, or Spanish classes or assignments for students in grades 1 & 2.

### **Remote Learning Information for Grades 3-8:**

#### ***Online Platform:***

Students in grades 3-8 will be using Google Classroom and Google Meet as their main remote learning platforms. Students should do the majority of their communication with teachers - asking questions, seeking help, etc. - through Google Meet or Google Classroom, limiting the need for emails as much as possible.

#### ***Schedule:***

Students will follow their School Closure Remote Learning schedules for the day. Schedules will be posted on our [School Closure/Delay Information Page](#).



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***Attendance/Logging In/Absence Information:***

All students in grades 1-8 should log in to Google Classroom **by 9:30 am** and follow the **School Closure Remote Learning** schedule found on the [School Closure/Delay Information Page](#) for the day.

*\*\*NOTE: The School Closure schedules are just their normal schedule for the day on an adjusted timetable.) Students will meet virtually in their core subjects - Math, LA, Science, Social Studies, as well as Religion and Spanish.*

*\*\* NOTE: Students will only have virtual meets with/have assignments for Religion (grades 1-8) or Spanish (grades 3-8) if they have Religion and/or Spanish on that particular day.*

***Computer, Music, Gym, and Art:***

If your child is scheduled for Music, Computer, Gym, and/or Art on a Remote Learning Day, there will be no virtual meets but students (grades 3-8) are still required to log into their Google Classroom and complete the self-led activities and any assignments posted and submit by midnight.

There will be no Swim, STEM, or Library for students in grades 1-8 on a synchronous remote learning day.

***Forget your Google Login or Password?***

All students should know their Google login and password. However, if they are unsure or need a reminder, please email Mr. Dugan at [cdugan@alphaschool.org](mailto:cdugan@alphaschool.org) for assistance.

***Need some help with understanding Google Classroom:***

Please watch the Google Classroom Tutorial on the [School Closure/Delay Information Page](#).

*NOTE: While ALL students in grades 1-8 have **alphaschool.org** email addresses, only students in grades 6-8 have the ability to send and receive emails using this email address.*

**To receive credit for the day, students must participate in all Virtual Meets (teachers will be taking attendance).**

If a student will be absent, a parent/guardian should mark the student absent in the Parent Portal by 8:30am. That allows us time to inform teachers of what students to expect for virtual meets. If you have any trouble or need to mark a student absent after 8:30 am, please email Mrs. Beck at [lbeck@alphaschool.org](mailto:lbeck@alphaschool.org).



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### ***Attendance/Logging In:***

If a student will not be able to participate virtually, a parent/guardian should mark the student absent in the Parent Portal by 8:30am. If you have any trouble or need to mark a student absent after 8:30 am, please email Mrs. Beck at [lbeck@alphaschool.org](mailto:lbeck@alphaschool.org).

### **General Information:**

#### ***Online Classroom Rules/Expectations:***

Students are expected to **adhere to the same rules** in the remote learning environment as they would if they were in a physical classroom, upholding the values and integrity of the school, the Acceptable Use Policy, and the Student Handbook. This includes, but is not limited to, preparing for classes, attending and engaging in virtual meets, keeping the camera turned on, acting in a respectful manner, wearing their uniform, and completing assignments on time. Students will also complete their own work and will not consult with others or outside resources unless permitted to do so by their teachers.

#### ***Communication with Teachers/Staff:***

Remote learning and communication will take place each school day for all students in Grades PreK -8 from **9:00am to 3:00pm**. Teachers will respond as quickly as possible, but please understand that they may be conducting virtual Meets or may be working with other students at the time of your request. *Please note that students and parents/guardians who email staff after 3:00pm should not expect to receive a response until the next school day. Contact information for all faculty and staff can be found at <https://www.alphaschool.org/staff-faculty>*

#### ***Virtual Meet Participation Requirements:***

Students are expected to promptly attend all scheduled virtual classes just as they would if they were in the physical school building. Virtual meetings are **mandatory** for all students in Grades 1-8 (unless otherwise noted by the teacher) as teachers will be providing key instructional information. Attendance will be taken in each Meet. If a student is not present for a class, the parent/guardian will be notified via email - indicating the day, time, and subject of the Meet missed. Cameras must remain on throughout the Meet. If a student needs to leave a virtual meet/class for any reason, he/she should receive permission from the teacher.

If a student in grades 1-8 misses a virtual meet, just as if they missed a school day, it will be their responsibility to reach out to obtain the missed information from their teacher. That information may be provided as an alternate assignment, handouts, etc depending on the information covered.