

Dear Parents and Guardians,

These are unprecedented times. As we have tried to come up with a plan, we have considered many factors: the need for students to keep learning, the need for students and teachers to interact, the limitations of so many families cooped up in homes together (where will everyone work?), the reality that many parents are still out working and cannot help students while they attempt to do their school work, the stress that students and families are experiencing right now -- financial, social, physical. The PTEC staff members are experiencing the exact same limitations. As we have tried to come up with a balanced plan, we have kept our mission at the forefront: the goal of PTEC is to prepare students to prepare student to enter the workforce with the skills necessary to be successful in a trade while also having the character and work ethics to be valuable in their trade. While we would never choose these circumstances, they pose a unique opportunity for all of us to stretch and to better grow in this mission.

IMPORTANT: For students to be able to do the coursework that will be required of them, we will be **opening the school Tuesday the 31st** for families to retrieve the needed books, binders, notebooks and other supplies out of their lockers. **This is also the time that you should plan to check out any medicine left at school.**

Please use this Signup Genius <https://www.signupgenius.com/go/10C0848AAAD2DA20-ptec> to select a time that you can come to get the rest of their supplies from their lockers. We have set up the timing and logistics of coming back into the building in order to be in compliance. We have created the schedule so that everyone can get in the building Tuesday the 31st. Again, **we need all students to have their school supplies.** Thank you for your cooperation as we allow students to get all of their supplies while we maintain social distancing.

As noted above, there are two other reasons to sign up to enter the building on Tuesday:

- **This is not a full locker bail-out**, but students are encouraged to come get all remaining books, binders, and notebooks from their lockers.
- Most students also need **novels or workbooks** out of their lockers or the classrooms.
- Parents should know their students **locker number and combo** if there is a lock.
- Families who have **medicine or medical supplies** at school are encouraged to **come get those as well and should sign-up for the time they will retrieve these items.** *Medicine and medical supplies will only be returned to parents, not students.*
- Families should sign-up only sign for one spot and get as much done at that time as needed but we do ask that you do not just show up. Please sign-up for a spot.

Please read below for information that spells out how we plan to deliver schoolwork to the students during this extended closure.

Teachers will be in contact with families soon to explain their specific expectations for classes during this time. Read below for the minimum requirement that PTEC will require for contact hours and an example of a possible daily work schedule.

Teachers will be available from 9 a.m. until 1 p.m. Monday through Thursday. If you have any questions or concerns, please contact your child’s teacher with questions.

- Math – complete at least two lessons a week with around 15 problems a day
- Reading/Writing – complete daily reading assignments, complete at least one longer writing sample a week in addition to the discussion posts.
- History and Science – Science and History classes will meet two days a week. They will meet on the days that they normally would meet either Monday/Wednesday or Tuesday/Thursday.
- Character – will work through history and English classes and join in on discussions.
- Spanish – will provide a few videos or lessons weekly to keep kids speaking the language.
- PE – videos posted online for all students to access.

Example of Schedules

Today

Tomorrow

Time	Possible Schedule	Time	Possible Schedule
9:00 a.m.	Reading - 40-60 min	9:00 a.m.	Reading - 40-60 min
10:00 a.m.	Break	10:00 a.m.	Break
10:05 a.m.	Math - 40-60 min	10:05 a.m.	Math - 40-60 min
11:05 a.m.	Break	11:05 a.m.	Break
11:10 a.m.	Writing prompt - 30-40 min	11:10 a.m.	Writing prompt - 30-40 min
11:40 a.m.	lunch	11:40 a.m.	lunch
12:00 p.m.	Science - 40-60 min	12:00 p.m.	History - 40-60 min
1:00 p.m.	Study, PE	12:40 p.m.	Spanish, study, PE

Thank you for patience and support during this time as we start this new journey together.

Sincerely,