



Greetings Central Academy families! I hope that you are well. Our staff has been hard at work creating a remote learning plan that hopefully allows your student to re-engage in learning with optimism and reduced anxiety. There are a lot of topics and questions so please feel free to reach out if you have questions. This week our mentors began calling families. I know we are asking a lot of the same questions in different formats. That is not to insult your intelligence or a lack of clarity, we are just trying to make sure our families have multiple venues to get their questions answered as well as allow us to create a smooth process to remote learning.

- **WHEN WILL MY STUDENT BE ABLE TO CHECK OUT A LAPTOP/CHARGER or HARD COPIES (BINDER) OF ASSIGNMENTS?**
 - Laptop, charger, and binder check out will occur during the following dates and times:

THURSDAY, APRIL 9TH	
8:00AM - 11:00AM	MR. CHILES' MENTOR GROUP
11:00AM - 1:00PM	MR. RO's MENTOR GROUP
1:00PM - 3:00PM	SENIOR MENTOR GROUP (VELASQUEZ)
FRIDAY, APRIL 10TH	
8:00AM - 11:00AM	MRS. DACOSTA's MENTOR GROUP
12:00PM - 3:00PM	MR. HELSLEY's MENTOR GROUP

- ***Please note: You'll need to reserve about 30 minutes to complete the pickup/check out process so please plan accordingly and we appreciate your patience as we ensure ALL students' needs are met.***
- **CAN MY STUDENT CHECK OUT A LAPTOP WITHOUT A LAPTOP LOANER AGREEMENT SIGNATURE ON FILE?**
 - No. All students who would like to check out a laptop must have a laptop loaner agreement on file. You can do this electronically by clicking on the following link.
 - [LAPTOP LOANER AGREEMENT FORM](#)
- **WHAT WILL THE DAILY LEARNING LOOK LIKE?**
 - I will be sending a daily schedule with instructions later this week. With so much information to share, I did not want the opportunities for learning to be lost.
- **WHEN CAN MY STUDENT SUBMIT THEIR HARD COPY ASSIGNMENTS? WHAT WILL BE INCLUDED IN THE BINDER I RECEIVE ON PICKUP DAY? HOW DOES MY STUDENT ACCESS HIS/HER CLASSES/TEACHERS IF WE DO NOT HAVE INTERNET?**
 - All students will have a binder with ALL of the remaining coursework they will need to complete, to earn credits for the courses they are currently enrolled in. Students who elect to submit hard copies can turn in **ALL HARD COPY ASSIGNMENTS FOR A PARTICULAR COURSE/CREDIT** on Wednesdays. There will be a bin in the front of the school. *Please do not have your student drop off individual assignments. We do not have a means to return the work to your student in a timely manner so please make sure ALL coursework for each credit is complete prior to submitting. Students who do not have internet access will be able to join courses through a phone call. *

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- **WILL MY STUDENT EARN ALL OF THE CREDITS FOR THE CLASSES HE/SHE WAS ENROLLED IN PRIOR TO THE SCHOOL CLOSURE?**
 - *We have gone through our courses and given students who were close to finishing certain classes, credits. Most of the students were one or two assignments away from finishing some of their current courses. The list of credits has been finalized and you can see the credits your student earned on the transcript that is in their hard copy binder.*

- **HOW DO I KNOW WHICH COURSES MY STUDENT IS WORKING ON?**
 - *You can look in [PowerSchool](#) and you will see courses that are listed within a period that begin with the letter "P". These are the courses your student will be working on to earn credit during remote learning.*
 - *We will also have an unofficial transcript (with credits earned for the entire school year) and a current schedule in each binder.*

- **IF I BORROW A LAPTOP, WHAT DO I NEED TO DO TO MAKE SURE IT WORKS WITH MY HOME INTERNET OR HOT SPOT?**
 - *If a student borrows a laptop, he/she will need to log onto the laptop prior to leaving Central Academy during laptop, charger, and binder pickup on Thursday, April 9th and Friday, April 10th.*

- **HOW DO I GET IN CONTACT WITH TEACHERS OR OTHER STAFF MEMBERS?**
 - *Students and families can go to the Central Academy website, click on 'Teachers and Staff' and find all Central Academy staff members. Under each staff members' profile you will find their email address - [STAFF MEMBER LIST WITH EMAILS](#)*

- **IF MY STUDENT IS ON AN IEP, WHAT WILL THEIR SUPPORT LOOK LIKE?**
 - *Mr. Helsley (IEP Case Manager) and his team of paraprofessionals will be available daily to meet with students. They will have a schedule for these students to receive extra support. Mr. Helsley and his team will be monitoring the productivity of these students as well as checking in with our teachers to make sure these students are engaged throughout remote learning. If you have specific questions, please feel free to reach out to Mr. Helsley at helsley.gary@westada.org.*

- **WHAT PRECAUTIONS IS THE SCHOOL TAKING TO ENSURE SOCIAL DISTANCING WHEN FAMILIES COME TO PICK UP THEIR LAPTOP, CHARGER, AND HARD COPY BINDER?**
 - *We will be practicing social distancing and ask that you do not park or get out of your car. We will have a 'pickup line' designated with cones where parents will be able to drive directly up to the gym, where there will be a staff member waiting to give you directions and retrieve your student's learning materials. It is imperative that you do your best to come during your student's mentor group's allotted time.*
 - *If you cannot come during the allotted time, you will need to call the main office and schedule a different time during the week of April 13th.*

Respectfully,

Donell McNeal

Principal, Central Academy HS

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