



The Preparatory Charter School of Mathematics, Science, Technology & Careers

Pat Wright
Chief Executive Officer

Jo Ann P. Moore, M.Ed.
Principal

August 24, 2020

Welcome back for the 2020-2021 school year! In addition to greeting our returning school community, I am so excited to welcome our incoming Class of 2024, as well as our new transfer students, as they join our Prep Charter family. I hope each of you find Prep to be a special place with a foundation built upon strong family values and a sense of belonging. We have always prided ourselves on a tradition of academic excellence and achievement, which are important, but I hope you find that Prep Charter High School is so much more than grades and trophies. You will soon recognize that the strength of Prep is our people, our relationships, and our community.

As we embark on our new school year, these foundations will be tested more than ever during the challenges we face today, as well as those that lie ahead of us in the coming days, weeks, and months. However, together, we will overcome these hurdles with patience, flexibility, understanding, empathy, and unity. Respectfully, I ask everyone to work together, rather than in opposition, to make the best of these unprecedented circumstances. As a school, we truly want the best for our students and we're doing our best for them. As always, we will continue to monitor, reflect, and adjust as needed. In Addition, as we have learned over the course of the past few weeks and months, it is sometimes better to walk slowly, pay close attention to the surroundings, and make thoughtful decisions based on the information we have at our disposal. With patience, mutual respect, and open communication, we will figure things out in this ever-changing world. As I've told many students throughout my career, there are multiple solutions to any given problem and we just have to work together to select the best possible solution for us.

With that being said, I wanted to share the following information to help you transition into the 2020-2021 school year. I apologize for the volume of information included, but I thought a comprehensive document would be easier to reference:

- **Orientation:** An in-person orientation has been scheduled for each grade the first two weeks of school. **Freshman** orientation has been scheduled for September 8th and 9th. **Sophomores** are scheduled for September 10th and 11th. Please see the enclosed schedule for your student's specific date and time. Students will receive their chromebook, will participate in training on Schoology, our new learning management system, and will meet with their team of teachers. Any student that does not attend the in-person orientation will be responsible for their own Schoology training via video tutorials posted on our website as well as a virtual meet and greet with their classroom teachers.

Juniors and **Seniors** will arrive at school on either September 8th or 9th between the hours of 8:30 AM and 2:30 PM to pick up their chromebooks. They will conduct a self-paced course in

Schoology and will receive assignments to be completed before attending their orientation the week of September 14th. At their orientation, they will receive additional training in Schoology, meet their teachers and classmates, and talk to their counselors about the upcoming ACT/SAT tests and the college application process.

- **Chromebook Distribution Process:** Freshman and sophomores will receive their Chromebooks on the day of their orientation. If your student does not attend the face-to-face orientation, they will still be responsible to pick up their Chromebook between the hours of 8:30 AM and 2:30 PM the day of their scheduled orientation. Juniors and Seniors will be able to pick up their Chromebook on September 8th and 9th between the hours of 8:30 AM and 2:30 PM. If for any reason Chromebooks are not yet available due to a processing issue, families will be notified via a robo-call or text message. **CHROMEBOOKS WILL NOT BE RELEASED TO ANY STUDENT THAT HAS NOT HAD A PARENT SIGN THE AUTHORIZED USE POLICY.** This form is available on our website as well as in a hardcopy in this packet. If a parent chooses to sign the hardcopy, the student must bring this form with them on the day of their Chromebook pickup.
- **Schoology:** Prep Charter will be introducing Schoology as our new Learning Management System. Teachers will use Schoology to post their coursework and assignments. Students, and parents will be able to access class materials and information. For freshman and sophomores, training on Schoology will take place during the in-school orientation the first week of school. Juniors and Seniors will train through self-paced videos on our website. They will have an opportunity to receive assistance at their in-person orientation the second week of school.
- **Student Schedules:** In this packet you will find a schedule specific to your child. Please note, at the top of the schedule the section will be listed. As you can imagine, building a schedule for nearly 630 students, and trying to keep classes balanced while we are in a remote learning model, is no easy task and consists of many complexities. As a result, it will be very difficult to make roster changes, and we will not make changes due to the teacher, other students in the classroom, etc. If there is a major error with your schedule, please contact Ms. Dembek and she will work with you and try to correct the error.
- **Class Attendance:** Last year, Prep subscribed to an asynchronous learning model, which allowed students to dictate the time, place, and pace of the learning. However, after the abundance of valuable feedback provided by students and parents, Prep has shifted gears and will utilize a combination of an asynchronous and synchronous learning model for this year's virtual learning. As a result, unless having an excused absence, students will be required to virtually attend their classes at their assigned time in accordance with their individual schedule and the bell schedule. Teachers will record student attendance daily for each class period. Similar to our regular procedures, a parent should report any student absences daily.
- **Reporting Daily Student Absences:** All absences will be marked by your teachers through Schoology. Also, please be reminded that the PATruancy Laws, implemented in the Fall of 2017, have created new expectations for families and schools, and we need to collectively work together to ensure that students are attending daily and all absences are being coded correctly. Under the new state laws, please be advised that "truancy" is now defined as "three (3) or more school days of unexcused absence during the current school year" and "habitual truancy" as "six (6) or more school days of unexcused absence during the current school year." Please be

sure to document your child's absence within 3 days to avoid any mandated truancy actions and/or sanctions. If you have questions or need assistance, please reach out to our Attendance Office, Ms. Donna Fiorelli, at (215) 334-6144.

- **Traditional Events:** This is one of the most common inquiries I get from students and parents. It is always our intention to try to preserve as many of our traditions and milestones as possible. Using the Class of 2020's graduation as an example, an event may have to look different and occur at a different time, but we can work together to still make it a memorable moment for our students and families. This is definitely an area that we will need patience, flexibility, and support, and please know it is important to us well.
- **Masking and Social Distancing:** Please be reminded that students are required to wear masks when entering the building and meeting with teachers for tutoring. In addition, they are asked to remain aware of their proximity to others, maintaining a safe social distance from others as much as possible. School uniforms and ID's are required when students enter Prep Charter for tutoring or other activities.
- **Security:** As we instituted last year, once we are back in the hybrid and/or traditional learning models, please be reminded that students will only be able to enter the building through the Main Entrance. All temperatures will be taken and you will proceed to your assigned location for the day.
- **Transportation:** We have a limited number of transpasses for our virtual model, they will be distributed on an as needed basis. If/when we transfer to a hybrid model, more transpasses will be available.
- **Parent/Guardian/Emergency Contact Information:** This upcoming school year it will be critical that we have every student's contact information completely updated and on file. Prep Charter asks that every parent be sure to update their information as well as emergency contact information. Whenever a phone number, address or email changes throughout the year, please contact our main office.
- **Prep Charter Pride:** As we continue to have our students develop a stronger sense of community, inclusive of continuously demonstrating traits such as respect, empathy, social responsibility, and more. Respect would include self, others, and property! To that end, we are asking all families to discuss this expectation with their children. We have also adopted the following acronym to help students remember their responsibilities within our school community:
 - P:** Come to school **PREPARED** each and every day.
 - R:** **RESPECT** yourself, your classmates and all Prep Charter staff members.
 - I:** Conduct yourself with **INTEGRITY**, honor and truthfulness.
 - D:** **DEDICATE** yourself to your education and your future goals.
 - E:** Have **EMPATHY** and compassion for all members of the Prep Charter community.

- **Stay Informed/ Communication:** We will continue using Blackboard connect as we send robocalls, emails, and texts. We are asking all parents to ensure that their contact information, i.e. email addresses, are accurately recorded and maintained. Please Update as needed. Also, please stay connected with us via Instagram and Facebook, or by following www.prepchs.org
- **Prep Charter's Virtual Back-to-School Night:** September 22, 2020 @ 6:00 PM.
- **Additional Resources:** To further help you navigate the 2020-2021 school year, I ask that you review the following items which can be found on our Prep Charter website (prepchs.org):
 - ❑ Student Handbook/Code of Conduct
 - ❑ High School Calendar
 - ❑ Dress Code Information
 - ❑ Student Guidelines for Use of Electronic Devices
 - ❑ Media Release Form

When signing the Acceptable Use Policy, either on-line or on a hardcopy, you will also be asked to sign off that you have reviewed the important policies and documents listed above. Failure to do so will prevent your student from receiving a Chromebook the first week of school.

- **Welcome to our new Prep Charter faculty members:**
 - ❑ Joe Leitner, Social Studies
 - ❑ Kimberly Campbell, English
 - ❑ Susana Bennett, Spanish
 - ❑ Doyle Kemokai, Math
 - ❑ Terri Mathis, Special Education

In closing, again, welcome back for the 2020-2021 school year! Please continue to stay safe and healthy. We look forward to seeing you on campus in the near future. Thank you in advance for your support and partnership.

All the best,

Jo Ann P. Moore

Jo Ann P. Moore, Principal

Phone: (215) 334-6144

1928 Point Breeze Avenue Philadelphia, PA 19145

Fax: (215) 334-6147

PREPCHS.ORG