

Allen East Local Schools

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Parents & Community of Allen East,

March 16, 2020

Our goal at Allen East is to protect the health and well-being of our students, staff members, and community members. Therefore, we will continue to follow the directives and recommendations provided by the Governor's Office, the Ohio Department of Education, and the Allen County Health Department. In order to accommodate the state-mandated school closure through April 3rd, 2020 we have the following plan in place.

Office Hours

Our teachers will work remotely to continue the educational learning process for our students. Specific information by building is below. Our building offices will be staffed from Monday-Thursday from 8am – noon to assist with questions.

Elementary

Packets have been sent home with all elementary students and have also been posted online to Schoology. These packets are to be completed and brought back to school when we resume on April 6, 2020. In the event that the school closure extends past April 6th, we will have the building open from 7:00am – 7:00 pm on Monday, April 6th to be able to drop off completed packets and pick up new packets. There will be boxes in the main hallway off the elementary entrance for each teacher. The same process will take place on Monday, April 27th if the school continues to be closed. Reminders and updates will be sent by your child's teacher.

All teachers will be available via Schoology messaging, email, or other class-specific messaging services that have previously been set up. Please give your teachers a reasonable amount of time to respond to your questions. If you have questions logging into Schoology, please reach out to your teacher for assistance.

No grade cards will be printed for the third quarter. All grade cards will be online via Schoology.

Library Books

If your students has library books, please return them with your child on April 6th. If school is not in session, a drop off box will be in the hallway in front of the media center from 7am-7pm on April 6th.

Middle School

Updates will be posted daily on Schoology to let students know what work needs to be completed. Teachers will be available live via the Schoology Conferencing feature Monday-Friday from 1:30pm – 2:30pm. Additional conference time will be available Tuesdays & Thursdays from 9:30am – 11:30am. The Conferencing feature is a new feature being used by Allen East and in the event that we experience issues, alternative methods will be communicated. If you have questions outside of the posted conference times, please message your teacher on Schoology or email and they will still address your questions.

If packets were sent home with your student, they should be returned on April 6th with your student. In the event that the school closure extends past April 6th, we will have the building open from 7:00am – 7:00 pm on Monday, April 6th to be able to drop off completed packets. Your teacher will let you know if there is an additional packet that needs to be picked up. There will be boxes in the main hallway off the elementary entrance for each teacher. The same process will take place on Monday, April 27th if the school continues to be closed.

High School

New material and/or assignments, for each class, will be posted each Monday, Wednesday, and Friday on Schoology. Teachers will be available live via the Schoology messaging feature Monday-Friday from 1:30pm – 2:30pm. Additional conference time will be available Tuesdays & Thursdays from 9:30am – 11:30am. If you have questions outside of the posted conference times, please message your teacher on Schoology and they will still address your questions.

Students without internet access will have packets mailed to their home address. If you do not receive a packet, please contact the high school office.

Seniors – if you have questions/concerns or need help with college applications, scholarships, etc., please contact Mrs. Smith at smithj@alleneastschool.org and she will be glad to assist.

Free & Reduced Lunches

We will provide lunches to those students that qualify for free and reduced lunches. Five (5) lunches per week will be available for pick-up on Wednesdays from 10:30am – 12:30pm and from 3:00 – 6:00pm. Building secretaries are reaching out to all families today to sign up for the pick-up lunches. Meals will only be prepared for the students that have signed up for the pick-up meals. If your student qualifies for free and reduced meals and you have not been contacted, please call the school to sign up. The first pick-up date will be Wednesday, March 18th.

Athletics

There is a mandatory no-contact period from March 16-April 6. All athletic facilities, including weight room, gyms, track, football field, baseball, and softball fields are closed. This prohibits any coach, parent, and/or player led formal or informal practice at those facilities or elsewhere.

Social Workers

Middle school and high school social workers will provide counseling and support sessions through Zoom. Appointments may be made by sending an email and requesting a virtual meeting. Appointments will be held during the school hours of 8am – 3pm, Monday-Friday. If a mental health crisis occurs or a student is in need of help after hours, please contact the HOPELINE at 1(800) 567-4673 (textline: 741-741). A list of area resources are included on the Allen East website.

Chromebooks

If you have issues with your Chromebooks, please contact John Freed at (419) 648-3333 ext. 1509 or freedj@alleneastschool.org and someone will be in contact with you on how to fix it. If you are starting to have issues with your mouse and/or keyboard, please restart your Chromebook by pressing the “Refresh” and the “Power” button at the same time.

Prom & Graduation

The current state-mandated closure is through April 3rd. At this point in time, it is too early to make a decision regarding prom or graduation.

We again ask for patience and understanding from our students, parents, staff, and community as we navigate through these unprecedented times. We are doing everything in our power to continue to serve the students of Allen East while we also maintain our focus on the health of all those in our community. The information and guidance from the State is changing by the day and by the hour, so we will continue to provide updates as the situation progresses.



Mel Rentschler
Superintendent
Allen East Local Schools