



ALTERNATIVE EDUCATION - ADULT EDUCATION - VIRTUAL EDUCATION

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August 11, 2020

Dear Students and Parents,

Summer is moving very quickly and we are working hard to plan for the 2020-2021 school year at Portland Alternative and Virtual Education. As you have hopefully seen in the letters and information that Mr. Heath has sent out over the past few weeks you know that Portland Public Schools is taking the safety of all students very seriously. We are doing all that we can to ensure the safe return of students to our building.

Students at Portland Alternative and Virtual Education will have two options for our fall return.

- Options 1: In person instruction
- Options 2: Virtual Education using our Odysseyware Learning Platform with Portland teachers.

We will be mailing registration forms and other paperwork home to all students who were in our program last year, both virtual and attending students. This information will be sent home this week. I will need this paperwork returned to our office by mail or dropped off in person as soon as possible. In order to begin planning the number of students attending and the number of students doing virtual, please complete this very short [Virtual or Attending Survey](#) that will tell us the option you wish to choose.

Portland Alternative and Virtual Education classes will begin on Wednesday September 9, 2020. The Portland Alternative and Virtual Education calendar is still being adjusted. I will send it out as soon as it is finalized.

Hopefully all of you have had the chance to read through Mr. Heath's Return to School Letters and the Portland Public Schools Preparedness and Response Plans. If you have not already, all of

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this information is available on the [Portland Public Schools website](#). You will also find building specific information and FAQ pages on this site.

Please read through the following information about specific items pertaining to the Portland Alternative and Virtual Education ONLY:

Masks:

According to the [MI Safe Schools to Return Roadmap](#), all grade 6-12 students are REQUIRED to wear facial coverings in Phase 4. This means that all students attending Portland Alternative Education will be required to wear a face mask all day except during lunch time. If a student cannot medically tolerate a face mask, a doctor's note is required. All masks must be school appropriate. Any student that does not have a face mask on will be given one by the office staff. If a student refuses to put on a mask they will be sent home. No students or visitors will be allowed to enter the school building without a mask. All students riding a bus will be required to wear a face mask while on the bus. Just a reminder that these stipulations were made a requirement by the state government during Phase 4.

Before/After School:

School doors will open at 7:20 a.m. every morning. Please do your best to not drop students off prior to 7:15 a.m. School begins at 7:30 a.m. Students will be expected to go directly to their 1st hour. If a student is getting breakfast, there will be grab and go breakfast available for students.

At the end of the day students will be asked to exit the building by classrooms out of specific doors. Students will be asked to exit the building right after the end of the day bell rings. The school day ends at 2:08 p.m. and all students must be cleared from the building in order to have time to clean and prepare the building for the next school day. Please make sure to plan transportation accordingly.

Visitors & Office Area:

To the extent possible, all outside visitors will be asked to keep all school-related business to a bare minimum. All outside visitors must be scheduled in advance. Meetings will be conducted virtually (i.e. Google Meet or Zoom). If a meeting must take place in person, it will be scheduled and assigned a room. All visitors must wear a mask upon entering the building and will be directed to head to their meeting room immediately. The room will be completely sanitized after a meeting takes place.

The Portland Alternative Education offices will be as contactless as possible for the time being. Office staff will have plexiglass partitions to provide an additional layer of protection. Students will not be allowed to use the office phone, but office staff can place a call for students, if

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needed. Students will also be able to utilize their cell phone in the office if they need to place a phone call home (with office staff permission).

Late Arrival - If a student arrives late to school, they should enter the office alone. The person dropping them off should call the main office and excuse the student. Please do not enter the office to sign them in.

Early Pick Up - If a student is being picked up from school early it is encouraged that parents/guardians call the front office to send the student outside in order to avoid all contact. Parents/Guardians will not be able to wait inside the building for their student.

Lunch:

Changes to the lunch procedures are still being finalized and will be announced as soon as possible.

- Lunch tables will be spread out as much as possible to support social distancing of students.
- Students will sit at assigned tables.
- Students will be seated at every other seat if possible to support social distancing.
- Students are not required to wear a mask when sitting at their lunch table.
- Students will have the opportunity to go outside to eat lunch.
- Please attempt to refrain from having students with microwaveable food. Microwaves will be available but must be sanitized in between every use.

I understand that this is quite a bit of information to take in and process. Please understand that additional information will be coming over the next few weeks as we work to further solidify our return to school plans. Also, please understand that all plans are subject to change based on changes in legislation, additional Executive Orders from the Governor, and/or additional Health Department policies and recommendations.

Thank you and if you have further questions or concerns feel free to contact the office.



Anthony Deardorff
Director

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