



# PLAN C

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## SCHOOL REOPENING PLAN: SUPPORTING DOCUMENT AND FAQ

2020-2021 ACADEMIC YEAR





# Plan C: eLearning

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**On campus instruction will be suspended  
and students will engage in eLearning remotely.**



Under a Plan C: Students will not physically report to school, but will engage in learning activities using Canvas, Zoom and other digital resources during a specified timeframe. Lower School students will participate in both synchronous and asynchronous learning each week, while Middle and Upper school students will participate in synchronous classes each day.


# Lower School


eLearning at Pine Lake Preparatory has been designed to facilitate academic growth and positive social emotional well-being through consistent and meaningful connections. Its successful implementation is reliant on a mutual understanding and support between the school and home.

- Lower School students will engage in both synchronous face-to-face learning (virtually), and asynchronous learning each week.
- Teachers will create a schedule for each class and will also be available from 8 a.m. – 3:00 pm each school day to support students/families with any questions/needs.
- Pine Lake Preparatory will use both Zoom (K-2) and Big Blue Button (Canvas) to drive large group and small group instruction.
- In addition to assigned tasks, students will be given access to their iReady logins and will be asked to complete 45 minutes in both Math and Reading each week. It is important that you, as a parent, do not assist your child with the iReady assignments, as we need to maintain the fidelity of iReady data during the eLearning days.
- Pine Lake Preparatory is committed to supporting the social/emotional well-being of our students during the suspension of in-school instruction. Please feel free to reach out to our counseling department as potential needs arise:

Aislinn Mayes: [Aislinn.Mayes@PineLakePrep.org](mailto:Aislinn.Mayes@PineLakePrep.org)

Should you experience any technical issues or have questions, the PLP Technology team has set up a chat on the PLP website ([PineLakePrep.org](http://PineLakePrep.org)). Select E LEARNING SUPPORT in the upper right corner of the homepage and then select the CHAT WITH US button (also located on the right) for support during school hours. That being said, hiccups along the way are inevitable, and we thank you in advance for your understanding and patience.


**PINE LAKE PREPARATORY**


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## E LEARNING SUPPORT

Main Address and Phone:  
104 Yellow Wood Circle  
Mooresville, NC 28115  
704-237-5300

Lower School  
704-237-5312

## LIVE CHAT SUPPORT

[Chat with us](#)

Chat is open Monday through Thursday from 7:30am to 12:30pm.

Please use chat for immediate elearning support. All other technology questions should be sent to [support@pinelakeprep.org](mailto:support@pinelakeprep.org)



## Lower School

# Frequently Asked Questions

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### **When will we find out who our teacher is?**

On August 5, our teachers will begin to call families! We look forward to talking to you soon.

### **When is the official first day of school?**

**Kindergarten:** Pine Lake Preparatory will welcome students in Kindergarten to campus on either Wednesday, August 12th or Thursday, August 13th - we will do a morning and afternoon group each day. The first day of remote instruction will be Friday, August 14th. On August 5th you will hear from your Kindergarten teacher who will provide the details for your students August 13th or August 14th schedule.

**Grades 1st - 5th:** The first day of school for grades 1st - 5th will be Thursday, August 13th.

### **Is there anything we can do now to get ready for the first day of school?**

Work with your child to set up a “classroom” space at home. A comfortable, distraction free space where they will work each day is ideal. The establishment of a consistent space and routine will prove beneficial.

Log into your Canvas account to be sure you have parent access and are getting communications. If you cannot log into your Canvas account or need assistance creating an account, please go to <https://www.pinelakeprep.org/family-quick-links/canvas>.

Begin to practice your routines: going to bed, waking up in the morning, getting dressed, eating a good breakfast, etc.

### **When will students in grades Kindergarten - 2nd grade receive their school issued iPad to use for eLearning?**

Families should have received communication this week regarding the program - [Click Here](#) to access the document. Additional details, including a SignUp Genius for deployments will be released during the week of August 3rd.

### **Who should I contact if I am having trouble with my school issued device (iPad)?**

Please contact our I.T. team at [Support@pinelakeprep.org](mailto:Support@pinelakeprep.org) to set up a time to pick up your student's device.

I.T. Team Members:

Brant Hyatt: [Brant.Hyatt@PineLakePrep.org](mailto:Brant.Hyatt@PineLakePrep.org)

Shaun Brennan: [Shaun.Brennan@PineLakePrep.org](mailto:Shaun.Brennan@PineLakePrep.org)

Maura Ayres: [Maura.Ayres@PineLakePrep.org](mailto:Maura.Ayres@PineLakePrep.org)







## Lower School

# Frequently Asked Questions

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### **Will attendance be taken during eLearning? How should I notify the school if we anticipate an absence?**

Academic growth during the eLearning phase is reliant on attendance and engagement. With that being said, meeting attendance will be taken during the morning meeting or first class of the day. Students are expected to attend all synchronous sessions and assigned small group sessions daily. For an absence, please email the building Administrative Associate and the teacher with the date(s) and reason for absence(s).

Lower School Administrative Assistant - Debbie Thompson: [Debbie.Thompson@PineLakePrep.org](mailto:Debbie.Thompson@PineLakePrep.org)

### **Will my student be assigned grades during Plan C, eLearning?**

Yes: Grades will be taken and recorded during eLearning. Just as the transition from Plan C to a Plan B will be fluid, so will grades and Gradebooks during potential transitions.

### **We purchased a School Supply Kit from the PTO? Will I need to make arrangements to pick this up?**

The PTO will send out a message detailing information about when you can pick up the at-home portion of the school supply kit. When/if we move to Plan B, these supplies should return to school. We appreciate your patience as the PTO sorts supply packs for pick up.

If you did NOT purchase a PTO supply pack, PLP Communications will send a letter for each grade level containing the supplies needed for Plan C - you can find it [Here](#). Once we move to Plan B, all supplies listed on the full supply lists (can be found on the PLP website) should be brought to school.

### **What will the weekly schedule look like for my elementary student?**

Teachers will develop a weekly schedule for their students for both direct whole-class instruction, small group instruction, and individual learning support/tutoring. Schedules will be shared on August 5, but generally include whole class learning in the 8 am - 12:00 pm range and small group instruction in the afternoons.

### **In what ways can we support a successful eLearning experience at home?**

- Make sure your child attends school daily.
- Give your child a quiet workspace to attend school.
- Check your child's Canvas page for announcements and resources daily.
- Assist your child in setting a schedule for completing asynchronous learning.
- Help to build independence in your child so they have buy-in for success.
- Please review the Netiquette Expectations (Page 7) with your student(s) prior to the first day of school.
- Lean on us for support!

# Middle School and Upper School

Middle and Upper School students will be enrolled in seven classes and operate on an A-day / B-day schedule from 8:00 am until 12:00 noon, Monday through Friday. It is important to understand that the A-day / B-day rotation will be every other day, five days a week, and consequently will not fall on the same day of the week each week. A Plan C Calendar has been provided in this document to detail the A-day / B-day schedule for the year. Students will have 7 classes plus an X Block: A-day (1st, 2nd, 3rd, and 4th blocks) and B-day (5th, 6th, 7th, and X block). The X Block will be a rotation of each course (1st period - 7th period) to provide additional instructional time in each course.

## eLearning Day Bell Schedule:

START TIME	START TIME	END TIME	DURATION	ATTENDANCE	TARDY	ABSENT
1st / 5th Block	8:00 am	8:50 am	50 Minutes	8:05 am	8:10 am	8:25 am
2nd / 6th Block	9:00 am	9:50 am	50 Minutes	9:05 am	9:10 am	9:25 am
3rd / 7th Block	10:00 am	10:50 am	50 Minutes	10:05 am	10:10 am	10:25 am
4th / X Block	11:00 am	11:50 am	50 Minutes	11:05 am	11:10 am	11:25 am

## Attendance:

Academic growth during the eLearning phase is reliant on attendance and engagement. With that being said, meeting attendance will be taken each period. Absences and tardies will be logged and we ask that families communicate absences with the building level Administrative Assistant and the the classroom teacher.

Middle School Administrative Assistant - Julie Howard: [Julie.Howard@PineLakePrep.org](mailto:Julie.Howard@PineLakePrep.org)

Upper School Administrative Assistant - Katherine Kwiatkowski: [Katherine.Kwiatkowski@PineLakePrep.org](mailto:Katherine.Kwiatkowski@PineLakePrep.org)

## Staff Office Hours:

Middle and Upper School staff will have office hours from 1:00 pm - 3:00 pm Monday - Friday when school is in session.

## Counselor Support:

Pine Lake Preparatory is committed to supporting the social/emotional well-being of our students during the suspension of in-school instruction. Please feel free to reach out to our counseling department as potential needs arise:.

Natalie Goodwin: [Natalie.Goodwin@PineLakePrep.org](mailto:Natalie.Goodwin@PineLakePrep.org)

Amanda Dworsky: [Amanda.Dworskey@PineLakePrep.org](mailto:Amanda.Dworskey@PineLakePrep.org)

Malinda Sadowski: [Malinda.Sadowski@PineLakePrep.org](mailto:Malinda.Sadowski@PineLakePrep.org)

Amanda Rhoda: [Amanda.Rhoda@PineLakePrep.org](mailto:Amanda.Rhoda@PineLakePrep.org)

In addition to our staff guidance counselors, Pine Lake Preparatory has a working relationship with two school based therapy groups in the area to support student/family needs. Each of our building level counselors can work with our families on these referrals.



# Middle / Upper School

## Frequently Asked Questions

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### **When will my son/daughter receive their schedule for the 2020 - 2021 school year?**

Middle School students will have access to their schedule when PowerSchool reopens for families on Wednesday, August 5th.

For students in ninth through twelfth grade, their schedule was made available on PowerSchool from July 20th through July 23rd. Students were also given the opportunity to request an academic schedule change. PowerSchool was closed on July 23rd to allow us to build Lower School schedules. PowerSchool will reopen on August 5th.

Your students' schedule will also detail their assigned "Group" - either Group 1 or Group 2.

### **Who should I contact if I have any questions about my schedule?**

Middle School: If you have questions regarding your schedule, please contact either Sam Ranallo (Sam.Ranallo@PineLakePrep.org) or Lauri Schatz (Lauri.Schatz@PineLakePrep.org). Please wait until August 5th when you have a chance to review your actual course assignments.

Upper School: If you have a question regarding your schedule, please contact either Ms. Rhoda (amanda.rhoda@pinelakeprep.org) or Mrs. Sadowski (malinda.sadowski@pinelakeprep.org). If you have a schedule change request, please wait until PowerSchool reopens. We will reopen the schedule change link at that time.

### **When is the official first day of school?**

Pine Lake Preparatory will welcome students in Kindergarten, sixth and ninth grade on campus Wednesday, August 12th. The first day of school for all other Middle and Upper School students will be Thursday, August 13th. Students should be ready to log into their 1st block class at 8:00 am. To join their class, students should navigate to the conferences tab of their first block class.

### **Is there anything we can be doing now to get ready for the first day of school?**

Summer reading assignments for Grades 6-12 are posted on the website, on each School page.

Middle School: [Click Here](#)

Upper School: [Click Here](#)

### **How can we access tech support during the eLearning day?**

Should you experience any technical issues or have questions, the PLP Technology team has set up a chat on the PLP website (PineLakePrep.org). Select E LEARNING SUPPORT in the upper right corner of the homepage and then select the CHAT WITH US button (also located on the right) for support during school hours. That being said, hiccups along the way are inevitable, and we thank you in advance for your understanding and patience.

*\*See Page 1 for an illustration of the Chat Tool.*



## Middle / Upper School

# Frequently Asked Questions

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### **What is X-Block?**

The X Block will be a rotation of each course (1st period - 7th period) to provide additional instructional time in each course. The first four:

Friday, August 14th: X Block = 1st block.

Tuesday, August 18th: X block = 2nd block.

Thursday, August 20th: X block = 3rd block.

Monday, August 24th: X block = 4th block.

### **In what ways can we support a successful eLearning experience at home?**

Establish a routine. Students should wake up early enough to shower and have breakfast and be ready for a productive day. It is important that they have an environment that is free of distractions, whether it's from pets, other students in the home, and technology. Please consider having your student keep their phone or other electronics in a separate room during their e-learning time.

Lastly, please review the Netiquette Expectations (Page 7) with your student(s) prior to the first day of school.

### **Will my student be assigned grades during Plan C, eLearning?**

Yes: Grades will be taken and recorded during eLearning. Just as the transition from Plan C to a Plan B will be fluid, so will grades and Gradebooks during potential transitions.

### **Will I receive notifications of my child's grades and assignments?**

Yes. When creating your account, use an email address that you check often. Under the Settings and then Notifications, you can choose how often you would like to receive notifications. In the event that you are not receiving notifications, go to that same tab to verify your email account. Additionally, check your Spam folder as many times the emails from Instructure Canvas will be filed Junk.

### **Who should I contact if I have not attended one of the summer deployment sessions to receive our new MacBook Air laptop?**

Please contact our I.T. team at [Support@pinelakeprep.org](mailto:Support@pinelakeprep.org) to set up a time to pick up your student's device:

Brant Hyatt: [Brant.Hyatt@PineLakePrep.org](mailto:Brant.Hyatt@PineLakePrep.org)

Shaun Brennan: [Shaun.Brennan@PineLakePrep.org](mailto:Shaun.Brennan@PineLakePrep.org)

Maura Ayres: [Maura.Ayres@PineLakePrep.org](mailto:Maura.Ayres@PineLakePrep.org)







# Pine Lake Preparatory eLearning

## Netiquette Expectations

- Pine Lake Preparatory eLearning Netiquette Expectations Netiquette ( net + etiquette) is the code of proper conduct applied to virtual online spaces. This code is dictated by common sense rules ( manners ) and social conventions. As we seek to create an online environment that is engaging, respectful, and conducive to meaningful learning, we ask that our students, staff and families follow the Pine Lake Preparatory expectations for appropriate Netiquette.
- Avoid using the caps lock feature AS IT CAN BE INTERPRETED AS YELLING. Also, avoid using symbols or emojis to represent words, feelings or attitudes.
- Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post and your message might be taken seriously or sound offensive. As a rule of thumb, it's best to avoid sarcasm altogether in an online classroom or setting.
- Chat boxes should be used as a place for students to share ideas and ask questions related to the lesson. It can be a helpful resource or a major distraction—it all depends on how well students know their classroom netiquette.
- Always make an effort to use proper punctuation, spelling and grammar. Trying to decipher a string of misspelled words with erratic punctuation frustrates the reader and distracts from the point of your message. Also, avoid slang or abbreviations like “u” for “you.”
- Be respectful in all interactions and communications. Parents will be notified of behavior issues.
- Appropriate dress is mandatory and the expectation is that students will adhere to PLP Dress Down guidelines.
- Assignments and activities should be completed according to the PLP Honor Code.
- Participate fully! We want to see our students engaged and participating in the virtual dialogue.
- Eliminate outside distractions like cell phones, televisions or other electronic devices, pets, etc.

# Plan C Calendar

This calendar may be used to easily identify an A / B Day.

## Pine Lake Preparatory PLAN C Calendar

### 2020-2021 School Calendar

July 2020						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2020						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2020						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2020						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2020						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2020						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2021						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

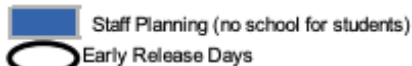
February 2021						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			



August 3-11	Teacher In-Service-August 3-4 new teachers only
Aug 12	Orientation for Grades K (Group 1) 6 and 9
Aug. 13	1st Day of school; Orientation for K Group 2
Sept. 7	Labor Day, No School
Sept.28	Teacher Prof.Development - no school for students
Oct 9	End of Q1
Oct 12-13	Fall Break
Oct. 30	Parent Conferences - no school
Nov. 11	Veterans Day
Nov. 23-27	Thanksgiving Break

Dec 18	End of Q2
Dec 21-Jan. 1	Winter Break - No School
Jan. 18	Martin Luther King, Jr. Day - no school
5-Mar	End of Q3
March 8	Staff Planning; No School for Students
April 5-9	Spring Break
May 28	Last Day of School; early release
May 29	Class of 2021 Graduation
June 1-3	Teacher Workdays



# Canvas 101

At Pine Lake Preparatory, we use Canvas as our main tool for accessing assignments for students, grading, and school/home communication. Pine Lake Preparatory will also use Canvas Conferences (BigBlueButton) during remote instruction. Every parent will need an observer account set up at the beginning of the school year. If you have an account set up through Pine Lake Preparatory, it will continue in subsequent years.

PLP only supports accounts made via the web platform at [pinelakeprep.instructure.com](https://pinelakeprep.instructure.com). If you choose to use the app on your mobile device, that is a separate account and we do not have any support for resetting passwords, accessing information, or navigating the mobile app.

## Canvas Dashboard Basics:

Once you log into our Canvas account at [pinelakeprep.instructure.com](https://pinelakeprep.instructure.com), you will be taken to the main dashboard.

To view your child's grades, click on the View Grades button along the right side of the screen.

You will be able to view your child's courses by clicking on the tiles.

If you are ever "lost" click on the Dashboard icon on the left side of the screen to return home.

Please check back regularly as we build out additional resources for parents navigating the Pine Lake Canvas Community.

## CANVAS FAQ'S

### Who needs an observer account?

All parents need an account. You will be sent directions in August.

### How do I obtain an observer account?

If you have an observer account set up from the previous year, it will continue to be active as long as your child is enrolled at PLP.

If you are a new parent, you will be sent directions in August.

### Can I have more than one child attached to my account?

Yes. All children from one family can be shared on one observer account.

## What is a Pairing Code?

To create an observer account, you will need the Pairing Code. This can be generated by having your child log into their Canvas account. Under their Settings, there is an option to create a Pairing Code on the right side of the screen.

# Tutorials and Webinars

## YouTube Tutorials - Self Paced.

[Canvas Parent Tutorial - This is a self-paced YouTube Video.](#)

[Creating a Canvas Observer Account - This is a self-paced YouTube Video](#)

**Zoom Webinar: Wednesday, August 5th at 7:00 pm (webinar will be recorded and published)**

[Canvas and BigBlueButton Tutorial Webinar \(Click to Register for the Live Session\)](#)