

March 26th, 2020

Hello Phoenix Charter Academy Lawrence,

We are writing to inform all students and adult supporters of the extension of school closing to May 1st and reopening on May 4th. As you may have heard, Governor Baker announced yesterday that all Massachusetts schools will remain closed through May 1st. Phoenix Charter Academy Lawrence is taking all precautions to ensure the safety and wellbeing of our community during this difficult time. We are following the recommendations and guidelines provided by the Governor to support the slowdown of the COVID-19 spread. While there are no known cases of COVID-19 in the Phoenix Charter Academy Lawrence community, it is our most important priority to ensure that our students, staff, and their families remain healthy and safe.

During this closure, we will continue to offer remote learning services to all of our students. Teachers, support staff and administrators will continue to prioritize learning from home and support all students and families to achieve academically. We take our responsibility to educate your students very seriously and will do our best to promote learning and safety during this uneasy time. Here's important information regarding the learning time:

- ❖ *Students are expected to dedicate 2-3 hours to academic work per day on Google Classroom*
  - *Here's a tutorial for how to access: [PCA Lawrence - Google Classroom Tutorial \(English\)](#)*
- ❖ *Office hours for all classes are from 12:00pm-3:00pm Monday-Friday via Google Hangout.*
- ❖ *Your student's Primary Person (academic advisor) will continue to serve as the primary contact to ensure academic progress. He or she will be in touch with you and your students every 2 days for academic and wellness check-ins*
- ❖ *See the tips included here to support your student and follow us on our Facebook page at "Phoenix Academy Lawrence" to keep informed*

**DISTANCE LEARNING AT PHOENIX**  
Tips for students and adult supporters.

- FIND A WORK SPACE**  
Find a space in your home to set up your Chromebook and assignments. Keep all school-related materials in one place.
- MINIMIZE DISTRACTIONS**  
Find a time of the day where you can pause other responsibilities to focus on classwork.
- GOOGLE CLASSROOM**  
Log-in to Google Classroom every day. Set aside at least 2-3 hours per day to complete academic work.
- JOIN GOOGLE HANGOUTS FOR EXTRA HELP**  
Your teachers have virtual office hours every day and are available to answer any questions you may have about your assignments.
- TAKE BREAKS**  
If you're feeling frustrated or overwhelmed by the academic work take a 5 minute break. If after a break you find yourself still struggling text or call your teacher for help!



We continue to urge all families to follow state guidelines during the COVID-19 pandemic. Please see the list below for precautions that you and your family can take to keep yourselves healthy.

**Dos:**

- Follow the state's Stay at Home Advisory: Stay home unless you need essential items
- Keep 6 feet of space between you and others: If you must leave the house, stay at least 6 feet away
- Connect with others virtually: Connect with families and friends via video chat and phone calls
- Go on outdoor walks: Drive to a park or go on a hike outdoors and remember the 6-foot rule
- Reach out if you're struggling: If you start to feel low or are struggling during this time of isolation, please call **1-800-985-5990** or text **TalkWithUs to 66746** to connect with a trained crisis counselor.

We thank you for your understanding during these difficult times. As you know, this is an ever-evolving situation and we will be in contact should this timeline change. We, at Phoenix Charter Academy Lawrence, are eager to return to our school community and we will do so when it is safe to do so.

Best,

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