



Dear Students and Families,

In preparation for school closure, we have created processes to utilize the Continuity of Education Plan (CEP) for Passport Academy Charter School. CEP days are intended to be used when circumstances prevent school districts from delivering traditional instruction. The state supports the use of CEP days in these unprecedented times.

Students will be given instruction and assignments via [K12](#) and/or email for all of the classes or subjects that would have taken place on these days. The instruction and assignments are to be completed at home and turned in to the student's teachers. We are all aware that this may be new. Flexibility and patience will be priorities in making this successful for both faculty and students. More detailed information will be sent to you once we can be sure that all students have their laptops. Classes will begin on April 6, 2020.

PACS is asking that you support your child in the following ways:

- Students laptops, chargers, and school materials. If your child does not have these materials at home, please contact Mr. Rall (rrall@hhpacs.org) or Mrs. Manns (shmanns@hhpacs.org) to pick up any necessary materials. Initial pickup for these items will be Monday March 30, 2020 and Tuesday March 31, 2020 between the hours of 9 A.M. and 2 P.M
- All students will be given instruction and assignments via [K12](#) and/or email. All teachers will be given virtual office hours and are encouraged to be available during normal school day hours. Your teachers will be in contact with you with office hours and specific information that will make this transition as smooth as possible.
- Students can also pick up any work or materials necessary each Friday between the hours of 11 A.M. and 1:00 P.M. at the school.
- It is imperative that your child participates in the instruction and completes the assignments given by their teachers for all classes/subjects each day.

If you have any questions or your student needs help, contact the teacher. If your teacher is unavailable or you need immediate assistance, you also have the opportunity to contact Mr. Jackson, Mrs. Manns, Mr. Rall and Ms. Boyd.

Teachers will be available to students and parents in the following ways:

- Email
- [Remind](#)
- [K12](#)
- Teachers will be available by email during the normal operating hours of their assigned building and will respond to email messages from students within 90 minutes.

Please make sure that your child **turns in** all their assignments on a daily basis or by the deadline established by the teacher.

Emails for all staff can be found in the "Meet Our Staff" section of the school's website pacs.k12.com. Please feel free to contact any staff with any questions you may have

Thank you for your continued support during this time. On behalf of everyone at PACS, we are thinking of you and will be 110% dedicated to you and your families everyday!

PAC PROUD EVERYONE,
Mr. Jackson
Principal