



# PEMBERTON TOWNSHIP SCHOOLS

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## Guidelines for Changing Learning Options

Parents and guardians have the option to choose a Hybrid or Full Remote Learning Option. As was previously communicated in August when selections were made, **all selections will remain in effect for a minimum of one marking period.**

In the Hybrid Option, students will attend Alternate Days. Students will be split by alphabet in PK-8. Students will follow their schedule while in school and at home. In the Full Remote Schedule, students will follow their schedule at home and complete all instructional tasks.

Once a parent/guardian makes the decision for their child to participate in either the Hybrid or Remote Option, the decision **cannot** be changed during the first marking period due to course/class structure and availability. Any subsequent changes will be made for the following marking period: **For example**, if you decided in August that your child will be assigned the Remote Option for the 1<sup>st</sup> marking period and then you decide to change, the change will be reviewed and made for the 2<sup>nd</sup> marking period. The following deadlines for changing will apply:

### To request a change for the following marking period:

1. Parent will email the principal/assistant principal the request for the change--include your child's name.
2. Principal/assistant principal will forward the request to the counselor and case manager
3. Counselor will call the parent to discuss scheduling options, current grades and assignments
4. Counselor will discuss and finalize the schedule change with the principal/assistant principal
5. Parent will be notified of the student schedule and start date of new schedule (beginning of each marking period)
6. Counselor notifies computer services, transportation, teachers, nurse, etc. (Internal)

### Deadlines to request program option changes:

- Change in Program Option for 2<sup>nd</sup> marking period is due: **November 2, 2020**
- Change in Program Option for 3<sup>rd</sup> marking period is due: **January 22, 2021**
- Change in Program Option for 4<sup>th</sup> marking period is due: **March 31, 2021**

### Transferring Students

For transfer-in students, parents/guardians will decide on their program option upon registration. Any subsequent request for a change in program options will follow the schedule above. Families who are entering the district from travel-restricted areas and require a 14 day self-quarantine will be provided the same program options. For those families who chose the Hybrid Schedule, students will be assigned to a Hybrid schedule but will follow their schedule remotely for their 14 quarantine days to avoid additional interruptions. For those families who chose the Remote Schedule, students will be assigned accordingly based on remote course options.

**For questions regarding the process or program options, or if you have extenuating circumstances necessitating a program change, please contact your principal or assistant principal.**