

Hello PHSG students,

I hope everyone is following the social distancing procedures outlined by the CDC. It is important to keep your family and you safe.

Spring Break will officially happen next week and I wanted to send you some information prior to the close of business [today](#).

**Laptop Distribution-** every student that needs a laptop should have completed the Technology Survey that was sent to your school email from Ms. Sheriff. Click [here](#) to complete the form. You will receive an email next week with your specific day/time for pick-up. It is very important that you or your parent/guardian know the following:

- **Only one person**, the student or a parent/guardian/designee who is in the system, can pick-up a laptop.
- **Only one person** will be allowed to enter the gym.

\* Do not bring siblings or family members with you unless they are allowed to wait alone outside.

- The person picking up the laptop **must have your Student ID** or at minimum Student ID Number.

\* If not the student, a laptop will not be given to anyone without **proper identification and indicated in the SIS system as an Emergency Contact.**

- You need the **District sign-out form or a note** from your parent/guardian in the SIS system that is clearly written and states:

Principal Mesi,

I, (print parent/guardian first and last name), confirm the need for a Chromebook for my child, (print student first and last name and student id#). I understand that we are responsible for returning the Chromebook when school resumes or as directed by the School District of Philadelphia or the Philadelphia High School for Girls.

Parent signature

Parent phone number

Parent address

Date

- You **can not receive a laptop** without a sign-out form or the handwritten note modeled above.
- Be sure you or your designee has a book bag or something to put the Chromebook and charger in before you go outside.

**Marking Period-** We are shifting from 4 marking periods to 3, with the 3rd period open through the end of the School Year. This will provide students with more time to gain the content, skills, and credit they may have otherwise received in a traditional school year. **More detailed information about grading will be shared after Spring Break.**

**Office Hours-** all teachers have scheduled face-to-face times with students. A document will be shared in the next Update. You should also regularly monitor email and Google Classroom for specific teacher Updates. **Graded Learning will begin soon!**

Together in the Intangible Spirit,  
Mrs. Mesi  
#PHSGstrong