

To the Parents and Guardians of Penn Middle Students,

Hello, I hope you and your family are doing well. As of today, Governor Wolf has closed schools until April 6th and most likely this closure will be extended. This mandatory closing greatly affects our families and staff. Our district leadership has developed a multi-faceted plan to provide take-home meals, continue instruction for our students, and maintain essential district operations. We are in uncharted territory, but we will find success together!

Please refer to the plan below for important points of information.

Student instruction

- Students were directed to take Chromebooks and instructional materials home with them on Friday, March 13. Many parents brought students to school this past week to retrieve materials, so by now, all student materials should be at home. If there is a critical item that your child needs, email me and I will meet you at the building.
- Each teacher will send an email to his/her students and parents explaining his/her processes and expectations for digital learning, such as class codes, links to information, links to office hour chat rooms, and any other pertinent information.
- Digital/Online instruction begins Wednesday the 25th, teachers will assign ONE task to be completed by Friday, March 27 to test our online system. Beginning Monday, March 30 students will be given a normal online course load until further notice or we get more direction from PDE.
- The main delivery platform will be Google Classroom. We will not be using eChalk to post lesson plans as in the past. Teachers will only place Google Classroom links for each class on eChalk.
- We understand this will be very different from regular face-to-face instruction, especially based on the content being delivered. When planning, the teachers' goal is to create instruction that is essential for student learning.
- Teachers will have "office hours" two times per day through Google Chat or Gmail, one in the morning and one in the afternoon or evening.

Technology

- If your family does not have internet in your home, please go to <https://www.internetessentials.com/> via a smartphone. This is a free 2-month service but you will need to "sign-up." If you have difficulty getting this service please contact me via email and we will assist you.
- If your child is having an issue with his/her Chromebook, such as not charging or won't turn on, please go to the link below for the repair registry. The tech staff will receive them at the High School on Mondays & Wednesdays from 11 am to 1 pm. Please do not contact the tech staff about Google Classroom concerns, these types of concerns should be directed to the teacher. [Chromebook repair link](#)

Powerschool - Powerschool will continue to be used for grades. Parents and students can continue to use this portal to access grades - <https://powerschool.penntrafford.org/public/home.html>

Medication - If your son or daughter has medication at Penn Middle that he or she must have, please email me and I will meet you at the building.

Student Meals - The School Lunch Grab and Go program will continue on Mondays and Wednesdays from 11 am to 1 pm at the high school. Please remember to just pull up in the front of the school by the nurse's office entrance, and the meals will be brought to your car.

Special Education Services and 504 Plans - Special education services will continue to be provided for students with Individualized Education Plans. Special education teachers will communicate with regular education teachers to coordinate the continued support of IEP goals, accommodations, and modifications of instruction using the online platform. Assignments and assessments will be modified to meet the needs of individual students. IEP meetings will be held via conference calls. Please contact your child's roster teacher with specific questions.

eAcademy Students - The eAcademy program will continue for PT students on Wednesday, 3/25. Students will be able to log on and continue with their courses.

State Testing - All PSSA and Keystone Exams have been postponed for the 2020 school year.

School Events - I know many students have questions about athletics, musical performances, field trips, and other events. Until further notice, all facilities continue to be closed and all events have been postponed during the closure. We will continue to give you updates on all events as they become more definitive.

There is no timetable for when we will be back in regular session. Please be patient with the district and with each other. I appreciate your support during this time.

The Covid-19 situation is unprecedented. Please remember to check on your neighbors and friends to be sure they have critical supplies, especially the elderly. Let's be smart and follow social-distancing and governmental guidelines. Good luck to us all and stay healthy.

If you have any questions or concerns, email is the best way to contact me.

Jim Simpson

Principal PMS

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