



# *Penn-Trafford High School*

*Tony Aquilio, Principal*  
724-744-4471 • 3381 Route 130, Harrison City, PA 15636

March 24, 2020

PTHS Families,

Now that we have been granted permission to begin implementing contingency plans due to the physical shut down of schools, Penn-Trafford High School will begin offering flexible instruction to our students. Teachers are in the process of developing plans to provide students with sufficient instruction while we are under these health restrictions due to the coronavirus pandemic. Each teacher will send out an introductory email or message to students with their online expectations by Wednesday, March 25. In addition, they will assign one task to be completed before 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.

I continue to be proud of the PT community and how we always find a way to come together during difficult times. I once again thank our teachers for their dedication to our students. There will be a learning curve that students and teachers will be navigating together. We ask families to please be patient as we move into this flexible instruction model.

Stay healthy,

***MR. TONY AQUILIO***

Mr. Tony Aquilio  
Principal, Penn-Trafford High School

**Please review the following for more information pertaining to the school shut down:**

### **School Website**

Students will be directed to find all online resources for each class by going to faculty websites, accessed on the school website. Lesson plans, supplemental resources and links utilized by the teacher will be located here starting Wednesday, March 25: <https://penntrafford-high-school.echalksites.com/directory/faculty>

\*If your teacher previously used **Google Classroom** before the break, they will continue to utilize that as their main platform.

### **Technology**

If you are having any technology issues with your chromebook, please complete the form notifying our IT Department: [Technology Support](#)

### **Instruction**

You will be receiving an email from your teacher outlining instruction/expectations for the course by Wednesday, March 25th. All teachers are asked to consider the quantity of work and assignments given to students.

We want to provide a transition to the online learning environment so they will be designing assignments that will enable students to become comfortable with the online platform that they chose during the first few days. Google Classrooms as well as other online platforms will be utilized by teachers to push content out to students. Teachers will continue to develop lessons based on our Board approved curriculum.

***Students should check daily for online assignments and feel comfortable emailing or communicating with teachers for clarification. Students are required to meet the deadlines for online submission per teacher expectations.***

### **Office Hours Protocol**

Teachers will designate a minimum of one hour in the morning and one hour in the afternoon or evening for office hours. Beyond their designated office hours, students can request “appointments” and teachers can set up time for chats, hangouts or other modes of communication. This may include any of the following according to the teacher’s individual preference:

- Email Correspondence
- Google Meeting/Hangout
- Providing feedback through Google Classroom or other platforms.

### **Communication**

The building will physically be shut down during this flexible instruction. A student/parent’s primary contact when they have questions is directly with the teacher. Counselors will also be available via email if you have questions or need additional support. Any other questions should be directed to your child’s grade level assistant principal:

**Grades 9 and 12 - Mrs. Horvat [horvata@penntrafford.org](mailto:horvata@penntrafford.org)**

**Grades 10 and 11 - Dr. Capoccioni [capoccionig@penntrafford.org](mailto:capoccionig@penntrafford.org)**

### **PowerSchool**

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

### **Tutoring/Writing Lab/Additional Support**

We will offer additional tutoring for students that need it. Students can contact tutors directly as needed:

Math	Mrs. Susman	<a href="mailto:susmana@penntrafford.org">susmana@penntrafford.org</a>
English	Ms. Rubright	<a href="mailto:rubrightk@penntrafford.org">rubrightk@penntrafford.org</a>
English/Writing Lab	Mrs. Horvat	<a href="mailto:horvatl@penntrafford.org">horvatl@penntrafford.org</a> and <a href="mailto:writinglab@penntrafford.org">writinglab@penntrafford.org</a>
Biology and Chemistry	Mrs. Esmi	<a href="mailto:esmim@penntrafford.org">esmim@penntrafford.org</a>
Special Education	Mr. Nese	<a href="mailto:neser@penntrafford.org">neser@penntrafford.org</a>
Special Education	Ms. Close	<a href="mailto:closem@penntrafford.org">closem@penntrafford.org</a>

### **Guidance Office**

Our counselors will continue to be available to support students. Any requests regarding transcripts, school records and all college admission documentation should go through your counselor. Students/parents can contact their counselor via email:

A-G Ms. Sutmire [sutmirem@penntrafford.org](mailto:sutmirem@penntrafford.org)  
H-Pe Ms. Sherman [shermanl@penntrafford.org](mailto:shermanl@penntrafford.org)  
Pf-Z Mr. Owen [owenh@penntrafford.org](mailto:owenh@penntrafford.org)

### **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.

### **CWCTC**

The technical school staff is currently working on programming for their students to continue with their education. CTC Staff will be contacting families directly with these instructional plans.

### **Homebound Instruction**

Homebound instruction will be provided via online instruction. Teachers will use Google Meet/Hangout or other chat applications as needed. Homebound teachers will reach out to families by March 25 to set up instruction.

### **Keystone Exams**

All Keystone Exams have been cancelled for this school year. The Keystone requirement used to get into honors level courses next year will be waived this year. All other requirements must still be fulfilled. How it effects graduation has yet to be determined by PDE and the district. We will let you know as soon as we have more information.

### **Dual Enrollment/PITT Classes**

Students enrolled in Dual Enrollment classes will continue to get the instruction needed for college credit. As of now, colleges expect to stay on track so students can receive credit. PITT specifically stated that if in the event that things changed, in a worst case scenario refunds would be given.

### **AP Exams**

AP Exams will be online this year. They will only be tested on material through March. Again, this may change in the near future. To get updates from college board you can use the following link:

<https://apcentral.collegeboard.org/about-ap/news-changes/coronavirus-update>

### **Medication**

If your son or daughter has medication at the school that he or she must have, please email Mrs. Popovich at [popovichl@penntrafford.org](mailto:popovichl@penntrafford.org).

### **eAcademy**

Students enrolled in eAcademy prior to the shut down will continue with instruction on Wednesday, March 25.

### **NCAA Eligibility**

The Eligibility Center is closely monitoring the impact on students and their ability to meet NCAA initial-eligibility requirements. Please visit <http://www.ncaa.org/sport-science-institute/coronavirus-covid-19> for more information.

### **Community Service**

As of now, community service is on hold. If a shutdown continues for a lengthy period, flexibility and waivers will be granted. Additional information will be sent when it becomes available.

### **Events**

I know many students have questions about athletics, musical performances, prom, graduation 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.

*\*More information to come as it becomes available during these difficult times.*

