



ADMINISTRATIVE OFFICE:

1119 Village Way
Latrobe, PA 15650
P: 724-804-7000
F: 724-520-1878

BUSINESS OFFICE:

354 Main Street
Latrobe, PA 15650
P: 724-804-7000
F: 724-539-7060

April 8, 2020

Dear Parents and Guardians,

We greatly appreciate your patience and efforts during this difficult time not only regarding changes in the educational delivery of your child but the ongoing challenges within all of our communities.

Governor Wolf extended the physical shutdown of all public schools indefinitely or until further notice. As you are aware, Adelphoi Education began our continuity of education on March 30, 2020 which will begin the fourth quarter marking period. After much thought, it has been decided that we will implement a pass/fail grading system for the fourth quarter of the 2019-2020 school year. We believe this system is in the best interest of our students to reduce stress and allow teachers the greatest flexibility assessing students' performance during this difficult time. The third quarter marking period concluded on March 13, 2020. Report cards will be mailed home on April 8, 2020. We are currently working on WEEK 2 materials. The expectation is for students to complete assignments in each content area daily and return them back weekly. Please continue to work with the staff to determine your pick-up, drop-off, or mailing plan for your student's work packets. If you do not receive a packet weekly, please contact the principal of your school. All staff have open office hours Monday – Friday 9am-11am and 12pm-3pm. Please reach out to them if your child is experiencing difficulties with their assignments.

While Adelphoi Education continues to provide planned instruction during the mandatory closure, we would like parents/guardians to call the school staff to report when your child is absent. This means your child will not be participating in the required assignments on that school day. Please leave a message with your child's name, the date and the reason your child could not complete the assigned work. If we do not receive any calls from you during this mandated emergency closure, your child will be considered in full attendance during this timeframe.

We will continue to provide updates as we know them.

Please continue to follow social distancing and limit your travel. We will get through this together and become stronger than ever as a result.

Thank you,

A handwritten signature in black ink that reads "D F Carlquist".

Douglas F. Carlquist
President, Adelphoi Education Services