



Central Administration Office

1816 Lincoln Avenue • Latrobe, PA 15650

www.glsd.us • 724-539-4200

March 17, 2020

Dear GLSD Families and Staff,

As this unprecedented health event continues to unfold, please rest assured that we will do all that we can to support our students, staff and entire school community. As we shared with you on Friday, the Governor has ordered the closing of all schools from Monday, March 16 through Friday, March 27 to slow the spread of COVID-19, also known as the coronavirus.

We know this mandatory closing greatly impacts our families and staff. To ensure continuity of some services, Greater Latrobe School District has developed a multi-faceted plan to provide take-home meals, continue instruction for our students, and address essential District operations.

The GLSD administrative team has been meeting daily and participating in on-going webinars, discussions and personal phone calls with the Pennsylvania Department of Education, Pennsylvania Department of Health, Centers for Disease Control, and Westmoreland Intermediate Unit, to gather information and determine the best plan of action for our school community. Postings on our district website and emails have been sent to parents and guardians to provide most recent up to date information. The first of which, was posted on March 4 and provided information regarding the coronavirus from Excelsa Health Chief Medical Officer Dr. Carol Fox. On March 11, a call was made to parents/guardians asking them to check their email for a detailed letter with information pertaining to steps that would be taken if a school closure would occur. In this letter, we also requested current email addresses. A comprehensive plan was developed and communicated to staff, parents and guardians on March 13, prior to Governor Wolf's decision to close all schools in the Commonwealth.

After the announcement from the Governor, the GLSD administrative team reconvened to develop a new plan and take action based upon the Governor's recommendations.

Please refer below for the Greater Latrobe School District's plan of action for student instruction, technology, retrieving student medication, student meals and facilities during this two-week school closure.

Student Instruction

- On Friday, March 13, 2020 teachers directed all students to take home books and instructional materials.
- Plans were developed for teachers to participate in virtual Act 80 Days with their building principals on Tuesday, March 17 and Wednesday, March 18. Teachers will work from home during this time to prepare student assignments, instructional materials and plan for various online communication modes for all students K-12.
- Teachers will focus on delivering instruction with their primary focus being completion of the 3rd quarter.
- Online communication with parents and students will begin on Thursday, March 19. Teachers will email parents/students to relay their individual plans for delivering instruction.
- Online instruction will minimally continue through the mandated two-week school closure period of March 16-March 27.
- If the school closure is extended, the District will continue to assess the situation and determine the best means of delivering instruction to our students.

Technology

- On Wednesday, March 11 and Friday, March 13 parents were notified to request chromebook devices and internet access by contacting our technology office at 724 539-4200 Extension: 11105
- Families who requested technology equipment were notified on Tuesday, March 17, that distribution would occur on Wednesday, March 18 from 10:00 AM-2:00 PM at the Senior High School in the main entrance of the building.

Retrieving Medication

- School nurses were available at each building on Tuesday, March 17 from 8:00 AM-3:30 PM for parents/guardians to pick up medications and/or essential medical equipment that students need during the closure.

Student Meals


- The food service department will provide free breakfast and lunch to our students during the school closure. Grab and Go meals are being offered curbside at the Latrobe Elementary School from 11:00 AM-12 PM. This service began on Tuesday, March 17, 2020.

Facilities and Operations

- All custodial and maintenance staff will be working during the 10 day closure to thoroughly clean our buildings and maintain operations. At last week's meeting, Kurt Thomas briefed the board and community on on-going cleaning measures dealing with the coronavirus.

Our current plan is based on students and staff returning on Monday, March 30, 2020. Please continue to refer to the Greater Latrobe School District's website for the most current updates. Again, thank you for your patience and support during this unprecedented health event.

Sincerely,


Georgia Teppert, Ed.D.
Superintendent of Schools