



## PENNCREST SCHOOL DISTRICT

District Administration Office  
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**KENNETH V. NEWMAN**  
Assistant Superintendent

**DR. TIMOTHY S. GLASSPOOL**  
Superintendent

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Business Manager

**PATTI FIELY**  
Director of Student Services

**CHRIS BURKEY**  
Director of Technology

**DAVID DICKSON**  
Director of Facilities and Transportation

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TO: PENNCREST Families  
FROM: Central Office  
DATE: May 6, 2020  
RE: Covid-19 Update  
End of the 2019-2020 school year & Summer 2020

We are moving into the [Governor's Phased Reopening Pennsylvania Plan](#). The district has made decisions to ensure an orderly close of the 2019-2020 school year and permit our staff to begin summer cleaning and planned capital projects. We are taking measures to ensure a successful start to the 2020-2021 school year. At this time, we are planning for a normal start, but remain cautious as we strengthen our Continuity of Education and Flexible Instruction Day Plans if we are not permitted to start the 2020-2021 school year with students and staff physically at our schools. **The following information is based on PENNCREST's compliance with the Yellow Phase of the "Work and Congregate Setting Restrictions" and "Social Restrictions" outlined in the Reopening Pennsylvania Plan.**

### Class of 2020 - Graduation is June 5<sup>th</sup> at 6:00pm

Final details will appear on each school's website no later than May 18, 2020.

### Use of School Facilities

**All school facilities and grounds are closed to school organizations, athletic programs and outside groups until further notice.** All prior COVID-19 approved summer use of facility requests are now declined. Should this change, we will notify all stakeholders. We are hopeful that our Fall athletic teams and bands are able to begin practice on the official PIAA fall season start date of August 10.

### Monies the School Owes Families

Some families have sent deposits or payments for planned activities that are now cancelled. The district can only repay families for school sponsored events, activities and trips. The district is not permitted to reimburse funds that were not deposited into a school account or that were paid to a school affiliated organization such as athletic boosters.

The repayment process is dependent on the activity sponsor’s submission of information. The event or activity sponsor will update rosters of participants and amounts paid that qualify for reimbursement. The activity advisor or sponsor will provide the name, address and amount owed of each individual to the school principal. The school principal will verify the information and submit to the Business Office for processing. The Business Office will print and mail checks to families.

Monies and Items Owed to the School

Following the end of year collection of school owned items, each school office will contact families and request compensation for lost or damaged items (iPads, athletic uniforms, library or textbooks, etc...) or unpaid lunch balances.

Collection and Distribution of Items

All of our students have personal items at school, and school items at home. The following is our plan to collect school items and return personal items including iPads, uniforms, instruments, student projects, papers, textbooks, novels, et cetera. **Masks are required for entrance into the school**; however, masks, gloves and other PPE are not provided by the school. We will limit the number of individuals in a school at a given time, and all individuals must practice social/physical distancing. **We miss our students and they miss us; however, this is not a social event.** We are asking families to drop off and pick up items as efficiently as possible.

**Student School Item Drop Off, Student Item Pick Up and Locker Clean Out**  
**June 4, 5, 8 & 9, 2020**

Thursday, June 4, 2020 (Family option 1 A-L)	
Time	Family Last Name
8:00am-10:00am	A - D
10:00am-12:00pm	E - H
1:00pm-3:00pm	I - L
Friday, June 5, 2020 (Family option 1 M-Z)	
Time	Family Last Name
8:00am-10:00am	M - P
10:00am-12:00pm	Q - T
1:00pm-3:00pm	U - Z
Monday, June 8, 2020 (Family option 2 A-L)	
Time	Family Last Name
8:00am-10:00am	A - D
10:00am-12:00pm	E - H
1:00pm-3:00pm	I - L
Tuesday, June 9, 2020 (Family option 2 M-Z)	
Time	Family Last Name
8:00am-10:00am	M - P
10:00am-12:00pm	Q - T
1:00pm-3:00pm	U - Z