



# PINE FORGE ACADEMY

PINE FORGE | PENNSYLVANIA | 1946

P.O. BOX 338 | PINE FORGE, PA 19548

T: 610-326-5800 | F: 610-686-8801 | [PINEFORGEACADEMY.ORG](http://PINEFORGEACADEMY.ORG)

March 16, 2020

Dear Pine Forge Academy Family,

Because of recent mandates by our local health authorities, the Academy will be closed for the next four weeks. In order to facilitate the continued learning of our students, the Academy will be implementing a Distance Learning Protocol. Students and their learning are top priority. We have a detailed plan for the implementation of this initiative. Pine Forge Academy teachers are currently using Google Classroom in their classes with this tool along with their iPads, we hope to make a smooth transition to online learning. The teachers are working to ensure that students have access to the materials that they will need to move forward.

On March 25, 2020 class will reconvene through the Distance Learning program. Prior to March 25<sup>th</sup>, all students will receive an email from their teachers letting them know when they will meet online for their classes. All classes will meet for one hour online with their teachers weekly. These will be live sessions. Students will need to log in to their google classroom accounts for the live meetings. Because classes will meet at a minimum of one hour a week live, students must be in attendance. Teachers will take attendance while online. Students should log into classes dressed in appropriate attire according to our school handbook and appropriate bottoms, no jewelry and outlandish make-up.

Students are expected to answer a daily forum question for each of their classes. Their assignments, readings, videos and other learning materials will be supplied by the teacher in Google Classroom. Students will be expected to complete their work on time each week. They will be assessed weekly to check for their understanding. Parents will need to be actively involved in this process. We will need you to log into see your child's classes and their work to help facilitate student work being completed.

Currently the teachers are working to upload their materials and adjust their classes for this program. We understand that this will be a challenge and that everyone is a little apprehensive about this process. We are doing our best to ensure an even transition. Please feel free to contact me with any questions or concerns that you may have. Thank you for supporting our program as we work to support your children. If you have any questions or concerns, please feel free to email me at [arhodes@pineforgeacademy.org](mailto:arhodes@pineforgeacademy.org). I am here to help in any way that I can.

Yours in Service for His Children,

Mrs. Addriene Rhodes  
Dean of Instruction  
Pine Forge Academy

*Excellence is no accident*