



Dear Families,

I hope that this letter finds you safe, healthy and well! We have missed our students and families greatly, and I want to recognize the challenging time that we are experiencing during this global pandemic. We look forward to connecting with you again as we prepare for what will be a unique start to the school year.

I'm writing with a few updates as we prepare for school opening. Please continue to visit the **Lea school website** (<https://lea.philasd.org/>) and the **School District of Philadelphia website** (<https://www.philasd.org/>) on a regular basis for important information about school. These websites will be the main way that Lea and the District share information this school year.

**We will begin the school year on September 2, 2020 at 8:30 am with virtual learning.**

All students, staff, and schools in the District will be doing virtual learning through the first quarter of the school year (September 2 – November 17, 2020), at which time the District will evaluate if it is safe to return to a hybrid learning model or an in-person learning model, or if we will continue with virtual learning.

**In the sections below, you will find detailed information about the beginning of the 2020-2021 school year.** If you have any questions or concerns, please contact our School Secretary, Ms. Lee (215-400-7660, [tlee@philasd.org](mailto:tlee@philasd.org)).

## **1. The First Day of School**

- a. We look forward to welcoming ALL STUDENTS for the first day of virtual learning on **Wednesday, September 2, at 8:30 am.**
- b. **Who is your teacher? Find out on the Parent Portal!**
  - i. The School District of Philadelphia's **Parent & Family Portal** (<https://www.philasd.org/face/fr/parent-and-family-portal/>) gives you access to valuable information about your child's education and school, including who their Lea homeroom teacher will be.
  - ii. **If you know your Parent Portal log-in information**, follow this link to access the portal by entering your child's log-in information (username and password):  
<https://sso.philasd.org/cas/login>
  - iii. **If you DO NOT HAVE an account in Parent Portal, you can create an account by following these steps:**
    1. If you DO NOT have an account, you can create one here:  
[https://apps.philasd.org/accountsettings/default/guardian\\_start.htm](https://apps.philasd.org/accountsettings/default/guardian_start.htm)
    2. You will need your child's student ID number, last name, and date of birth.
    3. If you do not have your child's student ID number, or have any additional questions regarding how to access your Parent Portal account, please contact the **Parent & Family Technology Support Hotline at 215-400-4444**, or one of the District's general hotlines (including for assistance in multiple languages):  
<https://www.philasd.org/coronavirus/schoolstart2020/#hotlines>.

**c. Where is your class?: Go to your teacher's website!**

i. We will begin the school year virtually, so students should NOT report to the school building. Instead, students will report to their virtual classroom by following these steps:

1. **Go to the school website:** <https://lea.philasd.org/>.

2. **Click on the “[Back to School 2020-2021](#)” page.**

3. **Click on the Grade Group for their grade level:**

K-2 Teachers

3-6 Teachers

7-8 Teachers

AS Teachers

Support &  
Specials  
Teachers

4. **Find and click on their teacher's website (listed by grade & teacher name).**

**2. School Website and Teacher Websites**

a. Our school website will be the site of our digital school during virtual learning. So instead of coming to the school building each day, **students will start every school day on our school website:** <https://lea.philasd.org/>.

b. Once on the school website, **each student will then enter their individual teacher's website** (see directions above), where they will find directions and information about:

i. How and when to log onto live class sessions through Google Meet or Zoom<sup>1</sup> (we call this *synchronous learning*)

ii. How and when to complete assignments, including assignments that students must complete on their own (we call this *asynchronous learning*)

iii. Announcements from the teacher

iv. Links to information and resources for students and their families

**3. Technology: Chromebooks & Internet Access**

a. All students will participate in virtual instruction with an District-issued Chromebook (laptop computer). Chromebooks are the property of the District, and are available to all registered students.

b. If your child received a Chromebook in the spring, they will continue to use that same device.

c. **If your child is a new student, or they did not receive a Chromebook in the spring, you must pick up a Chromebook from the District prior to the first day of school on September 2.**

d. **If your child's Chromebook needs to be repaired or replaced, you must bring that Chromebook to the District for repair or replacement.**

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<sup>1</sup> The District has approved the use of both Google Meet and Zoom as virtual learning platforms for live instruction (synchronous).

- e. **You can find detailed information about how to pick up your child's Chromebook or get your Chromebook repaired/replaced on this District website:**  
<https://www.philasd.org/coronavirus/chromebooks/>
- i. The District's three Technology Support Centers will be open 5 days per week (Monday – Friday) from 9:00 am to 2:00 pm for families to pick up new Chromebooks or get their child's Chromebook repaired/replaced. Parents/guardians must show an ID and know their child's student ID number.
1. Education Center, School District of Philadelphia  
440 N. Broad Street, 1st Floor Lobby, Philadelphia, PA 19130
  2. Fitzpatrick Annex Building (rear of Fitzpatrick Elementary School)  
4101 Chalfont Drive, Philadelphia PA 19154
  3. Martin Luther King High School  
6100 Stenton Avenue; Philadelphia, PA 19138
- f. The District and various partners are working to ensure that all students have internet access so that they can participate in virtual learning online. Please check our school website and the District website for upcoming information, **and if you have any questions or concerns related to internet access, please contact our Family and Community Engagement Liaison, Mr. Brown, at [antbrown001@gmail.com](mailto:antbrown001@gmail.com).**

#### 4. Registration

- a. Returning students in Grades 1–8 do NOT need to register.
- b. If you have a new student, or know of students/families/friends/family who need to register, **you can register online by visiting this District website:**  
<https://www.philasd.org/studentplacement/registration/>
- c. **You can also register by phone, and there is also a drop box at the School District of Philadelphia Central Office (440 N. Broad Street, 19130) where you can drop off paper applications.** Please call one of the District's hotlines (including for assistance in multiple languages): <https://www.philasd.org/coronavirus/schoolstart2020/#hotlines>.

#### 5. Contact Information

- a. It is more important than ever that we have accurate contact information for families, and the main way that families can share their contact information and access information about their student is through the District's **Parent Portal:** <https://sso.philasd.org/cas/login>. Please see section 1-b above for information on how to access Parent Portal.
- b. You may also contact our School Secretary, Ms. Lee (215-400-7660, [lee@philasd.org](mailto:lee@philasd.org)) to update your contact information, including phone number, email address, and preferred language. Phone, email, and preferred language are most important to be sure that families receive timely updates that you can easily access and understand!

## 6. School Supplies

- a. Families should get any personal supplies that their child will need for a learning environment at home. It's recommended that students have pencils/pens and paper/notebooks so they can complete their work. Teachers will be in touch with more specific information about items your child may need at home for virtual learning.
- b. With the help of our Home & School Association (HSA), we have purchased and are organizing free school supplies for every Lea student! Families will be able to pick up these free supplies from the school building at a future date. More information is forthcoming, so please continue to check our school website (<https://lea.philasd.org/>) for updates. For a list of supplies that every student will receive, please see the chart below.
- c. We understand that many families are facing economic hardship at this time, and we do not want to add to that strain, so we want to be clear that when we eventually return to in-person learning, we will NOT be asking families to contribute to classroom supplies.

Kindergarten & Grade 1	Grade 2	Grades 3-8
1 box pencils	1 box pencils	1 box pencils
1 pack crayons	1 pack crayons	1 glue stick
1 glue stick	1 glue stick	1 composition notebook
1 pair scissors	1 pair scissors	1 pack colored pencils
1 dry erase set	1 dry erase set	2 folders
20 math cubes	1 sharpener	1 pack lined paper
1 sharpener	1 primary composition notebook	1 sharpener
1 primary composition notebook		

## 7. Family and Community Engagement

- a. At Lea, we believe that our students' families are our primary partners in the education of our students. We believe that our students' parents and guardians are their first and forever teachers, and we cannot be successful in guiding our students' learning and development unless we have developed strong relationships with their families.
- b. **Our Family and Community Engagement Liaison is Mr. Anthony Brown ([antbrown001@gmail.com](mailto:antbrown001@gmail.com))**. Mr. Brown serves as a liaison between our families and our school, so please don't hesitate to contact him with any questions or concerns!
- c. We are working as a team to prepare virtual Town Halls, a virtual Back-To-School Night, and other ways for our staff to connect with you. We are also working on providing support for our families related to virtual learning, as this new way of learning and teaching is new to ALL of us. More information is forthcoming, so please continue to check our school website (<https://lea.philasd.org/>) for updates. And if you have any questions or concerns, please contact Mr. Brown ([antbrown001@gmail.com](mailto:antbrown001@gmail.com)).
- d. Finally, I encourage you to get connected with our **Home and School Association (HSA)** and **School Advisory Council (SAC)** using the contact information shared below. Our HSA and

SAC members have been brainstorming ways to support Lea students, families, and staff, especially under the unique circumstances of the current moment. They want to hear directly from you about how we can make our Lea community stronger. More information about HSA and SAC will be shared on the school website and during Back To School Night.

**i. HSA contact information:**

1. HSA website: <https://lea-hsa.wixsite.com/support>
2. HSA email: [leahomeandschool@gmail.com](mailto:leahomeandschool@gmail.com)

**ii. SAC contact information:**

1. SAC Facilitator: Molly McGlone, [mcglone.molly@gmail.com](mailto:mcglone.molly@gmail.com), 608-213-4443

As always, if you have any questions, please feel free to email me. I'm thankful for our community and the support of all our parents and families. It is my great honor to serve as your principal and I look forward to working together with you and our team this year to best serve our students and community.

In partnership,

Mr. Gerwer  
Principal, Henry C. Lea Elementary School  
[agerwer@philasd.org](mailto:agerwer@philasd.org)