



Distance Learning Guide for Parents

Dear Families:

During the school closure, the Carmel Central School District is determined to provide continuity of learning and a sense of community for all Carmel students. While we recognize that nothing can replace face-to-face learning experiences, our plan is to utilize our existing technological infrastructure with a few additions to promote and continue learning at home.

We have completed and implemented phase 1 of our plan which included distributing learning packets, setting up food distribution, arranging childcare for our first responders/healthcare workers, and lending laptops to families in need.

We are now implementing phase 2 of our Distance Learning plan. The comprehensive Distance Learning Parent Guide below outlines our plan. In this plan, teachers will assign work, be accessible daily via Teams in Microsoft Office 365 or e-mail, and engage in weekly “office hour”.

You should have received an e-mail with your child’s e-mail login and password. Additionally, your child’s principal sent a survey asking parents/guardians to approve their child’s use of Zoom as an optional video conferencing platform. If you have not already done so, please submit the survey at your earliest convenience to expedite the process.

Distance Learning in the Carmel Central School District begins for students on April 6th and will continue during each regular school day until such time as we can safely return to school. Note: No new school work or teacher office hours will take place on Thursday, April 9 or Friday, April 10 in observance of Passover and Good Friday.

These plans may evolve as we continue to navigate the uncharted waters. We appreciate your patience and understanding during these extraordinary times as we continue to create a positive learning experience for our students. Thank you for continuing to support one another and our schools during this time.

Cordially,

Andy Irvin, Superintendent

Janet Warden, Assistant Superintendent for Instruction & Personnel

Joseph Simoni, Director of Pupil Services

This Distance Learning guide will provide information about the following:

- Overview
 - Elementary Schools
 - George Fischer Middle School
- Support Services
 - Special Education
 - Intensive Reading, Reading, RTI, & ENL
 - Related Services, Clinicians, and Guidance Counselors
 - Teaching Assistants
 - Nurses
- State testing, Regents Exams, and Advanced Placement Exams
- Athletics
- Food Service
- Devices
- General Information
- Quick Links to District and School Information

OVERVIEW OF DISTANCE LEARNING

Teachers will communicate with students and parents using the same methods as they have previously, including District e-mail, Teams in Microsoft Office 365, and shared documents. District approved online platforms and resources for learning will also be used as appropriate, for the grade level and subject area. The expectations for student learning are outlined in each grade level section below.

As part of the Carmel Central School District Distance Learning plan, some teachers may use Zoom to facilitate optional office hours. [Zoom is a FERPA and COPPA compliant](#) video conferencing tool that is **free** for teachers and student use for distance learning during the COVID-19 outbreak (more information about Zoom's Privacy Policy can be found at <https://zoom.us/docs/en-us/childrens-privacy.html>). Parents/guardians have been asked to grant permission (via a survey) for their child to download and use Zoom. Permission surveys were sent to parents via e-mail. If you have not already done so, please submit the survey at your earliest convenience to expedite the process.

Elementary Schools

How: Your building principal will communicate building-specific information to you, and teachers will correspond with families during Distance Learning. Teachers will post/e-mail work for students on a regular basis (daily or weekly), depending on developmental age and class routines. Students will utilize existing and familiar resources. Additional resources may be provided as well.

Note: Students have the option to use loose leaf paper to complete assignments (in place of downloading/printing materials). If you have difficulty accessing online documents, contact your child's teacher or administrator for assistance.

When: The daily schedule will begin on Monday, April 6, 2020. There will be no new school work or teacher office hours on Thursday, April 9 or Friday, April 10 in observance of Passover and Good Friday.

Expectations: Students are expected to spend 30 minutes to one hour each day on work provided by their teachers. They are also expected to spend 20 minutes reading. Parents or caregivers should only monitor the student's schedule; they are not expected to provide instruction. Students will receive assignments from their classroom teachers. Special Area teachers, including music, art and physical education, will provide work on Fridays. Children are encouraged to schedule outdoor play time and fun activities, too!

NOTE: All work will be ungraded at this time. Teachers will keep track of assignments and provide feedback. **This, however, may change as we receive more clarification from NY State.**

Communication: Teachers will be monitoring Distance Learning. In addition, teachers will hold one 20-minute "office hour" session weekly, where students will have access to teachers in real-time. These will be held via Zoom or Teams in Microsoft Office 365 (if teacher has set this up). Joining office hours is optional for students and permission to use Zoom is necessary from parents. During this time, students can check-in with their teacher to ask questions or get feedback.

NOTE: Links to join a Zoom meeting or to log into Teams in Office 365 can be found on our website at www.carmelschools.org. Teachers will provide log in information for each Zoom session. Students can log into their Office 365 accounts using their student e-mail address and password.

In addition, parents can contact their teacher daily through e-mail if they have questions or want to discuss their child's progress.

- **Communication Schedule**
 - Classroom teachers will contact parents to let them know when they will hold office hours

- Special Area teachers will hold office hours on Tuesdays between the times listed below, as follows (these teachers will let parents know the exact time):
 - Physical Education – 11:00 a.m. to 12:00 p.m.
 - Art – 12:00 p.m. to 1:00 p.m.
 - Music – 1:00 p.m. to 2:00 p.m.

How to Support from Home: We recommend creating a daily schedule that works for your family during school closure so that students are provided the opportunity to adjust to learning at home and are supported socially and emotionally by maintaining a sense of normalcy through routine. In addition to modeling at-home learning time around the suggested schedule below, parents of elementary students should consider limiting screen time, encouraging safe outdoor play, maintaining a regular sleep/wake pattern, and should be sure to supervise digital connection time with friends and classmates.

Suggested Daily Schedule (do what works for your family)

Home Learning Time	Task	Notes
8:30-9:30 a.m.	Wake-up	Wake-up, eat breakfast, make your bed, brush your teeth and get dressed
9:30 -10:00 a.m.	Learning Time	ELA, math or other academics
10:00-10:30 a.m.	Break	Snack, Yoga, get some fresh air
10:30-11:00 a.m.	Learning Time	ELA, math or other academics
11:00 a.m.-12:00 p.m.	Lunch Time	
12:00-12:30 p.m.	Special	Art, Music, Physical Education
12:30-1:00 p.m.	Reading Time	Reading
1:00-2:00 p.m.	Outdoor Time Creative Time	Time to get some fresh air or do something creative!

George Fischer Middle School

How: Your building principal will communicate building-specific information to you, and teachers/teams will correspond with families during Distance Learning. Teachers/teams will post work for students for each of their classes by 9:00 a.m. on a daily basis or on a set weekly schedule. Teachers will communicate with students via Teams in Microsoft Office 365 and/or e-mail (all middle school students have a @students.carmelschools.org e-mail address). Special Area teachers will provide work on Fridays. Students will utilize existing and familiar resources. Additional resources may be provided as well.

Note: Students have the option to use loose leaf paper to complete assignments (in place of downloading/printing materials). If you have difficulty accessing online documents, contact your child's teacher or administrator for assistance.

When: The daily schedule will begin on Monday, April 6, 2020. There will be no new school work or teacher office hours on Thursday, April 9 or Friday, April 10 in observance of Passover and Good Friday.

Expectations: Students are expected to spend 20 minutes per class each day on work provided by their teachers. They are also expected to spend 30 minutes reading*. Parents or caregivers should only monitor the student's schedule; they are not expected to provide instruction. Students will receive assignments from their classroom teachers. Special Area teachers including Family & Consumer Science (FACS), Music, Art, Technology, and Physical Education, will provide work on Fridays. Children are encouraged to schedule outdoor play time and fun activities, too!

Note: With the exception of Grade 8 high school-level courses, all classes and work will be ungraded for the 3rd quarter. The Grade 8 high school level course, including World Language, Algebra, and Earth Science, will follow the Carmel High School grading model (see Grading for the 3rd and 4th quarter under the Carmel High School section on p. 9). **This, however, may change as we receive more clarification from NY State.**

In addition, students will continue with their current special area class of the 3rd quarter. This includes Art, Music, Technology, Health and Family/Consumer Science.

Teachers will keep track of assignments and provide feedback.

**Visit the [GFMS Library webpage](#) for information on how to borrow e-books from local libraries.*

Communication: Teachers will be monitoring Distance Learning. In addition, teachers will hold one 20-minute "office hour" session weekly, where students will have access to teachers in real-time. These will be held via Zoom or in Teams in Microsoft Office 365 (if

teacher has set this up). Joining office hours is optional for students and permission to use Zoom is necessary from parents. During this time students can check-in with their teacher to ask questions or get feedback.

NOTE: Links to join a Zoom meeting or to log into Teams in Office 365 can be found on our website at www.carmelschools.org. Teachers will provide log in information for each Zoom session. Students can log into their Office 365 accounts using their student e-mail address and password.

In addition, parents can contact their teacher daily through e-mail, if they have questions or want to discuss their child’s progress.

o **Communication Schedule**

- o Classroom teachers will contact parents to let them know when they will hold office hours
- o Special Area teachers will hold office hours on Tuesdays between the times listed below, as follows (these teachers will let parents know the exact time):
 - Family & Consumer Science (FACS): 9:00 a.m. to 10:00 a.m.
 - Technology: 10:00 a.m. to 11:00 a.m.
 - Physical Education – 11:00 a.m. to 12:00 p.m.
 - Art – 12:00 p.m. to 1:00 p.m.
 - Music – 1:00 p.m. to 2:00 p.m.

How to Support from Home: We recommend creating a daily schedule that works for your family during school closure so that students are provided the opportunity to adjust to learning at home and are supported socially and emotionally by maintaining a sense of normalcy through routine. In addition to modeling at-home learning time around the suggested schedule below, parents of middle school students should consider limiting screen time, encouraging safe outdoor play, maintaining a regular sleep/wake pattern, and should be sure to supervise digital connection time with friends and classmates.

Suggested Daily Schedule (do what works for your family)

Home Learning Time	Task	Notes
Before 9:00 a.m.	Wake-up	Establish a set wake-up time – keep to a weekday schedule
9:30 – 10:10 a.m.	Learning Time	ELA, math or other academics
10:10-10:30 a.m.	Break	Snack, Yoga, get some fresh air
10:30-11:10 a.m.	Learning Time	Social Studies, Science or other academics
11:10 a.m.-12:00 p.m.	Lunch Time	
12:00-12:20 p.m.	Special	FACS, Technology, Art, Music, Physical Education
12:20-12:40 p.m.	Learning Time	World Language or other academics
12:40-1:10 p.m.	Reading Time	Reading
1:10-2:00 p.m.	Outdoor Time Creative Time	Time to get some fresh air or do something creative!

Carmel High School

How: Teachers will communicate with students via Teams in Microsoft Office 365 and/or e-mail (all high school students have a @students.carmelschools.org e-mail address) to provide a schedule of learning activities, resources, and assignments. Teachers will post work for students for each of their classes by 9:00 a.m. according to the schedule below. Teachers will also provide clarification and expectations for the work posted (see chart below). Students will utilize existing and familiar resources. Additional resources may be provided as well.

NOTE: If you have difficulty accessing online documents, contact your child's teacher for assistance.

Day	Work Will be Posted For:	Teachers Will Provide Clarification & Expectations For:
Monday & Wednesday	<ul style="list-style-type: none">• English Language Arts• World Language• Social Studies	<ul style="list-style-type: none">• Music• Art• Technology• FACS• Physical Education• Business
Tuesday & Thursday	<ul style="list-style-type: none">• Math• Science• Health	<ul style="list-style-type: none">• English Language Arts• World Language• Social Studies
Wednesday & Friday		<ul style="list-style-type: none">• Math• Science• Health
Friday	<ul style="list-style-type: none">• Music• Art• Technology• FACS• Physical Education• Business	

When: The daily schedule will begin on Monday, April 6, 2020. There will be no new school work or teacher office hours on Thursday, April 9 or Friday, April 10 in observance of Passover and Good Friday.

Expectations: Students are expected to spend 20 minutes per class each day on work provided by their teachers. Parents or caregivers should only monitor the student's schedule; they are not expected to provide instruction. Students will receive assignments from their academic teachers according to the chart above. Other teachers, including Business, Family & Consumer Science (FACS), Music, Art, Technology, and Physical Education, will provide work on Fridays.

Grading for the 3rd and 4th Quarter: After careful consideration and feedback from teachers, students, parents, and administrators, Carmel High School has adopted the following grading procedures for the 3rd and 4th quarter given the current circumstances with COVID-19, school closures, and distance learning. **This may change, however, as we receive more clarification from NY State.**

- 3rd quarter will end on Friday, March 27th, and grades will reflect assignments from when we were present in school. Students who have missing or outstanding assignments should be in contact with their teacher. No assignments will be accepted after April 13th. Teachers will submit their grades by Wednesday, April 15th and 3rd quarter grades will be available online for students and families by Monday, April 20th.
- 4th marking period will begin via distance learning on Monday, April 6th. Teachers will assign work and provide feedback as necessary. Whether CHS and the CCSD remains on distance learning for the remainder of the school year, or we return to school, students will be graded on a PASS/FAIL basis for the 4th quarter*. *(Please see #3 below for College level courses). Please understand that work in the 4th quarter is not optional, but rather required as part of a student's overall learning experience and promotion to the next class/grade/level etc.
- Students enrolled in college level courses (ex: DCC, SUNY, etc.) will be expected to continue work on those classes and receive grades in order to receive college credit. Teachers will provide, assign and grade work as necessary, and communicate with students and families.
- Students in Advanced Placement (AP) courses should have received communication from College Board already regarding the AP exam changes proposed by the College Board. More detailed information will be forthcoming. Questions regarding AP courses and exams should be directed to the teacher of record.
- Regents exams (if held in June) will not count towards a student's final average. Please know however, that Regents exams are still a requirement by NYS for graduation and a Regents diploma. Regents exam scores are represented on a student's transcript. Should we receive more guidance from NYS regarding grading and Regents exams, we will communicate that as promptly as possible.
- Final exams for individual classes have yet to be determined. As time progresses, we will share more information about our plans with respect to final exams.

Please note that every effort has been made to place our students in the best light possible with respect to assessments and grading. Additionally, a student's transcript is one of many major components that represents a student after high

school. We are working to ensure that our grading practices here do not adversely affect that representation of our students.

Communication: Teachers will be monitoring Distance Learning. In addition, teachers will hold one 20-minute “office hour” session weekly, where students will have access to teachers in real-time. These will be held via Zoom or Teams in Microsoft Office 365 (if teacher has set this up). Joining office hours is optional for students and permission to use Zoom is necessary from parents. During this time students can check-in with their teacher to ask questions or get feedback. The office hour schedule is below (teachers will let parent/students know the exact time).

NOTE: Links to join a Zoom meeting or to log into Teams in Office 365 can be found on our website at www.carmelschools.org. Teachers will provide log in information for each Zoom session. Students can log into their Office 365 accounts using their student email address and password.

In addition, parents can contact their child’s teacher by e-mail if they have questions or want to discuss their child’s progress.

Day	Time	Subject
Tuesday	9:00 a.m.-10:00 a.m.	Business FACS
	10:00 a.m.-11:00 a.m.	Technology
	11:00 a.m.-12:00 p.m.	Physical Education
	12:00 p.m.-1:00 p.m.	Art
	1:00 p.m. -2:00 p.m.	Music
Wednesday	9:00-11:00 a.m.	ELA
	11:00 a.m.-1:00 p.m.	Social Studies
	1:00 p.m.-3:00 p.m.	World Language
Thursday	9:00 a.m.-11:00 a.m.	Math
	11:00 a.m.-1:00 p.m.	Science
	1:00 p.m.-3:00 p.m.	Health

How to Support from Home: We recommend creating a daily schedule that works for your family during school closure so that students are provided the opportunity to adjust to learning at home and are supported socially and emotionally by maintaining a sense of normalcy through routine.

Suggested Daily Schedule (do what works best for your family)

Home Learning Time	Task	Notes
Before 9:00 a.m.	Wake-up	Establish a set wake-up time – keep to a weekday schedule
9:00 – 9:30 a.m.	Check Teams or e-mail for daily work	Note work that’s posted and set a schedule/goals for yourself

9:30 – 10:10 a.m.	Academic Time	ELA, math or other academics
10:10-10:30 a.m.	Break	Snack, Yoga, get some fresh air
10:30-11:10 a.m.	Academic Time	Social Studies, Science or other academics
11:10 a.m.-12:00 p.m.	Lunch Time	
12:00-12:20 p.m.	Elective	Business, Technology, Art, Music, Physical Education
12:20-12:40 p.m.	Academic Time	World Language or other academics
12:40-1:30 p.m.	Outdoor Time Creative Time	Time to get some fresh air or do something creative

SUPPORT SERVICES

We want to continue to support our students who receive or need additional services while our school buildings are closed. Please review the various support services below and contact your child’s principal should you need further support.

Special Education

To the greatest extent possible, the District will provide students with disabilities the free appropriate public education (FAPE) in accordance with your child’s Section 504 plan, IEP or IESP during the period of school closing.

Special education and related service providers will be in touch with parents/guardians to schedule a consultation. In collaboration with providers, you will discuss how to best support your child’s individualized needs in each academic and related services area.

When the extended closure ends, the District will conduct program reviews as needed. The CSE will review the impact on your child regarding the delivery of special education and related services during the school closure. This is to determine whether substantial regression has, or is likely to have occurred, and whether the provision of compensatory education is appropriate. Decisions relating to compensatory education will be made on a case by case basis, in light of the unique needs of each child, taking into account the duration of the disruption, missed special education supports and services, and the impact of these factors on each student’s achievement.

If you have any further questions, please contact the Pupil Services Office at 845 878-2094, ext. 245 or e-mail jsimoni@carmelschools.org.

Intensive Reading, Reading, Response To Intervention and ENL

1. Students will be provided modified classroom materials in coordination with their general education teachers.
2. Reading, RTI and ENL teachers will send out work for their students.

3. Teachers in these support areas will correspond weekly with students to support their individual learning.

Clinicians, Related Services, and Guidance Counselors

Clinicians, Related Service Providers, and Guidance Counselors are on hand to assist students in their social and emotional well-being.

1. Clinicians will contact parents of students in their caseload to make a plan to support individual students. ***Teachers will only call a student if a parent is present in the home and aware of the phone call.***
2. OT/PT and Speech teachers will contact parents of students in their caseload to make a plan to support individual students. ***Teachers will only call a student if a parent is present in the home and aware of the phone call.***
3. Guidance Counselors will be available to assist with questions from parents concerning work and special needs. At the middle school and high school, they will also assist with surveying students and in-putting course requests when the time comes. ***Teachers will only call a student if a parent is present in the home and aware of the phone call.***

[This link to the NYS Office of Mental Health](#) provides Resources for Mental Health and Talking to Young People About COVID-19.

In addition, New York State residents who could benefit from mental health support, the NYS COVID-19 Emotional Support Helpline at 844-863-9314 is staffed 8 a.m. to 10 p.m., 7 days a week. For individuals in crisis, the Putnam County Crisis Hotline remains open 24 hours a day, 7 days each week and can be reached at 845-225-1222, and the National Suicide Prevention Talkline continues at 1-800-273-TALK (8255) 24/7, with special supports for Veterans by pressing 1 after dialing.

Teaching Assistants

Teaching Assistants will be available to assist their classroom teachers by helping to gather resources or by contacting students, under the guidance of their classroom teachers.

Nurses

Nurses are available via e-mail to consult with parents on any nursing issues.

STATE TESTING, REGENTS EXAMS, AND ADVANCED PLACEMENT EXAMS

All NYS Assessments, Gr 3-8 have been suspended for the remainder of the school year.

Regents Exams

At this time, the Regents exams will be administered as scheduled as per New York State and students can receive course credit through Distance Learning. Regents exams, however, will not count towards a student's final average. Regents exams are still a requirement by NYS for graduation and a Regents diploma and exam scores are represented on a student's transcript. This is subject to change, should we receive more guidance from NYS.

Advanced Placement Exams, SAT Testing, and College Classes

Advanced Placement Classes refer to your child's teacher and the [College Board](#) website for updates.

Our teachers of Advanced Placement courses will continue to provide instruction to students in preparation for the exam and monitor the updates from the College Board.

SAT Testing has been suspended through May.

College Classes will continue as planned, students are expected to complete assigned work and will be graded in order to earn college credit. Teachers will provide more specific information to students.

ATHLETICS

As of March 16, 2020 all athletic competitions and practices have been cancelled as per guidance given by the New York State Public School Athletic Association. This includes all the community and outside organizations that use the Carmel facilities. Community members should refrain from using the fields and facilities until further notice.

FOOD SERVICES

Breakfast and lunch will be available for CCSD students who are eligible to receive free and/or reduced lunch services. In addition, any family who is experiencing economic hardship during this time who needs food assistance, can apply for free and reduced meals by completing a meal application.

Families meeting the income guidelines will be approved. The 2019-2020 free and reduced meal application can be found on page 16 of the school calendar, on the [Food Service website](#) or by emailing the Food Service Department at carmelfoodservices@carmelschools.org for the application. Applications in English and Spanish can also be picked up Monday through Friday from 8:30 a.m. until 3:30 p.m. in the lobby of the District Office located at 81 South Street, Patterson, NY. Completed applications can be emailed to carmelfoodservices@carmelschools.org or mailed to Carmel Central School District, Food Services Department, 81 South Street, P.O. Box 296, Patterson, NY, 12563.

Starting Monday, March 30, 2020, five (5) school breakfast and five (5) school lunch meals will be provided for each eligible child 18 years old or younger in the household. Meals can be picked up at the rear parking lot at George Fischer Middle school each Monday from 10:00 a.m. until 12:00 p.m.

BOARD OF EDUCATION

Board of Education meetings will take place virtually via Zoom. Due to public health and safety concerns and pursuant to Executive Order 202.1 of the Governor of the State of New York, the public will **NOT** be permitted to attend meetings in person or at the remote locations where the Board of Education members will be. **The meetings will be accessible to the public, through live stream.** Members of the public can comment and ask questions by emailing BOEQuestions@carmelschools.org **Meetings will be live streamed at:** https://www.carmelschools.org/board_of_education

DEVICES

Devices and equipment, including but not limited to, hotspots will be provided for homes where there are no other devices. To obtain a device, e-mail TechSupport@carmelschools.org

Log-ins are available via teachers. If you need further assistance, contact TechSupport@carmelschools.org

GENERAL INFORMATION

Communication Methods

The District will communicate with the school community through our blast system, the Schoolhouse News E-mail newsletter, and the [District website](#). We will also post updates on our Facebook and Twitter accounts. Principals will communicate building-specific information, and teachers will correspond with families during Distance Learning.

General Questions about Distance Learning

Contact your child's teacher, Building Administration or Assistant Superintendent for Personnel & Instruction, Janet Warden at jwarden@carmelschools.org

Technology Support

E-mail TechSupport@carmelschools.org.

QUICK LINKS

Websites & Faculty Directories:

- [Carmel Central School District](#)
- [Kent Elementary School](#)

- [KES Faculty Directory](#)
- [Kent Primary School](#)
 - [KPS Faculty Directory](#)
- [Matthew Paterson Elementary School](#)
 - [MPES Faculty Directory](#)
- [George Fischer Middle School](#)
 - [GFMS Faculty Directory](#)
- [Carmel High School](#)
 - [CHS Faculty Directory](#)
- [Food Services](#)
- [Board of Education](#)
- [COVID-19 Information/Updates & Resources from CCSD](#)