



Port Chester Public Schools

Success for Every Student

Distance Learning Guide for Families

Revised - June 1, 2020

This document will be updated regularly as new information is available.

Full guidance from the NYS Governor can be found [here](#).

Port Chester Public Schools Distance Learning Guide

Contacts and Communication

The district will continue to update families through our notifications system of emails, robo-calls, and posting news and announcements as well as directions to the district website:

<https://www.portchesterschools.org/>.

Principals will communicate building-specific information, and teachers will update families with class-specific information as they do when classes are in session.

Teacher and Administrator Communication

The best way to reach teachers and administrators during an extended closure is by **email**.

Please find the building directories here:

School	Link to Directory
Port Chester High School	Staff Directory
Port Chester Middle School	Staff Directory
John F. Kennedy Elementary School	Staff Directory
King Street Elementary School	Staff Directory
Park Avenue Elementary School	Staff Directory
Thomas A. Edison Elementary School	Staff Directory

Other Questions

Additional information can be provided by your child's principal:

Building	Principal	Email Address
Port Chester High School	Dr. Mitchell Combs	mcombs@pcrufsd.org
Port Chester Middle School	Patrick Swift	pswift@pcrufsd.org
John F. Kennedy Elementary School	Judy Diaz	jdiaz@pcrufsd.org
King Street Elementary School	Sam Ortiz	sortiz@pcrufsd.org
Park Avenue Elementary School	Rosa Taylor	rtaylor@pcrufsd.org
Thomas A. Edison Elementary School	Ivan Tolentino	itolentino@pcrufsd.org

Additional support on specific topics can be obtained by contacting the following:

Position	Name	Email Address
Interim Deputy Superintendent	Frank Fanelli	ffanelli@pcrufsd.org
Director of Curriculum, Instruction and Assessment	Dr. Colleen Carroll	ccarroll@pcrufsd.org
Director of ELL and Bilingual Programs	Felipe Orozco	forozco@pcrufsd.org
Director of Special Education	Tatiana Memoli	tmemoli@pcrufsd.org
Director of Athletics	James Ryan	jryan@pcrufsd.org

Introduction to Distance Learning

As we move to the new model of *distance learning*, we will do our best to support and engage students through meaningful and thoughtful learning experiences.

We are working together as educators to provide age and grade level appropriate learning activities for students to participate in with their teachers through online platforms, such as [Google Classroom](#). As we practice this current model, we appreciate your patience and support as we refine and improve our systems.

We will emphasize the use of technology platforms that are familiar to students whenever possible. Administrators, counselors and other support personnel will continue to assist our families in a variety of ways. Although we have transitioned to a virtual world, we will maintain the layers of support and connectivity that are needed during this time.

In navigating this new paradigm, please refer to this document as well as ongoing district and building level communications for guidance. In addition, we have implemented a *Continuity of Learning Plan* to provide families with an understanding of the guidelines for learning during an extended school closure. Access this plan on the district website along with other parent resources, [here](#).

If you have any further questions, begin by contacting your child's teacher. It is important that families are clear on the following areas:

- Students' access to learning plans and materials
- Students' access to teachers during each weekday
- Communication between school and parents on their child's learning

Google Classroom and Technology Resources

To access Google Classroom, our online distance learning platform, visit:

- [Distance Learning Resource Page for Students](#)

For a parent guide on how to access Google Classroom, as well as home internet (WiFi) options, visit:

- [Distance Learning Resources for Parents](#)

As part of our efforts to support distance learning, we have implemented a Chromebook loan program for our students needing technology devices at home. Please contact your child's principal if you are in need of a device.

Time Guidelines for Distance Learning:

Elementary School Students

- Approximately 2 hours per day of learning tasks for each student - 30 min per subject per day.

Middle and High School Students

- Approximately 4 hours per day of learning tasks for each student - 30 min per class per day.

We encourage all students to read independently each day.

Roles & Responsibilities During Distance Learning

Student Roles & Responsibilities

1. Have a daily schedule and routine for learning Monday-Friday.
2. Have a quiet space to work effectively.
3. Check your Google Classroom every week day.
 - a. Mark that you were present in the attendance form.
 - b. Join live instruction Google Meets and/or watch recorded videos that are posted.
 - c. Complete learning tasks with effort and submit work when required.
 - d. Be sure to visit each of your teacher's sites daily and complete the posted assignments.
 - e. During work time, focus on your class work. Close out all other open tabs on your computer.
4. Communicate regularly with your teachers via Google Classroom and email.
 - a. Ask questions of your teachers when you have them. If you have trouble accessing online resources, let your teacher know.
 - b. Read teacher feedback on returned work; resubmit with improvements when requested.
5. Reach out to your school counselor for any support you feel you need.
6. Follow the District's [Code of Conduct](#) throughout all school-related interactions and assignments.
7. Be mindful of the time you are spending online.
8. Be sure to engage in physical activity and independent reading daily.

Inquiries about:	Contact:
Courses, learning tasks, resources, and Google Classroom	Your classroom or relevant teacher
Social/emotional concerns	Your school counselor: <ul style="list-style-type: none"> ● Port Chester High School ● Port Chester Middle School Elementary Schools: Carrie Jimenez cjimenez@portchesterschools.org

Parent Roles & Responsibilities

Support your child to:

1. Establish daily routines and expectations and adhere to them Monday-Friday.
2. Define a quiet, physical space to work with access to a computer and [wifi](#).
3. Log into [Google Classroom](#) and complete work daily. See *Student Roles and Responsibilities*, above.
4. Access online learning platforms as assigned by each teacher.
5. Communicate with his or her teachers via Google Classroom and email, as appropriate.
 - a. *Parents should reach out to teachers as needed via email. See staff directories, above.*
6. Discuss their learning: Begin and end each day with a check-in on the day's instruction.
 - a. *Ask your child specific questions such as, "What did you find challenging today?" to gauge any needs.*
7. Commit to fully participating in and completing each day's assignments, and submit work when requested.
8. Pay attention to your child's worry and stress. Reach out to your child's school counselor for support.
9. Ensure the District's [Code of Conduct](#) is followed throughout all school-related interactions and assignments.
10. Give opportunities for physical activity, independent reading time, and breaks from school work.
11. Allow children to be social online as appropriate, but monitor their overall screen time.

Inquiries about:	Contact:
Courses, learning tasks, resources, and Google Classroom	1. Your child's classroom or relevant teacher 2. Your child's building principal
Social/emotional concerns	Your child's school counselor: <ul style="list-style-type: none"> ● Port Chester High School ● Port Chester Middle School Elementary Schools: Carrie Jimenez cjimenez@portchesterschools.org

Grading and Report Cards:

To date, students have received feedback and communication from their teachers regarding their assignments. There have been no formal tests or grades assigned as part of the district's Continuity of Learning Plan during COVID-19 school closures. With the latest update from the governor regarding school closures through June, we are in the process of establishing a more formal grading system for the duration of the school year. This information has been communicated with families at each level: grades K-5, 6-8 and 9-12. If you have any questions regarding the grading policies or final report cards, please contact your child's principal.

Staff Availability

While we understand that there is no substitute for in-person, in-class instruction, Port Chester Public Schools will ensure students and teachers have the most productive learning experience possible during this time.

All educators will regularly:

- Update their Google Classrooms with assignments and office hours
- Communicate with students and parents during office hours
- Check email for student and parent communication and respond in a timely manner

Reach out for Support – Your school staff may not be in the building, but they are still available to families. Use email to contact any of our counselors or clinicians. If you are not sure who to contact, reach out to your principal and they can connect you with someone who can help. In addition, please see the [Mental Health Resource Guide for Families](#) on our district website under the Parent Resource Page.

Extended Learning Activities for students in K-5

For additional learning and wellness options for your child to enjoy after she or he has completed daily work assigned by teachers, please check out our *Activity Choice Boards for Extended School Closure* available in grade bands K-1, 2-3, and 4-5 under the [Parent Resource Page](#) on our website.

Standardized Assessments Information

The following information is continually changing. Please see the links to the appropriate websites below for the most accurate and up-to-date information.

Grade 3-8 State Assessments

All Grade 3-8 assessments, including the NYSESLAT, have been suspended for this spring. Find the most updated information regarding State assessments on the [district website](#) under: *News and Announcements*, or on the [NYS Office of State Assessments](#) website.

New York State Regents Examinations

The New York State Regents Examinations have been cancelled for 2020. Continue to check the *News and Announcements* section of the district website, the high school website, and on the [NYS Office of State Assessments](#) website for the most recent updates on testing information and cancellations.

AP (Advanced Placement) Examinations

- [AP Coronavirus Update](#)

IB (International Baccalaureate) Examinations

- [IB Coronavirus Update](#)

SAT Exams

- [SAT Coronavirus Update](#)

ACT Exams

- [ACT Coronavirus Update](#)

High School Graduation

In light of the Governor's announcement to close schools for the rest of this school year, we are considering options for high school graduation. Please check the PCHS website for the most updated information.

Bilingual & Dual Language Overview

Distance learning assignments reflect the language of instruction (LOI) as per grade level and program:

50:50 Programs

- Kindergarten — Day-by-day: **Spanish | English**
- 1st Grade — Day-by-day: **Spanish | English**
- 2nd, 3rd, 4th, and 5th Grade – Week-by-week: **Spanish | English**

90:10 Programs

- K-1 — Mostly **Spanish** with small **English** assignments (for English Language Development)
- 2nd Grade — **Spanish** for Reading, Writing, and Mathematics; **English** for Reading and Writing (ENL context)
- 3rd, 4th, and 5th Grade – Week-by-week: **Spanish | English**

Special Education Services Overview

The Special Education Department, in collaboration with school leaders and mandated special education staff, has made every effort to ensure that students with disabilities have equal access to the same distant learning opportunities as students without disabilities. To the greatest extent possible, students with disabilities will continue to receive support and services that will address their individual identified needs as per their plans. The unprecedented circumstances may affect how a particular special education service is provided. We remain committed, to work within our means, to adhere to the federal and state guidelines found here: [Department of Education - Questions and Answers on Providing Services to Children with Disabilities During the COVID-19 Outbreak](#). Additional guidance from the

Federal Department of Education and Special Education Office of the New York State Education Department is expected in the near future.

Pre-Kindergarten

Each UPK teacher has emailed each parent and signed students up for the Seesaw website to complete work online. Packets of work (containing writing, science, math and SEL) for the week of March 23rd were mailed out to each student on Thursday, March 19th. We intend on sending out packets for the week of March 30th and thereafter since the Archdiocese will remain closed at least until April 20th.

School Facilities

ALL DISTRICT FACILITIES are CLOSED until further notice. For health, safety and sanitary reasons — and to encourage physical and social distancing. This includes community use of District playgrounds, athletic fields, tennis courts, and track. In addition, all activities and events scheduled to take place in the District are cancelled, except for any future Board of Education meetings. While Board of Education meetings are closed to in-person public attendance, a livestream video link will be made available.

Athletics

As of March 16, 2020, all athletic competitions and practices have been cancelled on the guidance of the New York State Public School Athletic Association. This includes all community and outside organizations that use our District's facilities. Athletes and parents are encouraged to stay active on SportsYou for up-to-date information and valuable resources that can help us during this time of crisis. We anticipate an update from section one on the status of spring sports before April break. For questions about athletics, please reach out to:

- *Director of Physical Education & Athletics, James Ryan at jryan@pcrufsd.org*

Appreciation goes to the following school districts for inspiration and resource sharing:

- *Chappaqua Central School District*
- *Harrison Central School District*
- *Somers Central School District*
- *Iolani School*