

Pearl River School District

Continuous Learning Plan

Updated, April 1, 2020

The Pearl River School District will continue to provide online learning experiences for students in all grades, K-12. As we approach the second two-week school outage, as declared by Governor Cuomo, we will shift our approach to focus on providing students with new learning, feedback on their work, and structure and consistency of learning platforms, media, and virtual/live connections between students and teachers.

Attendance

Students:

In the absence of guidance from the New York State Education Department, the Pearl River School District will monitor daily attendance through the use of Google Forms for students to “check in” each day for grades K-2 through SeeSaw, and 3-12 through Google Classroom. It is understood that each home/family situation is different and that students may check in to complete school work at different times of the day. Using this form will enable us to keep track of students and help our school administrators identify and connect with students and families who may need assistance with access to the online learning platform.

Parents should continue to contact the school should a child need to be “absent” for a day. Please email the contacts listed below for each school to report the absence.

If students were not reported absent but are not connecting to their online classes or completing work, teachers will attempt to reach out to parents. After three attempts to reach out to parents, teachers will refer the “missing students” to building administration who will reach out to parents (with the assistance of guidance and/or social workers).

EP: Karen Freeman, freemank@pearlriver.org or 845-620-3956

FA: Lisa Meehan, meehanli@pearlriver.org or 845-620-3970

LA: Camille Liftin, lifcinc@pearlriver.org or 845-620-3849

PRMS: Denise Milo, milod@pearlriver.org or 845-620-3881

PRHS: Cara Martin, attendance@pearlriver.org

Asynchronous Instruction and Connections

All teachers will post daily asynchronous lessons/activities for all classes. Special area classes will post as often as the class typically meets. All lessons and activities will include clearly defined learning targets/objectives. Teachers will utilize a wide-range of resources and media for asynchronous lessons and activities. Some examples may include a video from Khan Academy, EngageNY, a pre-recorded read-aloud, mini-lesson, and/or a lesson from another teacher from the same grade or subject area. Special education co-teachers, consultant teachers, and teachers of English language learners should consider posting modified asynchronous lessons for students for whom they service. Online learning may be particularly challenging for these students.

Synchronous Instruction and Office Hours (beginning April 6, 2020)

Teachers are not expected to provide daily “live” instruction. However, it is understood that teachers will consider the most appropriate media and delivery methods for their students to

attain the proper exposure and experience with the curriculum, and their teachers. At minimum, all teachers will be actively available and participate in two hours of live “office hours” per week, Monday-Thursday. These office hours can be used to provide live support through chat, Google Meet, email, messages in Google Classroom, etc. Time may be used to “meet” with individuals and/or groups of students. It is not expected that all students “attend” to all of the office hours sessions. This time can be used for students to check in as needed, or for a teacher to request individuals and/or groups to attend for a specific purpose. Please see the schedule and guidelines for K-4, 5-7, and 8-12 below.

Grades K-4 Minimum Synchronous Office Hours (Will not be recorded; teachers will be available via email at other times)

- K-4 Classroom Teachers:
 - Will schedule a minimum of two hours per week, Monday-Thursday. Teachers will determine times and duration for these office hours. However, they should occur at least once every other day.
 - These hours will be shared with parents and principal on the Friday before each week.
 - Examples include (not limited to) Morning Meeting, Read Aloud, Guided Groups, review of a lesson, etc.
 - Fridays - This day is reserved for students & teachers to catch up on work, planning and responding to emails for CORE classes. No Friday due dates, new assignments or meetings unless absolutely necessary or required by law (such as CSE, 504 or other meetings that cannot be scheduled at another time).
- UA/PE
 - Synchronous Office Hours on Tuesdays from 2-3:00 PM and Thursdays from 9-10:00 AM
 - Will continue asynchronously with their classes that are scheduled for Friday. Otherwise, same as K-4 for Fridays.

Grades 5-7 Minimum Synchronous Office Hours (Will not be recorded; teachers will be available via email at other times)

- Will schedule a minimum of two hours per week, Monday-Thursday.
- Office Hours schedule will be grade level specific to match the unique scheduling needs of each grade
- Examples include (not limited to) check-ins with students, demonstrations, reteaching, Guided Groups, chats, emails, etc.
- Fridays - This day is reserved for students & teachers to catch up on work, planning and responding to emails. No Friday due dates, new assignments or meetings unless absolutely necessary or required by law (such as CSE, 504 or other meetings that cannot be scheduled at another time).

View the Pearl River Middle School Office Hours by Grade:

[Grade 5 Office Hours Chart](#)

[Grade 6 Office Hours Chart](#)

[Grade 7 Office Hours Chart](#)

Grades 8-12 Minimum Synchronous Office Hours (Will not be recorded; teachers will be available via email at other times)

Time/ Days	Monday	Tuesday	Wednesday	Thursday	Friday
8-9	Science	World Language	SS	Technology	Day for students & teachers to catch up on work, planning and responding to emails. No Friday due dates or new assignments. No meetings unless absolutely necessary or required by law (such as CSE, 504 or other meetings that cannot be scheduled at another time).
9-10	Math	ELA	Music	PE	
10-11	Art	Health	AIS	SpEd/ELL/ Counseling	
12-1	SS	Technology	Math	Health	
1-2	Music	PE	Science	World Language	
2-3	AIS	SpEd/ELL/ Counseling	Art	ELA	
Note: Teachers can make other arrangements for unique situations as per their discretion					

Time/Length of Remote Lessons and Assignments

Approximate time for learning activities for students should be based on developmentally appropriate guidelines and offer flexibility for consideration for a wide variability of home situations. Due dates should consider a 24 hour minimum as some students may need parental assistance, or may have other responsibilities for caring for siblings while parents work (from home or otherwise). Please use the following guide in your planning of lessons.

Grades K-2	15-20 minutes per lesson; 4 lessons per day
Grades 3-4	20-25 minutes per lesson; 4 lessons per day
Grades 5-7	Up to 25 minutes per lesson; 4-5 classes per day (more for accelerated classes)
Grades 8-12	Up to 30 minutes per lesson (up to 45 minutes for AP/College courses); 5-6 classes per day

Grading and Feedback

Grading criteria are shared with students when assignments/tasks are assigned. Some assignments and assessments may be graded while others may be marked for completion. Teachers will determine the weight of each assignment based on value, complexity and level of challenge. Grades should be posted to eSchool as usual.

Feedback is an important part of the learning process. Feedback will be provided by teachers for all assignments. The level and detail of that feedback will be determined by each teacher

and will also be based on the value, complexity and level of challenge for the assignments.

Online Etiquette - Guidelines for Students

Students are expected to follow the online learning environment guidelines below. Additional guidelines and instructions may be specified by individual teachers prior to or during an online session.

When participating in E-learning virtual classrooms through Google Hangout (or any similar virtual meeting provider), it is expected that students will be in a quiet and private location so as to not allow unintended viewing and participation by persons not in the class (parents, siblings, etc.).

- **Come prepared to learn and participate.** You are attending a school meeting so whether it is in person or through Google, you should arrive early, be dressed appropriately for school and have your materials necessary to participate. You should select a location in advance of the meeting that will be free from distractions.
- **Be Respectful to your fellow classmates and teachers.** Remember that you are participating in a school event and therefore, must follow all rules as outlined in the PRSD Code of Conduct. Respect the privacy of others. If you prefer not to show your face, turn the camera off. An online learning environment is new for most people. It will take a while for some to feel comfortable meeting in a virtual class setting. Please support each other in this process.
- **No recording or screen-shots.** In accordance with the [PRSD Code of Conduct, P. 29](#), students (or parents) are not permitted to audio or video record any lessons, nor alter any previously recorded lessons given or posted by teachers. No pictures, recordings or videos may be taken during live or prerecorded lessons. All synchronous and asynchronous posts are intended solely for the students and teachers in the class and should not be shared with others without permission from the teacher.
- **Stay focused.** Please remain focused on the topic presented by your teacher and/or classmates. Consider the behaviors expected during a classroom discussion. Avoid side conversations and unrelated comments/posts. “Raise” your hand before talking and do not speak while others are speaking. Mute your microphone to avoid background noise. Unmute when you would like to ask a question.
- **Utilize available tools.** There is an icon with a comment bubble known as “chat” - it is located towards the upper right hand corner of the screen. This is for posting relevant questions to the lessons. Closed Captioning available by clicking on the “three dots” in the lower right hand corner.

Academic Integrity and Honesty

An online learning environment adds an increased level of autonomy for students as they complete assignments in the privacy of their homes. It is important to remember that students are still required to follow the academic integrity and plagiarism requirements of the PRSD Code of Conduct, available at: [Section I: Academic Integrity, Pp. 31-35](#). Teachers may require students to confirm that the work they are submitting is their own and was not completed

through the unauthorized assistance of anyone else. Online assessments may include an *Academic Integrity Declaration* to serve as a reminder of this requirement. If at any time a student is uncertain about the integrity of his/her work, or whether or not assistance from another student, sibling, or parent is permitted, the student (or parent) is encouraged to contact the assigning teacher prior to completing the assignment.

This plan is subject to change and will be re-evaluated at the end of every two week period. This plan is for when school is "in session" (not weekends, etc.).

