

**Patrick Henry Preparatory School
PS/IS 171
19 East 103 Street / New York, NY 10029**

**REMOTE LEARNING
STUDENT PARENT HANDBOOK
2019-2020**

Mr. Pantelidis, *Principal*
Mrs. Zararis, *Assistant Principal*
Mr. Gaffney, *Assistant Principal*
Mr. Schultz, *Assistant Principal*

**Patrick Henry Preparatory School
PS/IS 171**

19 East 103 Street / New York, NY 10029
(212)-860-5801 / www.ps171.org

Dimitres Pantelidis, *Principal*

Debbie Zararis, *Assistant Principal*
Vince Gaffney, *Assistant Principal*
Aharon Schultz, *Assistant Principal*

Dear Families,

At this time, schools are closed for all students until April 20, 2020, however all school-based personnel, teachers, paraprofessionals, counselors, related service providers, psychologist, social workers, OT, PT, and Administrative Staff are working daily and closely to ensure the transition to remote learning is feasible and manageable for our students and families. We are working quickly and efficiently to ensure our students will receive high-quality instruction during the next few weeks.

It is our promise to stay connected and best support the continuity of learning for all of our students. We will provide you with pertinent information and regular updates regarding our “Remote Learning Plans”. All students and families will have access to grade-level, rigorous work – which can also be found on our main school website: **PS171.org**. Once you enter our website, please locate the ‘REMOTE LEARNING’ Tab and please select the appropriate language for you and your child’s needs. There are grade-specific tabs/folders with enclosed performance tasks from different content areas and students can complete at their own pace.

In addition, students and families will have access to class-specific **Google Classrooms** using their Ps171 Gmail Account provided by your classroom teacher for all grades 3K-8th Grade. Step-by-Step Directions will be available through video tutorials and you can access these videos at any time.

All families are encouraged to sign up for a **NYC Schools Account** if you have not already done so. You can sign up for this account by entering basic details using this link: **schools.nyc.gov/nycsa**. This direct link will be posted on our school website as well.

We hold all standard expectations for online classwork and any remote learning tasks. Our teachers, support providers and school-based staff members are working collaboratively to skillfully design and create standard-based tasks that draw on students’ learning experiences and build on their conceptual knowledge.

If you have any questions and/or concerns regarding our remote learning plans, please reach out to me or any member of the Administration Team. Please also continue to check our PS171.org website and the NYCDOE website for daily updates.

IMPORTANT SCHOOL CONTACT INFORMATION

Mr. Pantelidis, <i>Principal</i>	Dpantel2@schools.nyc.gov
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Mr. Schultz, <i>Assistant Principal</i>	Aschultz@ps171.org
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MISSION STATEMENT

Patrick Henry Preparatory School will organize the virtual classroom as a learner-centered environment so that all students will succeed in their learning.

VISION STATEMENT

Patrick Henry Preparatory School will provide all learners with access to becoming independent learners



PS 171 Patrick Henry Preparatory Digital Etiquette Contract

Responsible

- I will only use the apps that my teacher has instructed me to use
- I will use the device properly and with care, keeping it away from food and drinks
- I will use the device for learning and not games or non-learning videos

Respectful

- I will only use the device for school work
- I will not use my device to record (video or photo) others without their consent or permission
- I will not change the settings on the device
- I will respect others online

Safety

- I will not use the internet to search material that is inappropriate for school
- I will not share any personal information online.

Student Signature _____

Student Name _____

Parent Signature _____

Department of Education's Guidance and Expectations for Remote Learning in Response to COVID-19.



Guidance and Expectations for Remote Learning in Response to COVID-19

Keeping our students and families safe, healthy, and informed as the novel coronavirus (COVID-19) evolves in New York City is our priority. An important part of this support is attending to one another's emotional wellness. We recognize that moving to remote learning will have a significant impact on our students, families and community stakeholders. We want to acknowledge the very real feelings surrounding this, support one another by checking in and, to the greatest degree possible, create community in our remote learning spaces. Remote learning provides an opportunity for students and educators to remain connected and engaged with instruction while working from locations outside of the physical school environment for a designated period of time due to an unforeseen situation. This example of remote learning is necessary in response to the emergency situation posed by COVID-19

Transitioning to remote learning can keep students on track so that when they return to physical school environments, they will be ready for the next phase in their learning. Remote learning should adhere to as many state and local requirements as possible.

Remote teaching is a new way to engage with students and colleagues. Such a moment requires a willingness to take chances and learn. Our shared goal in this moment where the landscape is constantly shifting, is to ensure continuity of learning, student engagement and the prevention of learning loss. We recognize that schools, staff, students and families will have different starting points. To that end, this document provides guidance to help clarify roles as we prepare for what could be a longer term circumstance.

Below is a suggested list of roles and responsibilities.

STUDENT AND FAMILY RESPONSIBILITIES

In communicating expectations, staff members must recognize the stress of the current situation and the needs of the students and families they serve, as they consider including the following points:

- Students should complete instructional activities assigned by teachers within the expected timelines.
- Students should participate in check-ins, discussions, and other communication mechanisms as expected by the teacher.
- Students should review teacher feedback and complete any follow-up activities as assigned by the teacher.
- Students and families should proactively notify their teacher or a school administrator school with any concerns about progress or additional support needed.
- Families should support students in being successful by establishing routines and habits that support their success in remote learning.
- Families should ensure that students are adhering to their school's contract for appropriate behavior on web enabled devices.

P.S.171 & DOE

Expectations for Students and Families

STUDENTS:

Ask your teachers and providers questions if you need help or assistance!

Students must complete instructional activities assigned by teachers within the expected timelines and adhere to deadlines.

Students should participate in check-ins, Google discussions, and other communication mechanisms as expected by the teacher

Students should review all teacher feedback and complete any follow-up activities as assigned by the teacher and/or support providers.

Should engage in classroom discussions and activities productively and meaningfully while respecting all other peers and teachers.

Contact school staff and teachers during the respected hours of operation.

Define a quiet and comfortable space to complete work.

FAMILIES:

Take an active role in your child's daily learning process.

All families should proactively notify their teacher or school administrator(s) with any challenges or concerns about progress or if additional support is needed.

All families should support students in being successful by establishing routines and habits that support success in remote learning.

Families should ensure that students are adhering to our P.S.171 digital etiquette contract for appropriate behavior on web-enabled devices.

Families are encouraged to engage in regular communication through email, or other response method to keep up to date with teachers and school staff.

Contact school staff and teachers during the respected hours of operation.

Most importantly, have fun with remote learning!

We look forward to this transition that will strengthen our collaboration with our students and families. We are all life-long learners and we are in this together!