Dear Parents and Guardians,

Due to the mandatory closing of schools and not knowing when students will be permitted to report back to traditional classroom instruction, the District will be moving to “Remote Learning”. We will begin Remote Learning on **Monday, April 13, 2020** for students in grades K-12. Until such time, students should continue to work on work packets as they were intended to be for a 2-week period beginning March 30th and ending April 10th. The District has been working diligently to develop a plan in an extremely limited window of time. We appreciate your patience and support as we roll out this new system. As a District, we are committed to making Remote Learning as engaging, interactive and consistent as possible. Additionally, we are sensitive to the amount of screen time students will be exposed to. In order to implement the most effective learning environment for students and staff, we have outlined the structure for Remote Learning and expectations of all members of our learning community.

**Remote Learning Expectations**
Patchogue Medford School District

**Secondary Schools**

- Students in grades 6-12 will be utilizing Schoology as the Remote Learning platform.
- Students can access Schoology using their email address and District password. Videos will be posted explaining how students can login. All videos will be located on the homepage of our website by clicking the **Centralized Location for all District COVID-19 Information** link. All videos will be available on or before April 9th in both English and Spanish. This will ensure that all students are ready for Remote Learning beginning April 13th.
- At the secondary level, we have reorganized the school scheduling by spreading one school day over two days (A-day and B-day). Students will be assigned work for 3 to 4 classes in the morning and work independently. Students will have the opportunity to interact with teachers throughout the day. The next day, students will be assigned work for the remainder of their classes. Below is the schedule by content areas:

<table>
<thead>
<tr>
<th>A-Day</th>
<th>B-Day</th>
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</thead>
<tbody>
<tr>
<td>Math (including Math AIS)</td>
<td>English (core and elective courses)</td>
</tr>
<tr>
<td>Computer Science</td>
<td>Social Studies (core and elective courses)</td>
</tr>
<tr>
<td>Science (core and elective courses)</td>
<td>Art</td>
</tr>
<tr>
<td>PE and Health</td>
<td>Music</td>
</tr>
<tr>
<td>Business</td>
<td>Technology</td>
</tr>
</tbody>
</table>
A calendar mapping out the A-day/B-day cycle for the remaining months of the school year will be posted on the website by clicking the Centralized Location for all District COVID-19 Information link on our homepage. This calendar will be posted prior to April 13th.

- Teachers will be required to post all assignments by 9:00 am each morning beginning April 13th.
- Teachers will provide a minimum of 30-40 minutes of new instruction per day, per subject.
- Assignment due dates will be established by each teacher. Students may be given additional days to complete an assignment based on assignment requirements. Students must submit work on the scheduled due dates established by teachers. If a student is unable to complete an assignment due to an unforeseen circumstance, he/she (or parent/guardian) should communicate with the teacher(s) to request and receive approval for an extension.
- All teachers will be available for a block of time each day regardless of the A/B-day cycle. On weekdays, all teachers will be available to support students from 9:30 am to 12:30 pm.

**Elementary Schools**

- Students in grades K-5 will utilize Microsoft Teams as the platform for Remote Learning.
- Students and parent/guardians can access Microsoft Teams using the student’s email address and District password. Videos will be posted explaining how students can login. All videos will be located on the homepage of our website by clicking the Centralized Location for all District COVID-19 Information link. All videos will be available on or before April 9th in both English and Spanish. This will ensure that all students are ready for Remote Learning beginning April 13th.

- The District will be mailing a letter home to families that will include the necessary log-in information. Letters will be sent out the week of April 6th. If you have not received a letter by April 10th, please contact the Office of Instructional Services at 687-6350.
- At the elementary level, we have reorganized the school day to be as follows:

<table>
<thead>
<tr>
<th></th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Reading</strong></td>
<td>Reading</td>
<td>Reading</td>
<td>Reading</td>
<td>Reading</td>
<td>Reading</td>
</tr>
<tr>
<td><strong>Writing</strong></td>
<td>Writing</td>
<td>Writing</td>
<td>Writing</td>
<td>Writing</td>
<td>Writing</td>
</tr>
<tr>
<td><strong>Math</strong></td>
<td>Math</td>
<td>Math</td>
<td>Math</td>
<td>Math</td>
<td>Math</td>
</tr>
</tbody>
</table>
We encourage all students to exercise daily. Find time to go outside in your yard to play, walk or run. Use what you have learned during your Yoga sessions to practice self-meditation.

- Teachers will be required to post all assignments by 9:00 am each morning beginning April 13th.
- Teachers will provide a minimum of 20-30 minutes of new instruction per day, per subject.
- Assignment due dates will be established by each teacher. Students may be given additional days to complete an assignment based on assignment requirements. Students must submit work on the scheduled due dates established by teachers. If a student is unable to complete an assignment for an unforeseen circumstance, he/she (or parent/guardian) should communicate with the teacher(s) to request and receive approval for an extension.
- All teachers will be available for a block of time each day to communicate with students. On weekdays, all teachers will be available to support students from 9:30 am to 12:30 pm.

**District Expectations for Students**

- Students are expected to access Remote Learning by completing the daily lessons/assignments/assessments posted by their teacher(s).
- Students must complete and submit all assignments in alignment with due dates established by teacher(s).
- Students completion of work will be **evidence of attendance** each day.
- Students should communicate to their teacher(s) any questions they have regarding course work assignments/lessons that have been posted.
- Students who are experiencing technology issues should contact: studenttechhelp@pmschools.org

**Expectations for Teachers**

- Follow the established course of study to ensure that students are progressing toward meeting learning standards.
Teachers must use district supported platforms. Elementary teachers (K-5) will utilize Microsoft TEAMS and secondary teachers (grades 6 -12) will utilize Schoology.

- Identify tasks that students are required to perform on a daily and weekly basis.
- Provide meaningful feedback to student questions daily or within 24 hours.
- Maintain regular contact with students to assure they are well supported.
- Monitor assignment submissions and communicate with students to remind them of missed and/or upcoming deadlines. Post a message or announcement to your classes at least once a week telling students what you will be covering in the coming week and reminding them of any due dates.
- Should a teacher be absent on a given day or attend a meeting, the notice will be posted by 9:00 am.
- Maintain a grade book to track student progress and completion of assignments and assessments.
- Use multiple forms of assessment to support all learning styles. This includes but is not limited to discussion posts, presentations, and quizzes.
- Communicate with families if students have missed assignments.
- Communicate with administration.
- Participate in professional development to enhance knowledge with new resources available to support online learning.
- Collaborate with teachers.
- Participate in CSE and 504 meetings.
- Continue to provide students with disabilities the necessary supports and services identified on their IEP or 504 Plan developed under IDEA or Section 504.
- Continue to support English Language Learners as per the Part 154 Regulations.

### Expectations for Guidance Counselors, Social Workers, School Psychologists, and Related Services

- Provide resources for social and emotional supports for students and families.
- Provide contact to students per their Individualized Education Programs and 504s.
- Continue to work with students on college planning and student course requests for the 2020-2021 school year.
- Communicate with families based on individual needs.

### Expectations for Parents

- Communicate with building leadership and/or teachers on any questions or concerns you have. All email addresses for staff members have been posted on the district website. Please click on the **Centralized Location for all District COVID-19 Information** link on our homepage and then click on **District-Wide Email Listing**.
- Communicate with our technology department any issues related to student devices that were distributed by the district. Parents/guardians can use the following email address: studenttechhelp@pmschools.org.
• Support your child(ren) to the best of your ability with the online platforms being utilized by the District.
• Develop systems at home for sharing of devices. We do understand that students will have to share devices to complete work.
• Please be supportive and patient. Considering this unforeseen circumstance and with daily updated guidance coming from State and local government agencies, we have developed a plan to the best of our ability with the resources available. We know there may be necessary modifications once we are up and running with online learning.

Expectations for Administrators
• Oversee the continuity of education.
• Monitoring the daily instruction of all teachers.
• Monitoring student attendance. Notify families when students have failed to complete assignments and have not responded to teacher directions.
• Keep open communication with families who may be experiencing any hardships and put them in contact with the appropriate personnel.
• Communicate with district office.
• Participate in ongoing professional development to support teachers.
• Continue to hold department/faculty meetings.

Additional Updates

Testing:

<table>
<thead>
<tr>
<th>Regents Exams</th>
<th>No guidance from NYSED at this time</th>
</tr>
</thead>
<tbody>
<tr>
<td>3-8 Math &amp; ELA assessments</td>
<td>Cancelled</td>
</tr>
<tr>
<td>4 &amp; 8 Science assessments</td>
<td>Cancelled</td>
</tr>
<tr>
<td>NYSESLAT assessments</td>
<td>Cancelled</td>
</tr>
<tr>
<td>NYSSAA assessment</td>
<td>Cancelled</td>
</tr>
</tbody>
</table>

Grading:

At the elementary level we will move to a pass/fail grading system for the Third Trimester.

At the secondary level no decision has been made. We are waiting for additional guidance from NYSED.

Report Cards:

Elementary report cards for the Second Trimester will be posted to the Parent Portal by April 13th. Parents/guardians who would like to request a hard-copy, should email [reportcards@pmschools.org](mailto:reportcards@pmschools.org) and a copy will be mailed home.
At the secondary level, we are still discussing the adjustments necessary for marking quarters. We will either be adjusting the third quarter to close on a later date or we will be combining the third and fourth quarters into one final quarter. We will update you on our final decision.

**Tutorials:**

We are in the process of creating tutorials for both Microsoft Teams and Schoology. Please go to the website and click on the **Centralized Location for all District COVID-19 Information** link on our homepage. Tutorials will be available in both English and Spanish on or before Thursday, April 9th.

**Access to Devices:**

We are using our Electronic Device Survey results to distribute devices to families who have indicated they do not have an adequate device at home. We will begin to distribute the devices during the week of April 6th. Families will be contacted by our Technology Department to schedule an appointment for pick-up.

**Special Education:**

If your child was scheduled for an upcoming evaluation, we will resume face-to-face evaluations once the schools can reopen. At this time, for the safety of our students and staff, we are not conducting any face-to-face evaluations. If the evaluation can be conducted virtually and we receive parental consent for this, we will complete the evaluation in that manner.

All CSE and CPSE meetings that were scheduled between March 16, 2020 and April 10, 2020 will be rescheduled for a future date. All CSE and CPSE meetings scheduled beginning April 13, 2020 will be held using a virtual platform. All Section 504 meetings that were scheduled to occur from March 16, 2020 through April 10, 2020 will be rescheduled beginning April 13, 2020. Section 504 meetings will also be held using a virtual platform.

If you have any questions or concerns, please do not hesitate to reach out to your child’s teacher of record for special education concerns. If you have a 504 question, please reach out to the Director of Central Registration, Mr. Kelvin Ortiz at KOrtiz@pmschools.org.

**Remote Learning Support:**

Students/parents can use the [studenttechhelp@pmschools.org](mailto:studenttechhelp@pmschools.org) email address.

As always, should you have any additional questions or concerns, please reach out to your child’s teacher, building principal, or any member of the administrative staff. We are here to support our students and parents/guardians during this extremely complex and constantly changing time.