Parents Question and Answer Document

How will my child(ren) know how to log in to the Remote Learning Platforms on Monday, April 13th?

All students should have received a letter in the mail with student log in credentials and directions on where to find the Microsoft TEAMS and Schoology link on the district web-site. Below is a screenshot from the homepage and the icon that should be selected for a student to log in.

What if I did not receive a letter with the log in credentials for my child(ren)?

If you did not receive the information, please email studenttechhelp@pmschools.org or call 631-687-6470.

Will there be tutorials for students and parents/guardians on how to utilize Microsoft TEAMS and Schoology?

Yes. We will be creating tutorials in both English and Spanish. Students and parents/guardians can access the tutorials by visiting our homepage and clicking on the link below. Once you click on the link, you will select the tab on the left called Remote Learning Platform Tutorials. Tutorials will be posted on Thursday, April 9th.

Centralized Location for all District COVID-19 Information

Does my child(ren) have to log in at 9:00 am when teachers are required to post work?

No. There is no set time for students to log in to view lessons/assignments posted by teachers. A student’s day needs to have more flexibility. As a District, we are sensitive to family households that have more than one child and are sharing devices. Teachers have been instructed to give students
the ability to have the entire day, **at a minimum**, to complete activities/assignments. We want families to establish a structure that works best for them.

**How much time will my child(ren) have to complete assignments?**

All teachers will be sensitive to households that are sharing devices and will be extremely flexible with assignment due dates. **No teacher will require an assignment to be completed on the same day it is posted.** At a minimum, students should be permitted to have the entire day to complete assignments and submit the next day. This will allow students who are sharing devices, the necessary time they need to complete work in all their courses. Teachers have been asked to work closely with students/families who encounter issues with shared devices. Teachers will work out a plan that meets the needs of individual family circumstances.

**Since teachers at the secondary level are posting work every other day, will teachers be posting two days’ worth of work?**

No. Teachers will only be posting work for one day.

**Has a calendar been created for the A/B-day cycle at the secondary level?**

Yes. The calendar is posted on the website. If you click on the [Centralized Location for all District COVID-19 Information](https://www.pmschools.org/Page/9580) link on the homepage, it is located on the left side under COVID-19 updates. As a precautionary measure, the remaining months of the school year have been mapped out.

**Will my child(ren) be permitted to pick up textbooks that they left at school?**

No. For the health and safety of all, students will not be permitted into the building to get textbooks from lockers. Teachers should not be assigning work that requires a textbook, as we cannot guarantee all students have a copy at home.

**When the District moves to the remote learning platforms on April 13th, how can I communicate with teachers?**

At the secondary level students can communicate with teachers through Outlook (school email) and Schoology. At the elementary level students can only communicate with teachers through Microsoft TEAMS. Parents should communicate with teachers using school email. The district has posted a master list of all staff emails. The master list can be found by clicking the link below and then clicking on **Teacher Contact.**

https://www.pmschools.org/Page/9580

**How does school attendance work for my child(ren)?**

When we speak about “attendance” we are monitoring that students have logged in to the Remote Learning platform at some point during the day to view posted lessons and/or assignments. Both platforms allow teachers to see which students have logged in that day. The log in information is used for attendance purposes. The District understands that students will be sharing devices and we are very sensitive to each family’s household situation. Teachers will have the entire week to enter attendance. This will ensure that all students have the flexibility of logging in when a computer becomes available to them. A student’s day does not end with a teacher’s day at 3:00 pm. Families will have the ability to develop a schedule that works for their child(ren).
What procedures will be followed if my child(ren) does not log in to the Remote Learning platform for several days?

During Remote Learning, teachers are required to maintain contact with students and families. If a student has not logged in to the Remote Learning platform for several days, a teacher will be in communication with the parent/guardian to make them aware that their child(ren) has not been attending class. If the situation does not change, teachers have been instructed to report the attendance concern to a member of the building support team. The building support team includes guidance counselors, deans, social workers, building principal and assistant principals. Each building principal will develop a formal procedure for his/her building to monitor student attendance.

What happens if my child(ren) had missing assignments and/or assessments prior to school closures? Will they need to make-up these up?

Students will not be penalized for work that is outstanding for the Third Quarter. Since we have not returned to school, we understand that students do not have the ability to turn in assignments or to make-up tests, quizzes, physical education classes, science labs, etc. Teachers have been instructed to not include any missed work when calculating grades for the Third Quarter. Teachers may offer an alternate assignment on the Remote Learning platform for individual students as a replacement for missing work.

What if my child(ren) are experiencing technology issues? Who should they contact?

Students who are experiencing technology issues should contact: studenttechhelp@pmschools.org

Did the District adjust the marking quarter window for secondary schools?

Yes. The Third Marking Quarter has been extended and will close on Friday, May 1st. The marking quarter will include the 6-weeks of instruction prior to school closures, plus 3-weeks of Remote Learning that begins on April 13th. The Fourth Marking Quarter will begin on Monday, May 4th and end Friday, June 26th.

How will the District calculate the 3rd Quarter report card grades for students at the secondary level?

For the Third Marking Quarter, we will continue to use numerical grades since we have 6-weeks of grades prior to school closures. By extending the marking quarter to May 1st, this affords students an opportunity to improve their final grade. We have not made a final decision regarding grading for the Fourth Marking Quarter, this decision will be made after we review the additional guidance from the New York State Education Department (NYSED).

Will secondary schools be administering Final Exams?

Due to the extenuating circumstances, the District will not be administering final exams at the middle school and the high school. We will focus on maximizing instructional time with our students.

Will elementary schools be administering the end of year locally developed math assessments in grade 3-5?

No. We will not be administering this assessment.

If there are no Final Exams, how will final course averages be calculated for my child(ren) at the secondary level?
At the high school level, each marking quarter will count as 23% and the midterm exam will count as 8%.

At the middle school level, each marking quarter will count as 25%.

**Will my child(ren) be taking the Regents Exams in June?**

No. The New York State Education Department (NYSED) announced that the June 2020 administration of the Regents exams will be cancelled. Formal guidance on how this impacts graduation requirements will be forthcoming from NYSED. We will update the community when we have additional information.

**Will I be receiving report cards in the mail for my child(ren)?**

No. The report cards for the Secondary Trimester at the elementary level and the report cards for the Third Quarter at the secondary level will be posted on the Parent Portal. Parents/guardians who would like to request a hard-copy, should email reportcards@pmschools.org and a copy will be mailed home. Information on how to join the Parent Portal was included in the recent mailing you received with student log in credentials. Directions can also be found using the link below.

https://www.pmschools.org/Page/464

**My child receives speech, occupational therapy, physical therapy, and/or counseling. Will this happen during the school closure?**

Yes, students will continue to receive related services to the maximum extent possible while school is closed. Related services will be provided through remote platforms. This will be done by providing support through alternate means (i.e. online, virtual instruction, instructional phone calls, and other curriculum-based activities) during the school closure.

**How will my child’s Individualized Education Program (IEP) goals be addressed during remote learning?**

Teachers and related service providers will continue to provide specially designed instruction to address IEP goals. The teachers and related service providers will collect data to measure progress towards students’ annual goals.

**My child has testing accommodations; will these be followed during the school closure?**

School districts must ensure, to the greatest extent possible, that students can be provided with the accommodations on their IEP. For example, if an IEP or 504 states “Directions Read to Student” it may be appropriate for the directions to be virtually read to the student by a teacher pre-recording an assignment with video/audio directions read.

**Will my child’s IEP need to be amended to reflect remote learning?**

No. Guidance from OSEP (Office of Special Education Programs) indicates that if online or virtual learning was part of the school closure continuity of learning plan, districts are not required to amend a student’s IEP. Online or virtual learning is considered an alternative mode of delivery.

**My child is scheduled to have an evaluation, when will they have their evaluation?**

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

**My child receives CPSE (preschool) services, will they still get these services?**

Yes. Preschool provider agencies will continue to provide special education and related services to the maximum extent possible while school is closed. These services will be provided through remote platforms. Providers will implement support through alternate means, such as teletherapy, online curriculum-based activities, phone calls, and email. Provider agencies will be in contact with the families they serve to provide information regarding distance learning.

**When will my child’s CSE/CPSE or 504 meeting be held?**

At this time, all CSE, CPSE and 504 meetings are suspended until April 13, 2020. If you have an upcoming meeting that is scheduled while school continues to be closed, these meetings will be held via the Zoom application (video/audio teleconferencing software). Team members will participate remotely. Your invitation will consist of a phone number to call or a URL link to connect you using your computer or other personal device. Our special education clerical staff members will be communicating contact information to parents/guardians. Once your child's meeting is scheduled, please email your child's teacher of record if you have questions regarding the meetings.