



**Poughkeepsie City
School District**



SEPTEMBER 2020

REOPENING PCSD

A Family Guide to Learning at Home

**Together, We are Champions for Children
in the Poughkeepsie City Schools.**



Poughkeepsie City School District

Mission Statement

“We are champions of children who inspire and nurture the whole child by providing innovative, high-quality educational opportunities that prepare all students to embark on individual paths of success in a globally diverse community.”



Our Guiding Principles

The Poughkeepsie Public School District (PCSD) is committed to providing high-quality instruction to our students, regardless of the instructional delivery model, while ensuring the safety and wellness of student and PCSD employees.

While we are providing remote instruction to our students the following principles will continue to guide the important work of supporting student success:

1. Delivering high-quality instruction to students, regardless of delivery model;
2. Ensuring the safety and wellness of students and PCSD employees;
3. Working with our parents to ensure that their children's academic, social emotional and wellness needs are met, and;
4. Optimizing the use of school and community resources in supporting PCSD students.

This guides provides families with key information about remote instruction, including student schedules and other valuable resources. Additional resources are available on our website <https://www.poughkeepsieschools.org>.

PCSD recognizes that the uncertainty of the COVID-19 pandemic has caused much anxiety and family hardship. PCSD values the collaboration of working together to meet the varying and evolving academic, social, emotional and wellness needs of our students. PCSD will continue to innovate our approach to supporting our parents and students during this unprecedented time.

What's New in Learning at Home

As we prepare to start the 2020-2021 academic year in a distance learning model of providing instruction through Google Classroom, we want to be sure that high-quality instruction is provided to your child. Our teachers and administrators have worked hard to strengthen our impact on student learning. Students can anticipate:

Structured and Aligned Schedules

Student learning is key to all that we do as educators. We have crafted our school schedules to provide more structure for students, families, and staff. Additionally, understanding that some families share devices, we have aligned our schedules to provide greater opportunity for all students in a family to engage in meaningful instruction without the challenges presented during the Spring.

More Student – Teacher Interaction

Students will be more engaged and connected to their teachers.

Student Social Emotional Supports

Understanding that the toll of the COVID-19 pandemic has impacted students' ability to socialize in the same way they did prior to March 2020, and their feelings of safety and security for themselves, family members and friends, PCSD has created more structured opportunities for students to receive support from school counselors, school social workers, school psychologist, and crisis intervention workers.

Parent/Caregiver Supports

During this period of remote learning, PCSD understands the importance of strengthening its partnership with parents and caregivers. Through the Department of Community Schools there will be multiple opportunities provided to parents and caregivers to support student success.

Let your school know if your household needs a device or complete the technology needs survey below:

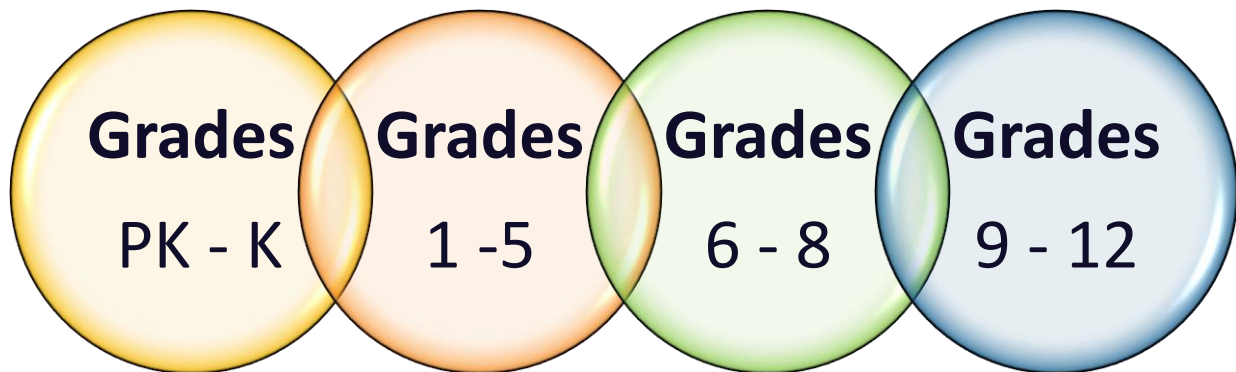
<https://forms.gle/UvoStH91X22CvyWg7> (English)

<https://forms.gle/sjuh4FjChUjyHEvK6> (Spanish)

Student Schedules

Your child's school will provide you with the learning at home schedule. It will include synchronous & asynchronous times, office hours for your child's teacher, opportunities for your child to receive services from support staff, and independent work time.

The following pages are examples of what a typical day will entail for each of our school configurations. Contact your school for more information.



PK Sample Schedule

8:30

Morning Check-In

8:45

English Language Arts

9:15

Physical Activity

9:30

Math

10:15

Social Studies/Science

10:45

Related Services/General Office Hours

11:15

Lunch

12:00

Morning Check-In

12:15

English Language Arts

12:45

Physical Activity

1:00

Math

1:30

Social Studies/Science

2:00

Related Services/General Office Hours



AM



PM



Kindergarten Sample Schedule



AM

8:30

Morning Check-In

8:45

English Language Arts

9:15

Physical Activity

9:30

Math

10:15

Small Group

10:50

Physical Activity

11:00

Special Area

11:30

Lunch

12:15

Social Studies

12:45

Check-in/Check out

1:00

Related Services

1:30

ELA Office Hours

2:00

Math Office Hours



PM

Kindergarten

Grades 1 -5 Sample Schedule



AM

8:10

Morning Check-In

8:20 - 11:10

English Language Arts & Math Blocks

11:10 - 12:00

Social Studies/Science/ AIS/ENL /In class
small group instruction/ Specials*

12:00

Lunch

12:40 - 2:35

Social Studies/Science/ AIS/ENL /In
class small group instruction/
Specials/Check In- Check Out/Office
Hours *



PM

*Will vary by grade level.



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Grades 6 - 8 Schedule

| Rotation Day | R1 | R2 | R3 | R4 | Rotation Day |
|---|-----------------------------------|----------|--|----------|----------------|
| Daily Schedule | A Day | B Day | A Day | B Day | Daily Schedule |
| Time Schedule | Periods | | Periods | | Learning Type |
| 8:15 - 9:00 | 2 | 7 | 7 | 2 | asynchronous |
| 9:10 - 9:55 | 3 | 6 | 6 | 3 | asynchronous |
| 10:05 -10:50 | 4 | 5 | 5 | 4 | asynchronous |
| 11:00 - 11:25 | 5 | 4 | 4 | 5 | synchronous |
| 11:30 - 11:55 | 6 | 3 | 3 | 6 | synchronous |
| 12:00 - 12:25 | 7 | 2 | 2 | 7 | synchronous |
| 12:30 - 12:55 | 8 | 1 | 1 | 8 | synchronous |
| 12:55 - 1:40 | Lunch SEL-Counselors Available | | Lunch SEL-Counselors Available | | SEL/Lunch |
| 1:45 - 2:30 | 1 | 8 | 8 | 1 | asynchronous |
| 2:30 - 2:55 | Teacher/Staff | | Teacher/Staff | | planning |
| 4 Day Rotation This schedule repeats every four days. | | | Follow Course Schedule | | |
| | | | As Listed In Infinite Campus | | |
| | | | <i>Rotation Every Other Day</i> | | |
| | | | A Day 1 / B Day 2 / Next A Day R3 / Next B Day R 4 | | |
| | | | Starts Over | | |



Grades 9 - 12 Schedule

| Start Time | End Time | A Day | A1 Day | B Day | B1 Day | C Day | C1 Day | D Day | D1 Day |
|------------------------------------|----------|-------|--------|-------|--------|-------|--------|-------|--------|
| Periods | | | | | | | | | |
| <i>Staff Meetings and Planning</i> | | | | | | | | | |
| 8:00 | 8:45 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 8:45 | 9:30 | 5 | 1 | 5 | 1 | 5 | 1 | 5 | 1 |
| 9:35 | 10:20 | 6 | 2 | 6 | 2 | 6 | 2 | 6 | 2 |
| 10:25 | 11:10 | 7 | 3 | 7 | 3 | 7 | 3 | 7 | 3 |
| 11:15 | 12:00 | 8 | 4 | 8 | 4 | 8 | 4 | 8 | 4 |
| <i>SEL-Counselors Available</i> | | | | | | | | | |
| <i>Staff Lunch</i> | | | | | | | | | |
| 12:05 | 12:50 | | | | | | | | |
| 1:00 | 1:25 | 1 | 5 | 1 | 5 | 1 | 5 | 1 | 5 |
| 1:30 | 1:55 | 2 | 6 | 2 | 6 | 2 | 6 | 2 | 6 |
| 2:00 | 2:25 | 3 | 7 | 3 | 7 | 3 | 7 | 3 | 7 |
| 2:30 | 2:55 | 4 | 8 | 4 | 8 | 4 | 8 | 4 | 8 |

Grading

Teachers will provide grading and feedback to students based on work that is submitted through Google Classroom. The official location for student grade is Infinite Campus.

Parents will be able to access student grades by logging onto Parent Portal.



ATTENDANCE COUNTS!

A group of graduates in silhouette are standing on a hill, celebrating with their arms raised and caps tossed into the air. The background is a sunset sky with soft orange and yellow light.

Every Day Counts!

Attendance will be taken daily

Even though your child is learning remotely, daily attendance is required by law. What your child learns everyday will support their success in school and once they graduate. The Poughkeepsie City School District, like you, want to see your child be successful as a student and as an adult in the future.

If you or your child is in need of support so that they can participate in daily learning, please contact your child's principal for assistance.

How Can I Support my Child's Learning at Home?



Creating an environment that will support your child's learning is an important part of ensuring their environment is conducive to their learning. Here are eight things you can do to support learning in your home for your family.

- 1) Create an at-home learning space for your child.
- 2) Connect with your child's teacher to discuss strategies to support your child's learning.
- 3) Create a study schedule that best supports your child's learning needs.
- 4) Talk to your child about their learning experiences and social and emotional health.
- 5) Acknowledge when your student does well and encourage them.
- 6) Supplement virtual field trips to expand their experiences.
- 7) Develop a support group with other parents to learn how they are supporting their child's academic, social, emotional, and wellness growth.
- 8) Contact your child's building principal for suggestions and support if you have any challenges with supporting your child's learning.

Student Nutrition

During remote instruction, all students will have access to both breakfast and lunch, which will be distributed Monday through Friday at the following locations:



| Times | Location |
|---|--|
| 8:30 a.m - 9:30 a.m. and 11 a.m. -12 p.m. | Poughkeepsie High School, 70 Forbus St. parking lot (food truck) |
| 9 a.m -10 a.m. | Martin Luther King Apartments, 159 Washington St. |
| 9 a.m -10 a.m. | Morse Elementary School, 101 Mansion St. |
| 9 a.m -10 a.m. | Bixby Apartments, 12 Charles St. |
| 9 a.m -10 a.m. | New Hope Community Center, 104 Hudson Ave. |
| 9 a.m -10 a.m. | Thurgood Marshall, 109 Delafield St. |
| 11 a.m.-12 p.m. | Harriet Tubman Terrace Community Center, 29 Jefferson St. |
| 11 a.m.-12 p.m. | Eastman Terrace, 22 Montgomery St. |
| 11 a.m.-12 p.m. | Rip Van Winkle Apartments, 10 Rinaldi Blvd. |
| 11 a.m.-12 p.m. | Warring Elementary School, 283 Mansion St. |
| 11 a.m.-12 p.m. | Gov. Clinton Elementary School, 100 Montgomery St. |

Questions? Call 845-451-4780

Communication

Communication between your child's school and you is essential during remote instruction. We ask that you update your contact information by sharing with your child's school. This will guarantee that that you are alerted of new communication that is coming from your child's school or the district.

Parent Portal Phone Number Change

Poughkeepsie City Public Schools will occasionally need to contact parents by phone to communicate important updates regarding their child's education. Parents are asked to regularly update their cell phone numbers to assure they will receive the information. In order to update your cell phone number please follow the directions below.

After signing into the Parent Portal, a parent should follow these steps to change their phone number

1. On the left side of the screen at the bottom, click on 'More'
2. Click on Address Information
3. Click on Update to the right of 'Phone' and your phone number
4. Enter the phone number you would like it changed to
5. At the bottom of the screen, click on update

This change takes effect immediately on the Parent Portal and on Infinite Campus. School Messenger files are updated once a day at 6:15 pm. A parent can place a request for other changes to their information, which will go through an approval process with Central Registration.



Poughkeepsie City School District

Principal firesidechats

Understanding that the start of this academic year will not provide opportunity for parents to meet with their child's principal as has been the case prior to the COVID-19 pandemic, schools will provide opportunity to share essential information with their parents and also be able to answer questions that parents may have.

Principal Fireside Chats

Biweekly Principal Chats throughout September, will hosted by your child's school principal. You child's principal will share with you the schedule of these events.

Together, We are Champions for Children in Poughkeepsie City School District

Essential Resources

Google Classroom Resources

PCSD has assembled several resources to support your understanding of Google Classroom. To access these resources click [here](#).

Tech Help Line

Technical assistance is available for families during remote instruction. Call 845.433.6309 for help.

Enrollment

Enroll your child into school if you have not already done so. Don't forget to have all of your child's vaccinations updated. For enrollment information click [here](#). For immunization information click [here](#).

Updates from School

To receive updates and messages from your child's school and the Superintendent please update your contact information by clicking [here](#).

Learning Resources

For additional online learning resources for your child please visit the Poughkeepsie Remote Learning Supplemental Resources by clicking [here](#).

COVID-19

For the latest information on the COVID-19 click [here](#).

Questions about your Child's School or Teacher

For questions about what is happening at your child's school or to connect with your child's teacher, please reach out directly to your child's principal and/or teacher.



Poughkeepsie City School District
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