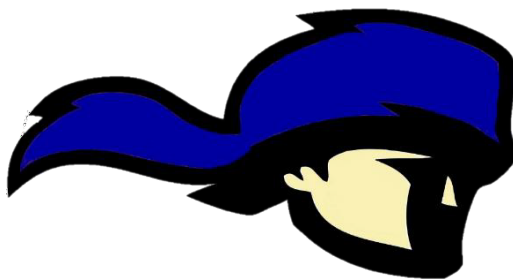




REOPENING PCSD

2021

Poughkeepsie City School District Distance (Remote) Learning Plan





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DISTRICT MISSION



“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.”

Distance (Remote) Learning Plan*

*This Plan is a working document. As the Taskforce continues to improve this plan, it will be updated accordingly.

This plan will be implemented for all students in the event the Poughkeepsie City School District needs to suspend in-person learning anytime during the 2020-2021 school year.

Poughkeepsie City School District distance (remote) learning plan will ensure the following:

1. Equitable tools: access and technical support for online learning.
2. Positive connections: Relationships built and maintained through meaningful school and home interaction.
3. Proactive Communication:
 - a. Learning management platform (Google Classroom) protocols and practices for organizing content that includes clear expectations and directions for tasks, projects and assignments toward identified learning outcomes.
 - b. Students will access assignments through Google Classroom
 - c. Principals will communicate with parents frequently through Principal Fireside Chats and written correspondence.
4. Teaching and Learning: Reasonable and manageable expectations while striving to maintain rigorous and relevant learning:
 - a. Regular feedback consistent with in-person learning

Distance (Remote) Learning

Under the Poughkeepsie City School District Distance (Remote) Learning plan all students will remain at home, and teachers will provide remote instruction. The following definitions provide an understanding of the various types of instruction Poughkeepsie City School District students will be engaged in:

Synchronous Teaching and Learning

Students and Teachers are working together virtually at the same time. Students need to be engaged in work at a specific time with their teacher and/or classmates. Student engagement in a synchronous learning environment would look like students actively participating in the instructional activities. There may be some independent work incorporated during the synchronous instructional times.

- Examples of synchronous instruction include but are not limited to:
 - Direct specific/simultaneously/real time (live) time interactions
 - Teacher providing direct instruction
 - Teacher providing live feedback while student works on work
 - Teachers reading a book/story to students
 - Morning Meeting
 - Analysis of written and visual texts
 - Class Discussion
 - Interactive Whiteboard
 - Video Conferencing
 - Google HangOut Messaging

Asynchronous Teaching and Learning

Class activities/work assigned by the teacher which students complete independently (not at a scheduled time) by the assigned due date.

- Examples of asynchronous instruction included but are not limited to:

- Writing or other assignments posted on Google Classroom
- Readings, videos, video-taped lessons accompanied by a means to verify participation, including responding to questions, completing assignments or exit tickets, or student participation in online discussion boards
- Completion of activities to complement core instruction using District approved online programs
- Collaboration on assignments in cloud based software such as Google Docs/Sheet/Slide/etc..

Grade Level Remote Learning Schedules

Early Learning Center (Grades Pre-K - K)

The Poughkeepsie City School District will continue to use Google Suite for Education as its primary platform for distance learning instruction.

Session	Time	PreK
AM	8:30 - 8:45	Check-In
	8:45 - 9:00	ELA - can also integrate Science /Social Studies (Synchronous & Asynchronous learning time)
	9:00 - 9:15	
	9:15 - 9:30	Physical Activity
	9:30 - 9:45	Math - can also integrate Science /Social Studies (Synchronous & Asynchronous learning time)
	9:45 - 10:00	
	10:00-10:15	Physical Activity
	10:15-10:45	Science /Social Studies (Asynchronous learning time)
	10:45-11:15	Related Services /General Office Hours
AM/PM	11:15-12:00	Lunch
PM	12:00 - 12:15	Check-In
	12:15 - 12:30	ELA - can also integrate Science /Social Studies (Synchronous & Asynchronous learning time)
	12:30 - 12:45	
	12:45 - 1:00	Physical Activity
	1:00 - 1:15	Math - can also integrate Science /Social Studies (Synchronous & Asynchronous learning time)
	1:15 - 1:30	
	1:30 - 2:00	Science /Social Studies (Asynchronous learning time)
	2:00-2:30	Related Services /General Office Hours
	2:30-3:15	Teacher Prep

Time	Kindergarten
8:30 - 8:45	Check-In
8:45 - 9:00	ELA - can also integrate Science /Social Studies (Synchronous & Asynchronous learning time)
9:00 - 9:15	
9:15 - 9:30	Physical Activity
9:30 - 9:45	Math - can also integrate Science /Social Studies (Synchronous & Asynchronous learning time)
9:45 - 10:00	
10:00 - 10:15	Physical Activity
10:15 - 10:30	Small Group (Synchronous learning time)
10:30 - 10:35	Transition
10:35 - 10:50	Small Group (Synchronous learning time)
10:50 - 11:00	Physical Activity
11:00-11:30	Special Area
11:30-12:15	Lunch
12:15-12:45	Science /Social Studies (Asynchronous learning time)
12:45-1:00	Check-in/ Check-out
1:00-1:30	Related Services/General Office Hours
1:30-2:00	ELA Office Hours
2:00-2:30	Math Office Hours
2:30-3:15	Teacher Prep

Elementary School (Grade 1 - Grade 5)

The Poughkeepsie City School District will continue to use Google Suite for Education as its primary platform for distance learning instruction

Time	Grade 1
8:10-8:20	Morning Check-In
8:20-9:00	ELA BLOCK WHOLE GROUP (SYNCHRONOUS & ASYNCHRONOUS LEARNING TIME)
9:00-9:40	ELA BLOCK SMALL GROUP (SYNCHRONOUS & ASYNCHRONOUS LEARNING TIME)
9:40-9:50	BREAK
9:50-10:20	MATH BLOCK (SYNCHRONOUS & ASYNCHRONOUS LEARNING TIME)
10:20-10:50	MATH BLOCK (SYNCHRONOUS & ASYNCHRONOUS LEARNING TIME)
10:50-11:00	BREAK
11:00-11:30	SOCIAL STUDIES /SCIENCE (ASYNCHRONOUS LEARNING TIME)
11:30-12:05	Lunch
12:05-12:35	SPECIAL (ASYNCHRONOUS LEARNING TIME)
12:35-1:05	AIS/ENL/IN-CLASS SMALL GROUP INSTRUCTION
1:05-1:35	OFFICE HOURS
1:35-2:05	Check In/Out Teachers may choose to invite students for individual or small group sessions/ Parent Calls, conferences or meetings

Time	Grade 2
8:10-8:20	Morning Check-In
8:20-8:50	MATH BLOCK (SYNCHRONOUS & ASYNCHRONOUS LEARNING TIME)
8:50-9:20	MATH BLOCK (SYNCHRONOUS & ASYNCHRONOUS LEARNING TIME)
9:20-9:40	BREAK
9:40-10:20	ELA BLOCK WHOLE GROUP (SYNCHRONOUS & ASYNCHRONOUS LEARNING TIME)
10:20-11:00	ELA BLOCK SMALL GROUP (SYNCHRONOUS & ASYNCHRONOUS LEARNING TIME)
11:00-11:30	SOCIAL STUDIES /SCIENCE (ASYNCHRONOUS LEARNING TIME)
11:30- 12:05	LUNCH
12:05-12:35	Check In/Out Teachers may choose to invite students for individual or small group sessions/ Parent Calls, conferences or meetings
12:35-1:05	SPECIAL (ASYNCHRONOUS LEARNING TIME)
1:05-1:35	AIS/ENL/IN-CLASS SMALL GROUP INSTRUCTION
1:35-2:05	OFFICE HOURS

Time	Grade 3
8:10-8:20	Morning Check In
8:20-9:00	ELA BLOCK SMALL GROUP (SYNCHRONOUS & ASYNCHRONOUS LEARNING TIME)
9:00-9:40	ELA BLOCK WHOLE GROUP (SYNCHRONOUS & ASYNCHRONOUS LEARNING TIME)
9:40-9:50	BREAK
9:50-10:20	MATH BLOCK (SYNCHRONOUS & ASYNCHRONOUS LEARNING TIME)
10:20-10:50	MATH BLOCK (SYNCHRONOUS & ASYNCHRONOUS LEARNING TIME)
10:50- 11:00	BREAK
11:00-11:30	SOCIAL STUDIES /SCIENCE (ASYNCHRONOUS LEARNING TIME)
11:30-12:05	LUNCH
12:05-12:35	OFFICE HOURS
12:35-1:05	SPECIAL (ASYNCHRONOUS LEARNING TIME)
1:05-1:35	AIS/ENL/IN-CLASS SMALL GROUP INSTRUCTION
1:35-2:05	Check In/Out Teachers may choose to invite students for individual or small group sessions/ Parent Calls, conferences or meetings

Time	Grade 4
8:10-8:20	Morning Check-In
8:20-9:00	ELA BLOCK WHOLE GROUP (SYNCHRONOUS & ASYNCHRONOUS LEARNING TIME)
9:00-9:40	ELA BLOCK SMALL GROUP (SYNCHRONOUS & ASYNCHRONOUS LEARNING TIME)
9:40-9:50	BREAK
9:50-10:20	MATH BLOCK (SYNCHRONOUS & ASYNCHRONOUS LEARNING TIME)
10:20-10:50	MATH BLOCK (SYNCHRONOUS & ASYNCHRONOUS LEARNING TIME)
10:50-11:00	BREAK
11:00-11:30	SOCIAL STUDIES /SCIENCE (ASYNCHRONOUS LEARNING TIME)
11:30-12:05	LUNCH
12:05-12:35	AIS/ENL/IN-CLASS SMALL GROUP INSTRUCTION
12:35-1:05	OFFICE HOURS
1:05-1:35	SPECIAL (ASYNCHRONOUS LEARNING TIME)
1:35-2:05	Check In/Out Teachers may choose to invite students for individual or small group sessions/ Parent Calls, conferences or meetings

Time	Grade 5
8:10-8:20	Morning Check-In
8:20-8:50	MATH BLOCK (SYNCHRONOUS & ASYNCHRONOUS LEARNING TIME)
8:50-9:20	MATH BLOCK (SYNCHRONOUS & ASYNCHRONOUS LEARNING TIME)
9:20-9:30	BREAK
9:30-10:10	ELA BLOCK WHOLE GROUP (SYNCHRONOUS & ASYNCHRONOUS LEARNING TIME)
10:10-10:50	ELA BLOCK SMALL GROUP (SYNCHRONOUS & ASYNCHRONOUS LEARNING TIME)
10:50-11:00	BREAK
11:00-11:30	SPECIAL (ASYNCHRONOUS LEARNING TIME)
11:30-12:05	LUNCH
12:05-12:35	SOCIAL STUDIES /SCIENCE (ASYNCHRONOUS LEARNING TIME)
12:35-1:05	Check In/Out Teachers may choose to invite students for individual or small group sessions/ Parent Calls, conferences or meetings
1:05-1:35	OFFICE HOURS
1:35-2:05	AIS/ENL/IN-CLASS SMALL GROUP INSTRUCTION

Poughkeepsie Middle School (Grade 6 - Grade 8)

The Poughkeepsie City School District will continue to use Google Suite for Education as its primary platform for distance learning instruction.

Poughkeepsie Middle School Distance Learning Schedule					
A Day Schedule			B Day Schedule		
Time Schedule	Period	Learning Type	Time Schedule	Period	Learning Type
8:15 - 9:00	2	asynchronous	8:15 - 9:00	7	asynchronous
9:10 - 9:55	3	asynchronous	9:10 - 9:55	6	asynchronous
10:05 -10:50	4	asynchronous	10:05 -10:50	5	asynchronous
11:00 - 11:25	5	synchronous	11:00 - 11:25	4	synchronous
11:30 - 11:55	6	synchronous	11:30 - 11:55	3	synchronous
12:00 - 12:25	7	synchronous	12:00 - 12:25	2	synchronous
12:30 - 12:55	8	synchronous	12:30 - 12:55	1	synchronous
12:55 - 1:40	Lunch		12:55 - 1:40	Lunch	
1:45 - 2:30	1	asynchronous	1:45 - 2:30	8	asynchronous
2:30 - 2:55	Teacher Office Hour		2:30 - 2:55	Teacher Office Hour	

Poughkeepsie High School (Grade 9 - Grade 12)

The Poughkeepsie City School District will continue to use Google Suite for Education as its primary platform for distance learning instruction.

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

Technology

Households that are in need of a device for their child to participate can obtain a district loaned device by completing a Family Technology Survey. The link can be found below:

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

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

Once you have completed the survey, staff from the district's Instructional Technology Department will contact you and schedule a time and date for you to receive the loaned device. Please note, that currently PCSD can only loan one device per household. We are anticipating a shipment of devices in October, which will give us the ability to provide additional devices to households that express need.

Attendance/Absenteeism:

The District will collect and report daily student attendance. Policies and procedures will focus on providing interventions and support which will address absences before students fall behind in school and the academic consequences of lost instructional time. The developed procedure will support ensuring daily contact with students in remote or hybrid settings. Attendance data must be reported in the Infinite Campus the district's student information system.

1. Attendance will be taken using the mechanism of Infinite Campus to collect while students are engaged in distance (remote) learning.
2. Attendance will be reported in SIRS as required by NYSED.
3. Students of compulsory age who are not attending and articulate a desire not to engage in the schooling process will be kept on the school attendance register until they exceed compulsory school age or move out of the district. Every effort will be made to reconnect these students to the educational process.
4. Interventions will be provided to students who are not attending and or engaged in school such as family outreach and phone calls, counseling support services, assessments & referrals as well as home visits. Attendance protocols are aligned so that students can be easily identified and referred to appropriate school teams if support is needed.

School - based and central office staff will actively identify students who are not regularly attending class (remote) and assisting them to overcome barriers preventing each student's attendance.

In addition, all school Student Support Staff (i.e. school psychologist, school guidance counselors, school caseworkers, crisis intervention specialist, and school social workers) and school-based partners will provide a range of tiered prevention and intervention supports for students, including but not limited to:

- Attendance Follow-up Intervention
- Home Visits
- Small Group Counseling
- Crisis Counseling (as needed)
- Social Emotional Learning Lessons Integrated into Academic Areas
- Mindfulness Activities
- Individual Counseling
- Restorative Circle Discussions

Food Service:

PCSD will continue with our current service model of serving meals to Poughkeepsie City School District students throughout 11 locations throughout the city of Poughkeepsie. During winter months site locations may be adjusted to protect the health and safety of students and food service workers.

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)
9-10 a.m.	Martin Luther King Apartments, 159 Washington St.
9-10 a.m.	Morse Elementary School, 101 Mansion St.
9-10 a.m.	Bixby Apartments, 12 Charles St.
9-10 a.m.	New Hope Community Center, 104 Hudson Ave.
9-10 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.

Transportation:

General Education: No Busing Required
 Private School: No Busing Required
 Special Education K-12: No Busing Required

Social-Emotional Support:

The District will work in collaboration with school-based, faith-based, and community partners to provide expert support, professional development, training and resources throughout August and September to address students' and staff members' needs in the following four areas. Training and sharing of resources will continue throughout the school year. Specific supports for remote environment include:

1. Mental Health and Trauma
 - a. Virtual counseling.
 - b. Access to mental health hotlines.
 - c. Training for principals on meeting mental health needs of students, families, and staff.
 - d. Training for school counselors, school social workers crisis intervention specialist, and school psychologists on newly available mental health services.
 - e. Training for teachers on identifying and assisting students who need extra supports.
2. Social Emotional Learning

- a. Training for teachers on Cultural and Linguistically Responsive, Trauma Informed Social Emotional Learning practices.
- b. Resources to help school leaders support social-emotional learning in their schools.
- c. Mindfulness training and resources.

3. Relationships and Community

- a. Training on expectations of the plan for all school-based partners.
- b. Training for principals and staff on community-building through restorative circles and restorative disciplinary approaches.
- c. Expanding the multitude of faith-based and community partners who serve in an advisory capacity, to continue to progress the District's work on the District's Wellness Policy.

4. Staff Wellness

- a. Facilitated support sessions/training for staff and leaders throughout September.
- b. Professional development for teachers on integrating mindfulness practices into their day.
- c. Training for principals on best practices to support adult wellness in school.

When opened, the Poughkeepsie City Schools Parent Empowerment Center will also provide consultation, individual or small group sessions either in person or remotely to parents on a variety of topics such as SEL, stress management and technology.



Poughkeepsie City School District
18 S. Perry Street
Poughkeepsie, NY 12601