

## Fully Remote Learning Plan for K - 6

The current pandemic requires us to be ready to close a school or the entire district for the health and safety of our students and staff. This document provides an outline for how school will proceed in the event of a closure for an extended period. Many procedures have already been put in place through our hybrid model, so much of this serves as reminders to students and parents on how to contact teachers, attend remote classes, and stay current with instruction and assignments. Please contact your child's teacher, building principal, or Mr. Hyde with any questions or concerns.

Special education and outside placements will be in-person or remote as follows:

In the event of:	Then:
<ul style="list-style-type: none"> <li>An <b>emergency closure</b> of any or all of New Hartford school building(s) based on the requirement of the Department of Health:</li> </ul>	<ul style="list-style-type: none"> <li><b>No</b> special education classes located in the specific building(s) in district will be in-person, including all district 12:1:1 and 12:1:4 programs, 12:1:4 BOCES classrooms located at Perry Junior High School and New Hartford Senior High. <b>All instruction will be remote including CTE (BOCES) and New Visions (BOCES).</b></li> <li>Outside placements including Bridges (OHM BOCES), Middle Settlement Academy (OHM BOCES), MO BOCES, private, and charter will be in attendance at their designated location. Transportation will be provided unless otherwise noted.</li> </ul>
<ul style="list-style-type: none"> <li>Remote based learning based on District or Board of Education recommendation:</li> </ul>	<ul style="list-style-type: none"> <li>All in district 12:1:1 and 12:1:4 programs may be held in-person depending on the circumstance.</li> <li>All 12:1:4 BOCES programs located at Perry Junior High School and New Hartford Senior High School may be held in-person depending on the circumstance.</li> <li>Outside placements including Bridges (OHM BOCES), Middle Settlement Academy (OHM BOCES), CTE (BOCES), New Visions (BOCES), MO BOCES, private, and charter may be in attendance at their designated location depending on the circumstance.. Transportation will be provided unless otherwise noted.</li> </ul>

Students will continue working with their classroom and special area teachers for the duration of our closure. Students who have been fully remote since the beginning of the school year will continue to work with their fully remote teacher.

Teachers may take time in the first few days of closure to review classroom procedures, Zoom Session details, online platform etiquettes, and attendance requirements. Instruction in all district-wide core content areas will continue based upon the pacing guides and curriculum maps we have in place. Assessments will also continue as part of our instruction. It is important that students attend classes and complete classwork and homework as they would in a normal school setting. If your child is having difficulty attending or completing work, please contact your child's teacher or building principal.

Please review the following information regarding student learning expectations, instructional outcomes, and important information to help support fully remote teaching and learning. A quick guide for accessing Google Classroom is included below, as well as a link to online directions.

**Instructional Materials:** Instructional materials will be provided for students. If students were not able to bring the materials home prior to the closure, arrangements will be made to provide the materials to students.

Instructional materials may include the following items but please note that materials may differ at various grade levels:

- EnVision math consumable workbook - Volume 1 and/or Volume 2
- Scholastic workbook for reading and a workbook for writing
- Spelling dictionaries
- Any supplied math manipulatives- teacher choice
- Social studies and/or science packets (per grade level). Parents should note that in grades 3 - 5, social studies is taught in quarters 1 and 3 and science is taught in quarters 2 and 4.
- School agendas

**Instructional Expectation Provided by Teachers:**

- Teachers will continue to use Google Classroom as the venue for delivering instruction and learning opportunities to students while incorporating live online instructional opportunities.
- Parents and students will access teachers' Google Classrooms daily to attain lesson schedules, daily assignments, and activities to support new learning.
- Teachers will provide schedules for parents to guide the multiple instructional time frames via Zoom sessions for each core curriculum area (ELA, math, science or social studies).
- Special area teachers have individual Google Classrooms for students to access.

**Instructional Expectations with Remote Learning:**

- Daily classroom schedules and 6-day cycle schedules for specials such as art, library, music, and physical education will remain the same as they were during the hybrid schedule. Service providers and AIS teachers will maintain established schedules for students. Teachers will notify parents of changes to this schedule if necessary. Parents and students should check Google Classrooms for daily classroom schedules. Parents may request a copy of the 6-day special schedule from their child's teacher.
- Morning check-ins and afternoon wrap-ups via Zoom will continue on the same schedule.
- Students will use their teacher's Google Classroom as their daily hub for instructional lessons via Zoom.
- Teachers will provide whole group and small group instruction each day for the core curriculum areas that include ELA, math, science and/or social studies.
- Teachers will base the length of time of the live instructional session on the rigor of content for the daily lesson, offer time for whole group discussions, answer questions and model specific lesson expectations and learning expectations for students.

**Attendance Guidelines:**

- Parents will be required to call ahead for any student who is out sick or will not be in attendance on any given day.
- Schools will follow a Tiered Plan of Contact to support attendance and participation concerns.
  - The main office staff will call parents about an absence reported by the classroom teacher.
  - After 3 days of no participation: The homeroom teacher will call parents/guardians to follow-up on missed work, encourage participation and provide login support.
  - After 4 days of no participation: Within one day of attempting to contact the parent/guardian, the homeroom teacher will complete a Social-Emotional Referral due to attendance for the social worker.
  - After 5 days of no attendance or contact made by the classroom teacher/social worker, the principal will support and follow-up with the parent.

**District-wide Guidelines & Resources:**

- Establish and communicate routines and expectations for your child for each day.
- If possible, define a specific physical space for your child’s study and schoolwork.
- Check Google Classroom, email, and other communications from your child’s teachers regularly.
- Contact your child’s teachers or building principal when you have questions or concerns. You or your child’s teacher can also reach out to other New Hartford support providers when needed.
- Monitor your child’s stress or worry. Communicate with your child’s teacher, principal, or related service provider. You may find this resource from the National Association of School Psychologists and the National Association of School Nurses helpful: [Talking to Children About Covid-19](#).
- Ensure that you and your child are engaging in physical activities, mindfulness techniques, and other de-stressors.
- Comply with New Hartford’s Technology Acceptable Use Policy. You may access the Acceptable Use Policy on the District web page: <https://www.newhartfordschools.org/Page/5548>
- Review online etiquette with your child. Use this BrainPop video and or the tips below for help with this: <https://www.brainpop.com/technology/digitalcitizenship/digitaletiquette/>

*All remote instructional sessions are the property of the New Hartford Central School District, and are intended only for students registered for the designated class or section. Any recording or distribution of the sessions by anyone other than District employees is strictly prohibited and in addition, may constitute a violation of Board policy and/or state and federal laws, including but not limited to Family Educational Rights Privacy Act (FERPA), Children Online Privacy Protection Act (COPPA), and NYS Education Law 2-d. Any student violations of this policy will be subject to discipline and penalties in accordance with the District’s Code of Conduct.*

<b><u>District-wide Zoom &amp; Google Meet- Student Etiquette Guidelines</u></b>	
<p><b>Video Conferencing Etiquette:</b></p> <ul style="list-style-type: none"> <li>● Find a quiet spot and stay in that spot during the video conference.</li> <li>● Don’t use a fun background.</li> <li>● Be on time and have materials ready.</li> <li>● Wait your turn.</li> <li>● Be presentable.</li> <li>● Be respectful.</li> </ul>	<p><b>Online Etiquette:</b></p> <ul style="list-style-type: none"> <li>● Treat others as you want to be treated.</li> <li>● Keep messages and posts positive and truthful.</li> <li>● Double-check messages before hitting <i>Send</i>.</li> <li>● Do not violate a friend’s confidence.</li> <li>● Avoid digital drama.</li> <li>● Spelling and proper English counts.</li> <li>● Don’t send a message in capital letters.</li> </ul>

<b>Important Contact Information</b>	
If you have questions regarding Google Classroom, assignments, resources	Your child’s teacher
Technology-related problems or issues	C.J. Amarosa: <a href="mailto:cjamarosa@nhart.org">cjamarosa@nhart.org</a> IT Help Line: 315-624-1099
Principal	Bradley: James Davis - <a href="mailto:jldavis@nhart.org">jldavis@nhart.org</a> Myles: Judeanne Rockford - <a href="mailto:jrockford@nhart.org">jrockford@nhart.org</a> Hughes: Jason Stefanski - <a href="mailto:jstefanski@nhart.org">jstefanski@nhart.org</a>
Counselor/Social Worker	Bradley: Kathleen Koscinski - <a href="mailto:kkoscinski@nhart.org">kkoscinski@nhart.org</a> Hughes: Mary Ellen Fitzgerald - <a href="mailto:mfitzgerald@nhart.org">mfitzgerald@nhart.org</a> Myles: Mary Annette Danella - <a href="mailto:mdanella@nhart.org">mdanella@nhart.org</a>
Special Education	Pamela Smoulcey <a href="mailto:psmoulcey@nhart.org">psmoulcey@nhart.org</a>

# Online Access to New Hartford Elementary Curriculum Programs

## Scholastic Literacy ELA Program

Go to [digital.scholastic.com](https://digital.scholastic.com) to log in.

\*\*\* The student must have accepted the invitation to Google Classroom in order to sign into Scholastic Reading. Check your child's email for an invitation to his or her teacher's Google Classroom.

\*\*\* Choose *Sign In with Google Classroom* on the right side of the screen.

**Student Sign In**

Sign in using your username and password.  
If you don't know your username or password, ask your educator or librarian and they can find it for you.

Not a student? [Sign in as an educator or librarian](#)

Username

Password

[Don't know your password?](#)

**SIGN IN**

Or, sign in with:

Google Classroom

**Username:** Student's New Hartford email address (ex: [29jdoe@student.nhart.org](mailto:29jdoe@student.nhart.org))

**K - 4 Password:** 123456789

**Grades 5 - 6 Password:** Student's New Hartford password

## EnVision 2020 Math Program

Go to [Savvas EasyBridge](#) using the link on the right side of the District homepage.

The screenshot shows the New Hartford Central Schools website. At the top, there is a red header with the school logo and name. Below the header is a navigation bar with links for Home, Our District, Schools, Departments, Faculty & Staff, For Parents, Community, and PTA Council. The main content area features a large image of Robert L. Myles Elementary School. To the right of the image is an 'Announcements' section with several news items. Below the main content area is another 'Announcements' section with links for School Reopening Questions and Concerns, School Reopening Frequently Asked Questions, and COVID-19 Information and Correspondence. On the right side, there is a sidebar with social media icons and a list of links, including 'Savvas EasyBridge', which is highlighted with a blue box. A blue arrow points from the top navigation bar to this link.

## NH-Single-SignOn

Sign in with your organizational account

Sign in

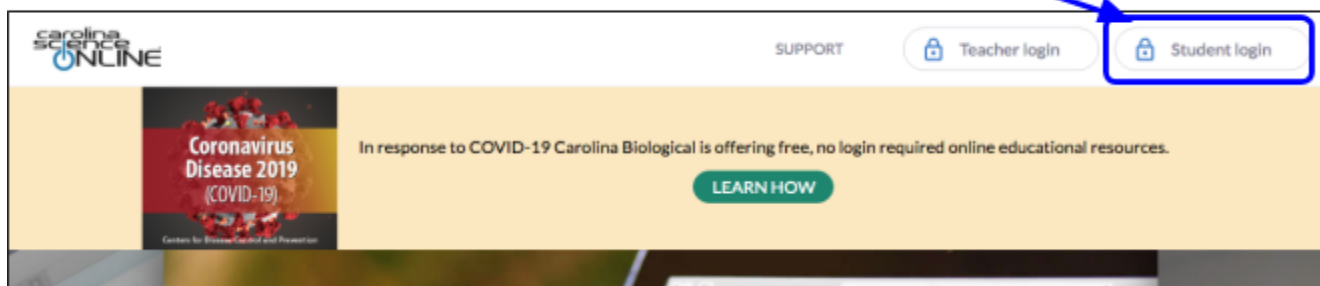
**Username:** Student's New Hartford email address  
(ex: [29jdoe@student.nhart.org](mailto:29jdoe@student.nhart.org))

**K - 4 Password:** 123456789

**Grades 5 - 6 Password:** Student's New Hartford password

## Carolina Science Online (Smithsonian Science Units)

Go to [www.carolinascienceonline.com](http://www.carolinascienceonline.com) and choose **Student Login** in the upper right corner.



This will take you to the sign-in page. On this page, enter your New Hartford username and password. Your username is the last two digits of your graduation year, your first initial, and your last name, followed by @student.nhart.org. (@student.nhart.org is already filled in for you when you sign in through the District webpage.) Then you'll go to a page where you enter your password.

The image shows a login form on a website. At the top, it says 'Welcome to CSO'. Below that are two input fields: 'USER ID\*' and 'PASSWORD\*'. There is a checkbox labeled 'REMEMBER ME'. At the bottom of the form are two buttons: 'Register' and 'Login'. The background of the page is a colorful, abstract image.

If you're in grade K - 4, your password is 123456789.

If you're in grade 5 or 6, your password is special for you. It's two words and a number. If you don't know your password, contact your teacher.

This will take you to your assignment page in Carolina Science (aka Smithsonian kits).



### Google Classroom Information:

[How do I sign into a Google Classroom?](#)

[Join a class as a student](#)

[Parents Guide to Google Classroom video](#)



## Quick Guide to Access Google Classroom for Parents and Students

To get to Google Classroom, students have to sign into their school Google account. Parents may need to assist students to sign on with their New Hartford username and password.

Go to [www.newhartfordschools.org](http://www.newhartfordschools.org) and choose *Student Spartan Apps/Email*. Your teacher will send you an email invitation to Google Classroom and/or a code to join the class.

New Hartford Central Schools  
Home of The Spartans

Calendar Directory Athletics Clubs

Announcements

Letter from Mr. Nole  
April 7, 2020

Bradley Video Greeting  
Hughes Video Greeting  
Myles Video Greeting  
Sr./r High Video

FAQs

COVID-19 Info

Home Our District Schools Departments Faculty & Staff For Parents Community PTA Council

Events

Today  
Spring Recess - No School

Tomorrow  
Spring Recess - No School

Sunday  
Spring Recess - No School

Monday

Announcements

New Hartford Schools WILL NOT BE IN SESSION  
March 16 - April 29, 2020

FREQUENTLY ASKED QUESTIONS

Related to Continuity of Instruction, School Lunches, and Other School Operations During COVID-19 era

SchoolTool Portal  
Teacher Spartan Apps/Email  
**Student Spartan Apps/Email**  
SNAP Smart Search  
BOCES Library Media Services  
Pearson EasyBridge

On the sign-in page you will enter your New Hartford username and password. Your username is the last two digits of your graduation year, your first initial, and your last name, followed by @student.nhart.org. (@student.nhart.org is already filled in for you when you sign in through the District webpage.) Then you'll go to a page where you enter your password.

Google  
Sign in  
to continue to Google Drive

Enter your email  
29jdoe@student.nhart.org

Forgot email?

Not your computer? Use Guest mode to sign in privately.  
Learn more

Create account Next

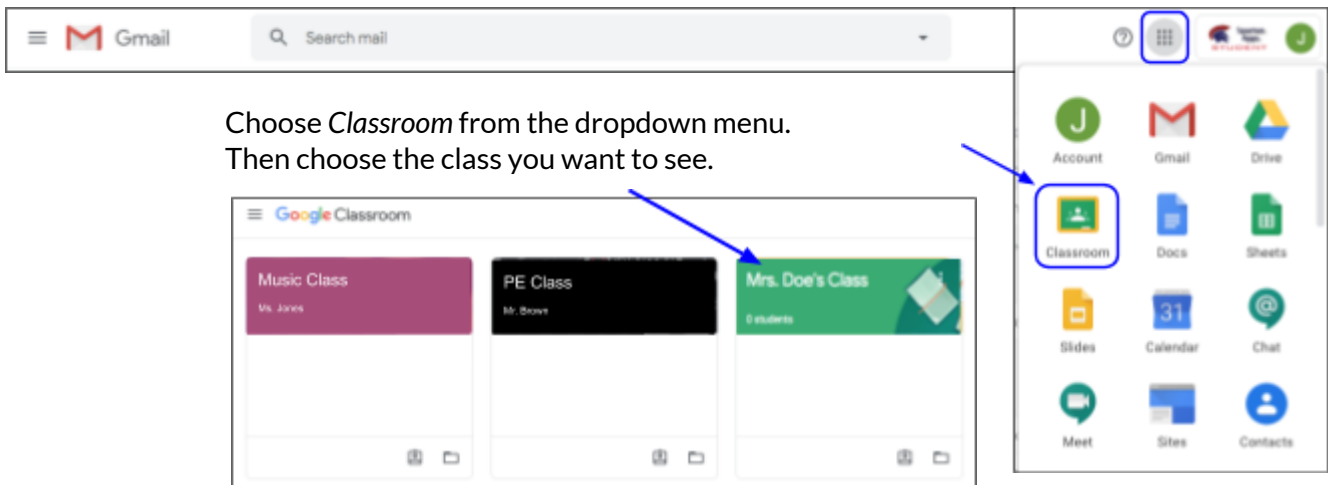
Google  
Hi John

29jdoe @student.nhart.org

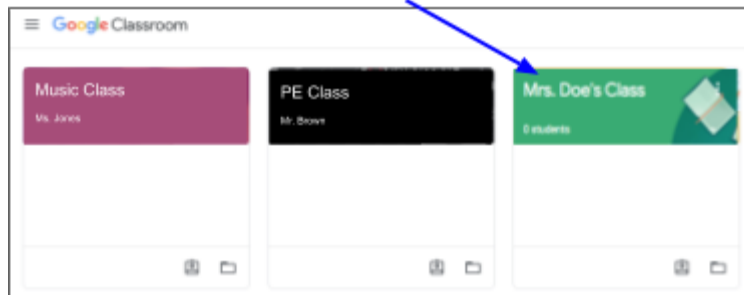
Enter your password  
crazywordcombo123

Forgot password? Next

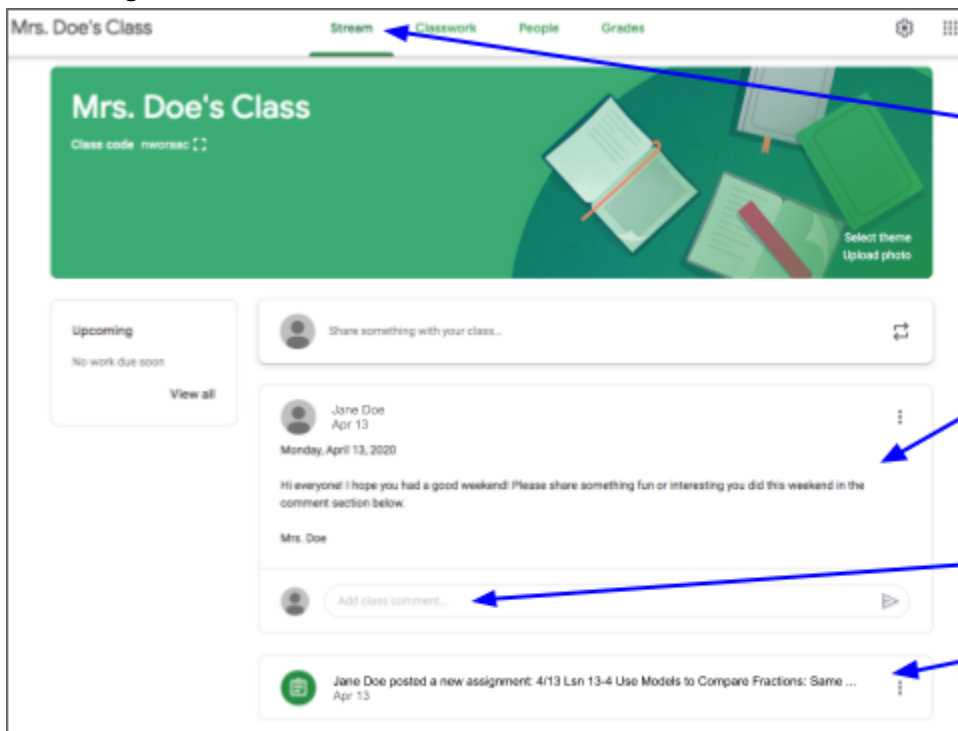
In the upper right corner of your gmail page, you'll see an array of nine dots. Click on this to see a menu of Google apps, including Classroom.



Choose *Classroom* from the dropdown menu. Then choose the class you want to see.



Your Google Classroom will look similar to this:



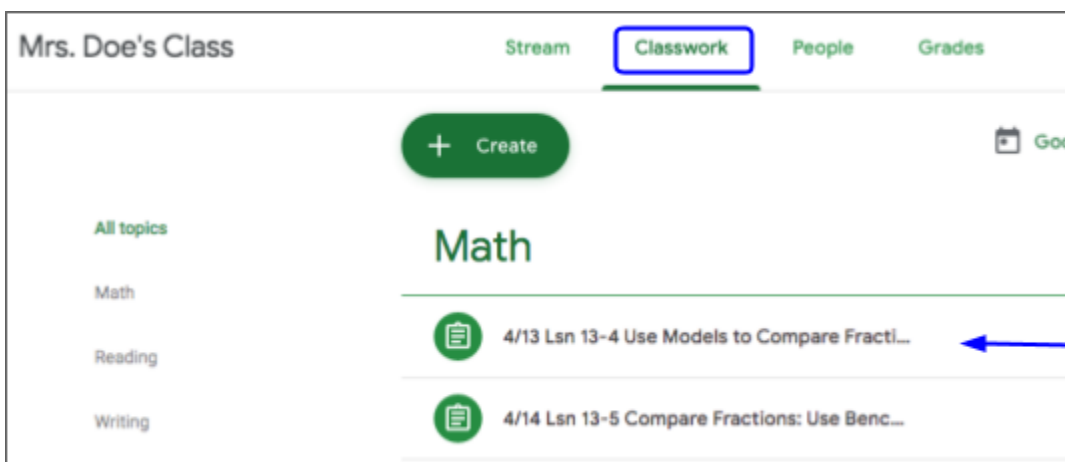
The landing page is the *Stream* page.

You'll see messages from your teacher.

You can add a comment for the class to see.

You'll see assignments here, too.

You can also click on the *Classwork* page to see your assignments.



You'll see your assignments here.