



Robert E. Myles Elementary

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PRINCIPAL
Judeanne C. Rockford

100 Clinton Road, New Hartford, NY 13413

September 3, 2020

Dear parents and guardians,

At this time, I would like to welcome our students, parents and guardians to the 2020-2021 school year. As previously shared with our school community, New Hartford Central School will begin the school year “fully remote” beginning on Wednesday, September 9, 2020. The District and Board of Education will establish a phase-in model in order to bring students back to school within the 6-week period of remote learning. Until then, I want to communicate some important information regarding the next six weeks. While we are all doing everything we can to keep people safe during this pandemic, we also acknowledge the hardship that this puts on you, our parents, as you try to maintain and promote your child’s learning at home. This letter will assist with providing important updates and information as we all prepare for this year's start of the school year.

Students will begin working with their homeroom and special area teachers during the week of September 9th-11th to review classroom procedures, Zoom Session details, online platform etiquettes, and will begin making connections with students through planned activities. This would be typical for students and teachers at the start of the new school year. Instruction in all core curriculums will begin on Monday, September 14, 2020 based upon district-wide curriculum plans we have in place.

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

Chromebook Requests & Distribution:

Parents who requested a Chromebook are invited to pick up their Chromebook during instructional packet pick-up on Friday, September 4, from 10:00 AM-4:30 PM.

Instructional Packets: A copy of this letter will be provided to you electronically as well as with your child's instructional packets. Instructional packets may include the following items but please note that packets may differ at various grade levels:

- EnVision math consumable workbook- Volume 1
- Scholastic workbook for reading and a workbook for writing
- Scholastic “Getting Started” Notebooks
- Spelling dictionaries
- Any supplied math manipulatives- teacher choice
- Social studies packets (per grade level)
- “Getting to Know You” activity packets - teacher choice
- School agendas

Instructional Expectation Provided by Teachers:

- Teachers will use Google Classroom as the venue for delivering instruction and learning opportunities to our students while incorporating live online instructional opportunities.
- Parents and students will be asked by homeroom teachers to access their 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 & Google Meet sessions for each core curriculum area (ELA, math, science or social studies; see the sample schedule below as a frame of reference).
- Special area teachers will have individual Google Classrooms for students to access weekly within their planned 6-day cycle schedule. This will include a weekly grade-level wide lesson and planned times for Zoom and/or Google Meet live sessions.
- Teachers will provide a classroom schedule to parents by the end of the day Friday, September 4, 2020, to assist parents with planning purposes.

Instructional Expectations with Remote learning:

- Students will be provided with specific classroom 6-day cycle schedules to include core curriculum content and specials such as art, library, music, and physical education.
- Students will utilize a homeroom Google Classroom as their daily hub for planned Zoom and/or Google Meet for instructional lessons.
- 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

Sample-Live Interaction via Zoom and/or Google Meet- Schedule w/ Remote Learning
(Please note: our building follows a 6-day schedule)

Sample Time Frames	Day 1	Day 2
15 minutes	Morning check via Google Classroom	Morning check via Google Classroom
15 - 20 minutes	ELA - whole group instruction	ELA - whole group instruction
20 minutes each (as needed)	ELA - small group breakout session	ELA - small group breakout session
Release students for independent practice		
15 - 20 minutes	Math - whole group instruction	Math - whole group instruction
20 minutes each (as needed)	Math - small group breakout session	Math - small group breakout session
Mid-day Break		
20 - 30 minutes	Art (Day 1)	Music (Day 2)
20 - 30 minutes	Social studies or science - whole group instruction	Social studies or science - whole group instruction

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.
- Plan to Support Attendance & Participation Concerns (Tiered Plan of Contact)
 - The main office staff will call parents to inquire on 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 to 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 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 on a regular basis.
- 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/digitalaetiquette/>

District-wide Zoom & Google Meet- Student Etiquette Guidelines

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

Important Contact Information

If you have questions regarding Google Classroom, assignments, resources	Your child's teacher
Technology-related problems or issues	C.J. Amarosa: cjamarosa@nhart.org IT Help Line: 315-624-1099
Principal	Bradley: James Davis - jldavis@nhart.org Myles: Judeanne Rockford - jrockford@nhart.org Hughes: Jason Stefanski - jstefanski@nhart.org
Counselor/Social Worker	Bradley: Kathleen Koscinski - kkoscinski@nhart.org Hughes: Jennifer Vitagliano - jvitagliano@nhart.org Myles: Mary Annette Danellai - mdanella@nhart.org
Special Education	Pamela Smoulcey psmoulcey@nhart.org

Online access to New Hartford Curriculum programs

Scholastic Reading Program: digital.scholastic.com

*** 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.

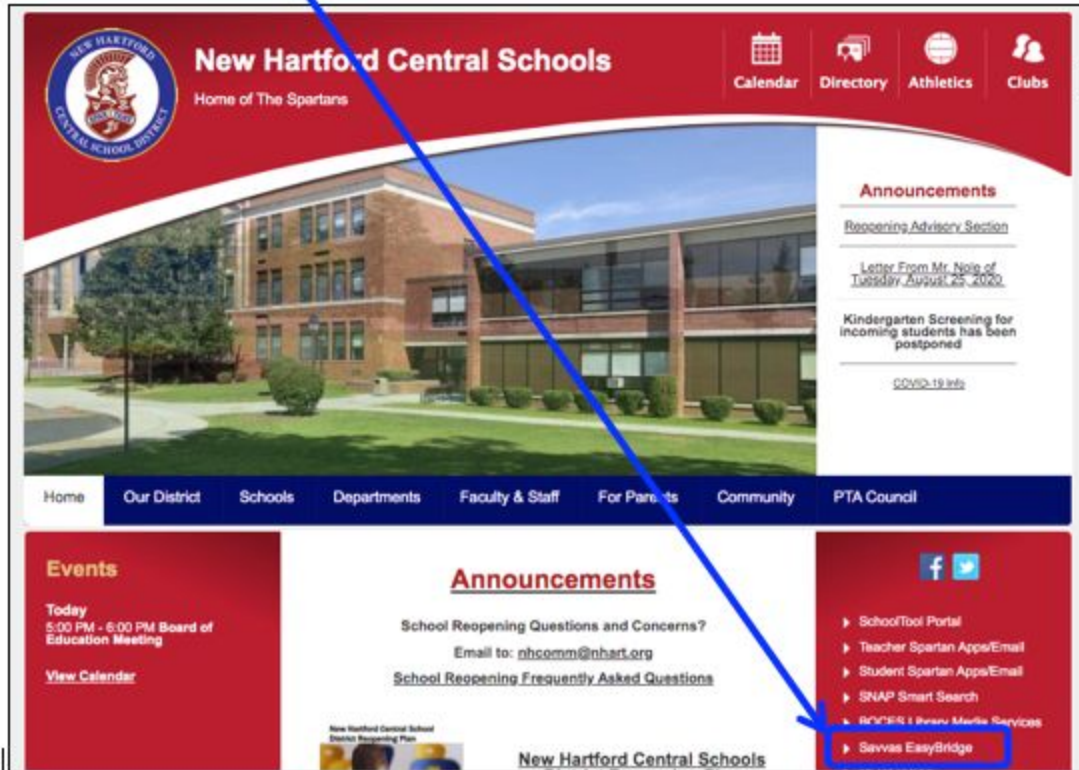
*** **Choose *Sign In with Google Classroom* on the right side of the screen.**

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

K - 4 Password: 123456789

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

EnVision 2020 Math: [Savvas EasyBridge](#) (You may also access this using the link on the right side of the District home page.)



NH-Single-SignOn

Sign in with your organizational account

Sign in

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

K - 4 Password: 123456789

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

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

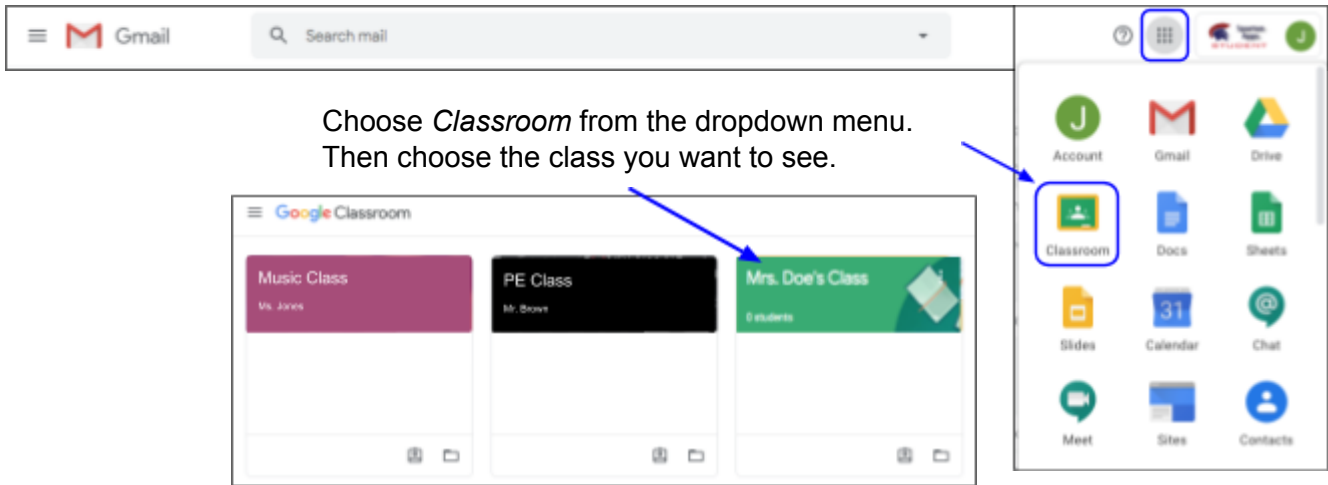
To get to Google Classroom, students have to sign into their school Google account. Parents may need to assist students to sign on with their New Hartford username and password. Go to www.newhartfordschools.org and choose *Student Spartan Apps/Email*. Your teacher will send you an email invitation to Google Classroom and/or a code to join the class.

The screenshot shows the New Hartford Central Schools website. The header includes the school logo and navigation links for Calendar, Directory, Athletics, and Clubs. The main content area features a large photo of the school building. To the right, there are sections for Announcements, FAQs, and COVID-19 info. A blue arrow points to the 'Student Spartan Apps/Email' link in the right-hand sidebar menu.

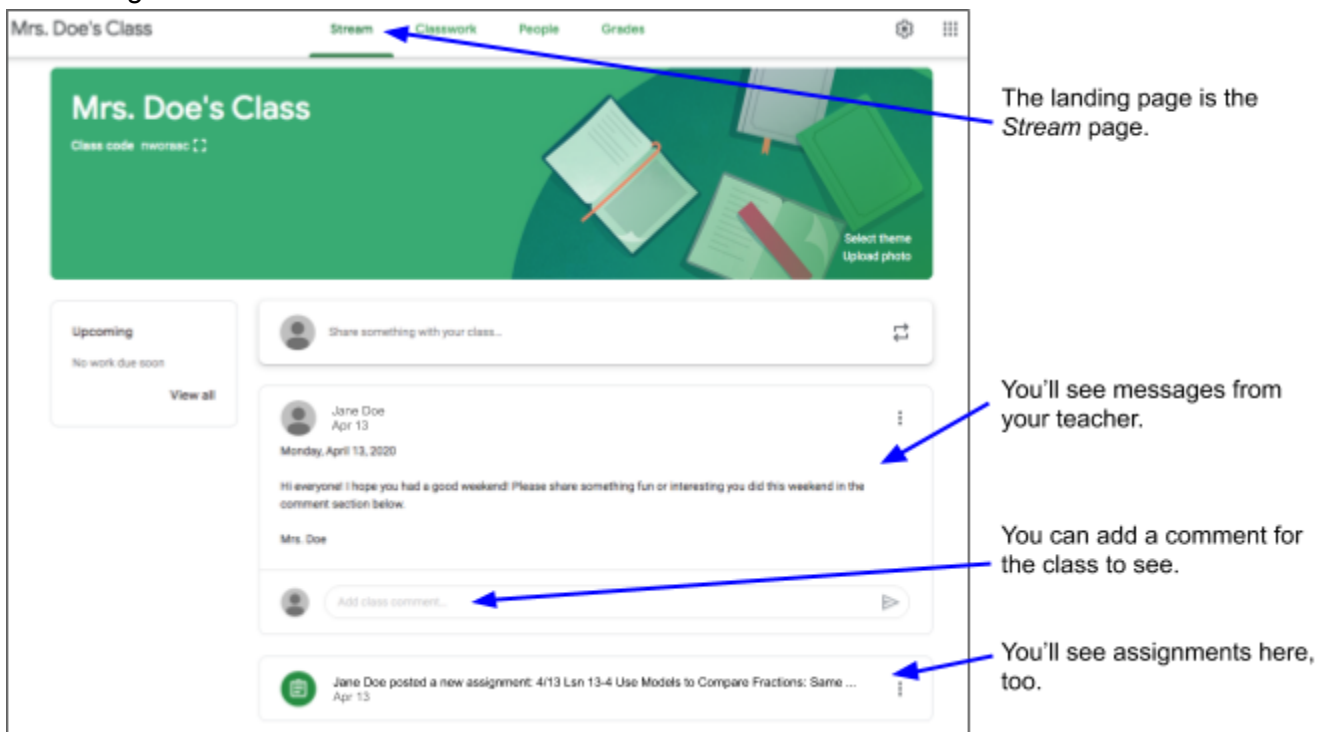
On the sign-in page you will enter your New Hartford username and password. Your username is the last two digits of your graduation year, your first initial, and your last name, followed by @student.nhart.org. (@student.nhart.org is already filled in for you when you sign in through the District webpage.)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

The first screenshot shows the Google sign-in page with the text "Sign in to continue to Google Drive". The email field contains "29jdoe@student.nhart.org". A blue arrow points to the email field. The second screenshot shows the "Hi John" page with the password field containing "crazywordcombo123". A blue arrow points from the first screenshot to the second.

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.



Your Google Classroom will look similar to this:



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

