

## **Parent Information:**

### **Superintendent of Schools – Mr. Jay Lebrun – 518-957-6002**

- For questions related to free/reduced lunch, opening/closing, etc.: ...
- For questions related to special education services: ...
- For questions related to curriculum, instruction, and assessment: ...
- For questions related to athletics and extracurricular activities: ...

### **Assistant Superintendent for Curriculum and Instruction – Ms. Carrie Zales – 518-957-6005**

- For questions related to curriculum, instruction, and assessment: ...

### **Assistant Superintendent for Business – Mr. Dave Baroody – 518-957-6003**

- For questions related to free/reduced lunch, opening/closing, etc.: ...
- For questions related to athletics and extracurricular activities: ...

### **Director of Special Education – Mrs. Fortune Ellison – 518-957-6099**

- For questions related to special education services: ...

Building specific questions can be directed to the appropriate building level administrator below:

**Plattsburgh High School – Mr. Glenn Hurlock – 518-957-5009**

**Stafford Middle School – Mr. Jamie LaBarge – 518-957-4009**

**Momot Elementary School – Mrs. Sue Wilson – 518-957-3009**

**Oak Street Elementary School – Mr. Jayson Barnhart – 518-957-2009**

**Bailey Avenue Elementary School – Mrs. Claudine Clark – 518-957-1009**

If an administrator does not answer the phone, please leave a detailed voicemail or send a detailed e-mail. Teachers and other staff are being asked to check their email at least twice per day and respond within 24 hours.

## **Instructional Plan**

### **Delivery Formats**

- Pre-K-5<sup>th</sup> Grade: Plans at these levels should include instruction in spelling skills (Pre-K-5), reading from a library book (Pre-K-5), comprehension skills (2-5), fluency readings and blackline masters(students in Reading Mastery), Writer’s Workshop

prompts (Pre-K-5), My Math skills review sheets (Pre-K-5), Science and Social Studies skills (K-5). Please provide paper-based assignments. You may supplement with internet-based activities that would be familiar to students and families (see Resources to Help You Plan section). **Be aware that not all students will have internet access.**

- Secondary: Plans may include computer-based instruction. Please realize that some students will be using more limited Internet access (i.e. data plans/cell phones). All assignments should be **posted via School Tool** to both parents and students on the day assigned to the respective content area.
  - **Please do not require anything that needs to be printed at home.**
  - **Please make general notes about what students should do if they do not have/lose internet access.**

### **Special Education Services**

- Instructional accommodations and modifications will be made to the best of our current ability. Teachers will leverage technology resources that are adaptable to individual student needs.
- IEPs for students have been written with flexibility in relation to service minutes. Missed minutes of service (PT/OT/Speech/etc.) will be made up when regular school services resume.

### **Guidance, Mental Health, and Other Services**

- Check-ins for the most at-risk students of the assigned school counselors, school psychologists, etc. will occur at least every other day or on a schedule determined by the Building Principal.

**All instructional work completed during this closure is expected to be returned upon the students return to school (unless specified by teacher for electronic submission).**

### **Plan for Feeding Students' (Pre-K – 12) Daily Breakfast and Lunch – Start date Tuesday, March 17, 2020**

1. Each morning, Food Service Workers will make/put together a bagged breakfast and lunch.
2. Breakfast items would include but, not be limited to:
  - Box of cereal

- Yogurt stick
  - Carton of milk
  - Piece of Fruit (i.e. apple)
3. Lunch items would include but, not be limited to:
    - Peanut Butter and Jelly Sandwich
    - Carton of milk
    - Uncrustable
    - Piece of Fruit (i.e. banana)
    - Vegetable (i.e. carrots)
  4. Once made, the bags of breakfast food and lunch fare will be placed outside of the main entrance. Each location will have a district employee present to ensure that bagged breakfasts/lunches are picked-up accordingly (i.e. one per child).
  5. There will be ONE designated time period for parents/guardians to pick-up breakfast and lunch bags outside of their child's school building (i.e. 10:00 am – 12:00 pm daily).
  6. In an effort to make school lunches more accessible to our constituents, an additional location will be added for breakfast and lunch bags to be picked-up in the City of Plattsburgh:
    - Ted K Center (Plattsburgh Housing Authority)

### **Accessibility to Building**

- Parents will be granted access to the buildings on Tuesday, March 17, 2020 during the two following intervals: 11:00-1:00 and 4:00-6:00. At this time parents will be receiving student's instructional materials, personal materials and medication (if applicable). Note that parents should visit each building their children attend.