WELCOME TO THE 2020-2021 ACADEMIC YEAR AT THE
EDISON TECH CAMPUS

A MESSAGE TO YOU

MR. JACOB SCOTT: PRINCIPAL OF EDISON TECH

Dear Edison Families,

I am pleased to welcome you back to the 2020-21 school year! I would like to extend a special welcome to all of the new families joining Edison this year and welcome back all of our returning families as well! I am honored to be your principal. Our goal at Edison is to work together to provide our students with a rich learning environment. My vision, as the principal, is to ALWAYS put kids first! Although this year looks different than any other year, we are dedicated to providing your child(ren) a memorable, interactive, engaging distance learning experience. Team Edison will be focusing on all of the positives that we can take from this experience and as the role models in our young peoples' lives it is important that we display a positive attitude towards distance learning each and every day. I encourage you to do the same at home.

MS. LATRESHA FULLER: DIRECTOR OF P-TECH

Dear Ptech Families,

Welcome to the 2020-21 school year! I am excited to welcome our new 9th graders joining our PTECH Family and welcome back our returning students and families. I am committed to the success of our students and as a community we will focus on our 5 PTECH Principles: Punctual, Prepared, Persistent, Purposeful and Passionate to provide our students with a well-rounded and meaningful learning experience. We will embrace remote learning as an opportunity to think outside of the box and encourage student voices and creativity, instead of a challenge, while ensuring that each one of our students is given the resources and supports needed to engage fully each and every day. As the late John Lewis stated, "I'm very hopeful. I am very optimistic about the future," Let us stay hopeful during this time. We are PTECH PROUD!
RETURN TO SCHOOL
FOCUSING ON EQUITY AND ACCESS

The Edison Campus is committed to equity & access that extends beyond our school walls. We are doing everything we can to make sure students and families have the tools they need to support remote learning.

CHROMEBOOKS ARE PROVIDED TO ALL STUDENTS
All students at the Edison Campus will use district-provided Chromebooks to access learning resources from home. For those students who have NOT YET received an assigned Chromebook, please fill out a Chromebook request form here. Once the device is ready, it will be sent to Edison and we will contact you to make pick-up arrangements.

TECH SUPPORT AVAILABLE WEEKDAYS
Tech Support is available for students who have a Chromebook related issue. Students should contact the RCSD Helpdesk at (585) 262-8151. The Helpdesk will be available from 7:30 am to 3:30 pm, Monday - Friday. Arrangements can also be made at the building-level by reaching out to the main office at Edison. Edison Main Office: 324-9700 and P-Tech Main Office: 324-9722

PARENT SUPPORT CENTER
The RCSD has an established Office of Parent Engagement to help answer any of your questions. Please reach out to them at 324-9999 or at parentcenter@rcsdk12.org

FAMILIES IN NEED OF WIFI
Students who have inadequate home internet access should call the WiFi hotline number (585)262-8700 to request a personal MiFi box.

EMOTIONAL WELLNESS MATTERS
The social-emotional needs of our students and families are especially important as we continue with remote learning. The pandemic has affected everyone differently. If you or your child(ren) need social-emotional support, please reach out to the Edison Campus school leaders as soon as possible. We are here to help now and throughout the school year.
RCSD FOOD PLAN: BREAKFAST AND LUNCHES PROVIDED

The Rochester City School District schools will provide Grab-and-Go breakfast and lunch between 10:00 am and 2:00pm, Monday through Friday. These grab-and-go food locations will be held at a number of schools throughout the RCSD. Please click this link for a list of sites along with the address of each location.

2-1-1 IS YOUR CONNECTION TO COMMUNITY RESOURCES

Call, text, or chat with a community resources specialist by dialing 2-1-1. They can help you find services and resources near you including supplemental food assistance, shelter and housing, health care/vaccination information, and support groups for individuals with mental illness or special needs.

STAY CONNECTED!

Stay in the Loop! Keep Your Contact Information Up To Date

It's important that we have your most updated phone and email contacts. School and district officials use automated calls and emails to provide families with important information. If you change your phone number or get a new email address, please call the school and provide us with the new information. This is especially important during this remote-learning time!

IMPORTANT PHONE NUMBERS

Edison Main Office: (585) 324-9700
P-Tech Main Office: (585) 324-9722
Edison Email Address: Edisoninfo@rcsdk12.org
P-Tech Email Address: Ptechinfo@rcsdk12.org
WiFi Hotline Number: (585) 262-9700
Chromebook Request Form: Link here
District Central Line: (585) 262-8100

Computer Helpdesk: (585) 262-8151
Office of Parent Engagement
(585) 324-9999
Safe Schools Help Line
1-800-418-6423, ext: 359
Child Abuse Hotline:
1-800-342-3720
Edison Website:
www.rcdk12.org/edison
P-Tech Website:
www.rcdk12.org/ptech
## Daily Attendance

While we will be learning remotely in the RCSD, New York State schools MUST collect and report daily attendance or teacher/student engagement. We recognize that parent schedules, availability of technology, and other barriers may make it challenging for students to connect with teachers at certain times of the day.

The Edison Campus will define student engagement and/or attendance as one or more of the following:

### Student Participation

* As demonstrated by:
  * Students attending class virtually at assigned times;
  * teachers and students communicating about schoolwork via email, discussion boards or chats; or,
  * analytics from various learning platforms that show when students login and are actively engaged in learning.

### Skills/Standards

* As gauged by:
  * Completion of online quick checks for understanding;
  * Completion of skills tests; or,
  * Successful work completion

### Work Completion

* Books read and assignments completed

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## Grading

Unlike what students experienced during emergency remote learning this spring, grades will not be "pass/fail" this year. We are returning to our traditional grading structures. Students will need to demonstrate that they completed work by a previously shared due date and met academic standards in order to pass. Traditional grading structure (A-F) will be utilized.

## Testing

Students will be required to complete state and district assessments, as well as formative assessments to gauge student understanding and progress in a particular unit or course of study. Assessments will be used to inform instruction and monitor student progress. District guidelines for assessing, grading and reporting will be followed, and teachers will report student progress, attendance, and grades for each quarter.

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## Roles in Supporting Remote Learning

### Students ....

* Engage in assigned remote learning activities;
* know their usernames and passwords for instructional resources provided by the teacher;
* ensure that Chromebooks are charged and in working order
* manage their workspace and time to complete necessary tasks.

### Families ...

* ensure students have access to district-provided devices as well as internet connectivity (contact the building if you do not have access);
* encourage students' participation in remote learning content; and,
* review the appropriate grade level materials provided by the teacher.
# Types of Remote Learning

## Students Will Engage in Two Types of Learning

<table>
<thead>
<tr>
<th>Synchronous Learning</th>
<th>Asynchronous Learning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Synchronous learning is online learning that happens in real-time, or live, with a teacher leading the classroom and activity.</td>
<td>Asynchronous learning is online or distance education that happens through online channels or platforms, without real-time interaction with a teacher. This form of education will not take place at the same place or time for all students. Students will be able to work on assignments at their own time and place with asynchronous learning.</td>
</tr>
</tbody>
</table>

## Synchronous Learning: Monday, Tuesday, Thursday, Friday

Synchronous learning experiences involve live, real-time interaction with the teacher. This will occur during regular school hours during times specified by each individual students' schedule.

* **Synchronous Learning Tasks Include:**
  * large-group, small-group, and/or individualized direct instruction;
  * collaborative discussions;
  * intervention services
  * community building / social-emotional learning experiences

## Asynchronous Learning: Wednesdays

Asynchronous learning experiences involve teacher-prepared assignments that do NOT involve real-time interaction with the teacher. Asynchronous learning will occur at a time that works best for your family.

* **Asynchronous Learning Tasks Include:**
  * watching pre-recorded videos of teacher instructions;
  * following a guided digital lesson in i-Ready, Nearpod, Khan Academy, BrainPop
  * completing reading and writing assignments in any subject area;
  * using online tools including Google Docs, Google Slides, Flipgrid, etc., to demonstrate content knowledge
# RETURN TO SCHOOL
**EDISON CAMPUS TIME SCHEDULES**

## MONDAY (A), TUESDAY (B), THURSDAY (C), FRIDAY (D) DAILY SCHEDULE

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
<th>Classes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>School Wide</strong></td>
<td>8:30am - 8:50am</td>
<td>Check-in Connect (Homeroom/Family Time)</td>
</tr>
<tr>
<td>1</td>
<td>8:55am - 9:25am</td>
<td>Assigned on individual student schedule</td>
</tr>
<tr>
<td>2</td>
<td>9:30am - 10:00am</td>
<td>Assigned on individual student schedule</td>
</tr>
<tr>
<td>3</td>
<td>10:05am - 10:35am</td>
<td>Assigned on individual student schedule</td>
</tr>
<tr>
<td>4</td>
<td>10:40am - 11:10am</td>
<td>Assigned on individual student schedule</td>
</tr>
<tr>
<td>5</td>
<td>11:15am - 11:45am</td>
<td>Assigned on individual student schedule</td>
</tr>
<tr>
<td><strong>School Wide</strong></td>
<td>11:45am - 12:45pm</td>
<td>Lunch</td>
</tr>
<tr>
<td>6</td>
<td>12:45pm - 1:15pm</td>
<td>Assigned on individual student schedule</td>
</tr>
<tr>
<td>7</td>
<td>1:20pm - 1:50pm</td>
<td>Assigned on individual student schedule</td>
</tr>
<tr>
<td>8</td>
<td>1:55pm - 2:25pm</td>
<td>Assigned on individual student schedule</td>
</tr>
<tr>
<td>9</td>
<td>2:30pm - 3:00pm</td>
<td>Assigned on individual student schedule</td>
</tr>
<tr>
<td><strong>School Wide</strong></td>
<td>3:05pm - 3:30pm</td>
<td>Office Hours</td>
</tr>
</tbody>
</table>

## WEDNESDAY SCHEDULE

<table>
<thead>
<tr>
<th>Time</th>
<th>Tasks</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30am - 12:30pm</td>
<td>Complete asynchronous work assigned by teachers in Google Classroom</td>
</tr>
<tr>
<td>12:30pm - 2:30pm</td>
<td>Check-in with teachers during office hours</td>
</tr>
<tr>
<td>2:30pm - 3:30pm</td>
<td>Complete asynchronous work assigned by teachers in Google Classroom</td>
</tr>
</tbody>
</table>

**No Live Classes on Wednesdays**

On Wednesdays, no student will have scheduled classes; however, teachers will hold office hours each Wednesday for students who need extra support. Students should spend their time on Wednesdays working on teacher-provided asynchronous assignments for each of their classes.
# RETURN TO SCHOOL
## INSTRUCTIONAL OVERVIEW

### STUDENT SCHEDULES
Students will be issued an individualized schedule, tailored to meet their specific needs to work toward graduation. Each day, students will follow their schedule and "attend" class remotely. All daily work will be posted in Google Classroom.

### SAMPLE STUDENT SCHEDULE

<table>
<thead>
<tr>
<th></th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>English 2</td>
<td>English 2</td>
<td></td>
<td>English 2</td>
<td>English 2</td>
</tr>
<tr>
<td>2</td>
<td>English 3</td>
<td>English 3</td>
<td></td>
<td>English 3</td>
<td>English 3</td>
</tr>
<tr>
<td>3</td>
<td>College &amp; Career</td>
<td>Phys. Education</td>
<td>Asynchronous Learning and teacher office hours</td>
<td>College &amp; Career</td>
<td>Phys. Education</td>
</tr>
<tr>
<td>4</td>
<td>Environmental Science</td>
<td>Environmental Science</td>
<td></td>
<td>Environmental Science</td>
<td>Environmental Science</td>
</tr>
<tr>
<td>5</td>
<td>Lunch</td>
<td>Lunch</td>
<td></td>
<td>Lunch</td>
<td>Lunch</td>
</tr>
<tr>
<td>6</td>
<td>Studio Art</td>
<td>Science Lab</td>
<td></td>
<td>Studio Art</td>
<td>Science Lab</td>
</tr>
<tr>
<td>7</td>
<td>Geometry</td>
<td>Geometry</td>
<td></td>
<td>Geometry</td>
<td>Geometry</td>
</tr>
<tr>
<td>8</td>
<td>Global II</td>
<td>Global II</td>
<td></td>
<td>Global II</td>
<td>Global II</td>
</tr>
<tr>
<td>9</td>
<td>Computer Lit</td>
<td>Computer Lit</td>
<td></td>
<td>Computer Lit</td>
<td>Computer Lit</td>
</tr>
</tbody>
</table>

- **= Synchronous Learning**
- **= Asynchronous Learning**


**RETURN TO SCHOOL**

**REMOTE LEARNING ETIQUETTE**

**DOs**

- Be on time! Log on to Zoom 5 minutes before class is scheduled to begin.
- Have your video on during the whole class, even if you are not speaking.
- Mute yourself when the instructor or other students are speaking to reduce background noise. You can un-mute yourself when it’s your turn to speak.
- If you are placed in a Zoom breakout room, treat the small-group discussions the same as in-class discussion and please stay on task.
- Use headphones if possible to decrease distractions and allow yourself to focus more readily.

**DON’Ts**

- Do not eat, smoke, or vape during class.
- Do not share our course Zoom link and password with individuals who are not in our class.
- Do not use a nickname on Zoom. Ensure you use your first name and initial of your last name so you are easily identifiable to your teacher.

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**Online / Zoom Live Session Etiquette**

<table>
<thead>
<tr>
<th>Presentation</th>
<th>Be On Time</th>
<th>Mute Yourself</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check your surroundings. Dress appropriately.</td>
<td>Be prepared: paper and something to write with &amp; check your tech is working</td>
<td>Be sure to mute your microphone when joining class.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Headphones</th>
<th>Participation</th>
<th>Chat Responsibly</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use headphones if you have them (the kind with a microphone built in).</td>
<td>Stay focused. Pat attention. Be an active participant.</td>
<td>Ask/Post only class related questions and comments.</td>
</tr>
</tbody>
</table>
We understand that this year looks and feels differently from years past; however, we want you to feel comfortable and prepared to engage and succeed during the 2020-2021 school year!

Our staff members have made some introduction videos so you can get to know some of the people you will "see" when school starts.

Visit us at the following website to watch the videos!

HTTPS://FLIPGRID.COM/PTECH585