VIRTUAL LEARNING IN POQUOSON

Information for Students, Parents, & Staff
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ABOUT VIRTUAL LEARNING IN PCPS

Poquoson City Public Schools is providing virtual learning to students in response to the ongoing COVID-19 pandemic. PCPS is offering families two options as we return to school for the start of the 2020-2021 school year.

Family Option #1 is the Continuum of Learning, with several instructional delivery models available: A: Full School Closure, B: Full Virtual, C: Partial Hybrid, D: Full Hybrid, and E: Traditional-Normal Operations. Movement between instructional delivery models is based on current guidance from the CDC, VDH, PHD, or federal, state or local orders.

Family Option #2: Poquoson Online is offered to students who may be at higher risk for illness sure to COVID-19 or for those families who opt not to participate in in-person instruction. Students who choose Option #2 will remain in the Poquoson Online virtual learning program for at least the first semester, with the option to continue for the second semester.

Both Family Options include virtual learning as a method of delivering instruction to students. Specific schedules can be found in the schedules portion of this document.

STUDENT DEVICES

Poquoson City Public Schools is providing all students in Pre-K – 12 with a personal learning device for the 2020-2021 school year. Students in Pre-K, Kindergarten, and 1st grade are issued iPads and students in grades 2 – 12 are provided a Chromebook. These devices can be used at home but should be brought to school if the student is attending for in-person instruction.

All students (age appropriate) and parents are required to sign an iPad or Chromebook Agreement form prior to being issued the device. Students and parents are also responsible for reviewing and acknowledging they have read the Acceptable Use Policy (AUP) which is included in the Poquoson City Public Schools Student Handbook and Code of Conduct. The Student Handbook and Code of Conduct can be found on the division webpage, under Parents and Students, or by clicking HERE.

Both of these forms will be reviewed and signed electronically by the parent and the student through the Parent or Student Portal (new process this year). Directions on how to do this can be found under the Open House information on the PCPS School Reopening Information webpage or by clicking HERE.
STUDENT INTERNET HOT SPOTS

Any family who does not have an internet connection at home will be provided with an internet hotspot device for the student to use to complete any required school work. Parents are asked to contact Dr. Brandon Ratliff if they have questions or need a device.

Dr. Brandon Ratliff, Director of Student Achievement, Accountability, and Technology
(757) 868-3055
brandon.ratliff@poquoson.k12.va.us

CANVAS - LEARNING MANAGEMENT SYSTEM

Poquoson City Public Schools will be utilizing the student learning management system CANVAS beginning with the 2020-2021 school year. This change was made in response to feedback provided with respect to the emergency virtual learning that occurred in the spring of 2020.

A learning management system is an application that allows for the online delivery and assessment of student instruction. Canvas is being used across the state of Virginia by more than 80 school divisions, as well as a multitude of colleges and universities.

Canvas will allow for a more organized, connected, and efficient student and teacher experience.

Canvas:

- Access to multiple technology tools, websites, and applications that students will use during the day requiring only one sign-on (especially important for our youngest learners).
- Provides access to full course content from Virtual Virginia, WHRO, Go Open VA, and other online sources.
- Integrates with Google Classroom, which allows teachers to integrate the work they created this past spring.
- Other Google productivity tools are still available in Canvas.
- Separate parent access with email alerts and information
- This means parents no longer have to log-on as their student.
- Syncs with our current Student Information System and the teacher’s gradebooks
- Has an ADA compliance checker
- Has video recording and imbedded functions

A Canvas Parent Page has been created and will be updated with additional information. This page can be found on the Division webpage under Parents & Students or by clicking HERE.
STUDENT ATTENDANCE

The Code of Virginia requires compulsory attendance for students in grades K-12. Attendance will be recorded in the virtual environment and during in-person instruction for the 2020-2021 school year. Attendance checks will be conducted on a daily basis regardless of the whether the students is learning in the Continuum of Learning or through Poquoson Online.

Students are expected to attend school for all in-person sessions, when applicable, in accordance with the expectations outlined in the Attendance section (beginning on page 3) of the Poquoson City Public Schools Student Handbook and Code of Conduct. Students are also expected to complete all assignments given by teachers whether the assignments are presented synchronously or asynchronously.

Parents/guardians are responsible for emailing the school attendance clerks and the student’s teacher indicating that the students will not be participating in learning that day (whether in-person or virtual).

- If the parent/guardian calls to notify the schools of the absence, the parent must provide electronic or hard copy documentation of the absence within five (5) days of the absence.
- An undocumented absence from learning is considered an unexcused absence.

The student is responsible for coordinating with the teacher to make-up any work that is missed.

Excused Absences consist of (see page 3 of the Poquoson City Public Schools Student Handbook and Code of Conduct):

- Illness of or injury
- Medical procedure
- Death in the family
- Funeral
- Legal obligation
- Religious observation
- Military obligation
- Extenuating circumstance as approved by building principal
- 2020-2021: Lack of internet service on an intermittent basis

School Attendance Clerks
Poquoson Primary School – dawn.miller@poquoson.k12.va.us
Poquoson Elementary School – christy.hopkins@poquoson.k12.va.us
Poquoson Middle School – susan.mack@poquoson.k12.va.us
Poquoson High School – deborah.insely@poquoson.k12.va.us

Division Truancy Officer
Angela Hill – angela.hill@poquoson.k12.va.us
ASSESSMENT & GRADING

Poquoson City Public Schools will be grading all assignments given by teachers during the 2020-2021 school year. Teachers will provide students with feedback on all assignments in a timely and consistent basis. Students should communicate directly with their teachers if they are having difficulty with any assignment.

STUDENT WITH DISABILITIES

Special education services will be provided in both the Continuum of Learning and Poquoson Online. A student’s Individualized Education Plan (IEP) team, which includes the parent, will determine the instructional program and its related services based upon the needs of the student. Special education and general education teachers will continue to collaborate to provide instruction and support to students with disabilities based on their IEP goals. Ongoing support and collaboration with families will continue through the IEP meeting process, eligibility determinations, reevaluation, and other intervention meetings. Special education case manager will be contacting parents to schedule an IEP meeting to determine how special education services will look for your child this fall. Any parent who has specific questions about their child should contact the student’s case manager or the school’s assistant principal(s).

STUDENT EXPECTATIONS & RESPONSIBILITIES

Virtual learning is learning that takes place in a virtual classroom rather than in a brick and mortar building. As such, the standards of behavior are just as important as if the student is attending class in a physical building. While virtual learning does provide students with some flexibility, students will be held accountable for their attendance, assignments, and assessments for all courses in which they are enrolled. Appropriate student behavior is expected and is the responsibility of all PCPS students when participating in virtual learning and students are accountable to the PCPS Student Handbook and Code of Conduct, the Acceptable Use Policy, and are expected to be good digital citizens.

PCPS students are expected to do the following to be engaged in their virtual learning:

- For live (synchronous) class meetings, learning activities and virtual sessions, students are expected to do the following:
  - Attend and be on time for all live (synchronous) learning activities and virtual sessions assigned by the teacher on a daily basis.
  - Keep their camera on at all times during the live lesson or activities.
  - Mute their microphone when arriving to class and until directed otherwise by the teacher.
  - Honor the PCPS Dress Code during all live learning activities and virtual sessions.
  - Ensure that the background for your virtual sessions and live learning activities is school appropriate.
• Maintain active communication with the teacher through live meetings, phone calls or emails.
• Check their Poquoson.org email account at least once a day (grades 3-12)
• Complete assignments by the deadlines provided.
• Demonstrate academic integrity and honesty in every situation.
• Students should address all teachers and staff as adults and with the courtesy expected in our regular classrooms. This includes all online interactions, email correspondence, or phone conversations.
• Students should not under any circumstances or in any manner record or share any Google Meet sessions. Teachers will record sessions that need to be posted and shared.
• By violating the PCPS Student Handbook and Code of Conduct or the Acceptable Use Policy while learning virtually, students may lose their online privileges or may be removed from the virtual learning environment, and will have to work with teachers in alternate ways.
  o This includes using obscene, profane, threatening, derogatory, or disrespectful language or images in any communications with PCPS students, teachers, or staff.
• Being a good digital citizen means:
  o Using appropriate language at all times.
  o Exhibiting behavior that does not intimidate, bully, harass, or embarrass others.
  o Considering the perspective of others when communicating.
  o Maintaining privacy for themselves and others by not revealing personal addresses, phone numbers, social networking identities, or other personal information including passwords.
  o Refraining from using the online accounts of others or trespassing in the work, files, or folders of others.
  o Vetting online information to ensure it is both reliable and credible.
• The best advice for students is to think- *If my words or actions would not be acceptable when I was physically in my school, then they would not be acceptable in my virtual classroom.*

**TIPS FOR STUDENTS TO SUCCEED WHEN LEARNING VIRTUALLY**

Learning online is different than learning in the face-to-face classroom. Here are a few tips to help students navigate virtual learning.

• Find a quiet, comfortable (but not too comfortable) place to complete your work each day.
• Keep your device charged, clean and ready for use.
• Make sure you know your PCPS student ID number and password.
• Check your PCPS Gmail account at least once a day.
• Make sure you know when your teacher is providing live, synchronous instruction – know the date and the time. Participate in every learning opportunity you can.
• Stay on top of tasks and assignments – use an online calendar or paper planner if needed.
• Use the resources your teachers provide to assist and support your learning.
• Know what it means to be a good digital citizen (see the section above) and what is expected of you when you are participating in online learning with your teacher and classmates.
• Ask questions when you are not sure about something – chances are there are other people in the class who could use the information as well.
• Reach out to your teacher, counselor, or parent if you need help – whether you need help with an assignment, are feeling overwhelmed, or are not sure what you need.

PARENT/GUARDIAN SUPPORT OF STUDENTS

• Establish reasonable and sustainable routines and expectations.
• Identify a space in your home where your student(s) can learn comfortably.
• Check in with your student each day to monitor their work progress and needs.
• Support your student’s digital citizenship skills and reinforce academic honesty and integrity.
• Read all emails and listen to phone calls that come to you from the division, the principal, the teacher, or other staff members.
  o Teachers will email students using the student’s PCPS Gmail account (student.name@poquoson.org)
  o Parent emails are taken from the information parents provide to the school and entered into PowerSchool, our student information system.
    ▪ If you have not been receiving emails or calls, please contact the school so we can update your information or direct you on how to remove opt-out selections.
• Communicate with your student’s teacher, school counselor, principal, or assistant principal if your student lacks the resources you need to engage in learning while away from school, or they are feeling overwhelmed or frustrated.
• If your student needs assistance or support in addressing mental health concerns, please contact your student’s school counselor or call to speak to one of our school psychologists who can direct you to a variety of resources (757-868-3050).
• Mental health resources are available to support students and families and can be found on the PCPS Return to School webpage.

ACADEMIC INTEGRITY

Honesty, respect and responsibility are essential traits of good character and are expected to be practiced throughout the entire educational experience in Poquoson City Public Schools. This holds true whether the student is present at school for in-person instruction or learning through virtual programs in Poquoson.

The Student Handbook and Code of Conduct states that cheating, plagiarism, forgery (including computer forgery), lying, stealing, or any other acts of dishonesty shall not be tolerated. This includes unauthorized or illegal use of computers or computer networks and devices.
Cheating is considered the act of misleading others through deception, lies, or trickery. Examples include, but are not limited to:

- Misrepresentation: Claiming that a work product is the original work of the student.
- Falsifying information, either written or oral.
- Copying someone else’s work or allowing someone to copy your work. This includes classwork, homework tests, quizzes, projects, labs, etc. Regardless of the intent, the student is responsible for their own work and what someone else may do with it.
- The unauthorized use of materials, study aids, formulas, calculators, online translators, electronic devices, cell phones, or other sources (including websites or people) without the permission of the specific teacher.

Plagiarism is the uncredited use of someone else’s ideas or work. Examples include, but are not limited to:

- Cutting and pasting information from a website or online sources into a paper, presentation, project, etc. without proper citation.
- Intentionally or unintentionally, leaving out quotation marks, citations, and works cited pages, etc. thus misrepresenting that work as original.

Forgery is the act of making a false signature or making a copy of a project, paper, presentation, or original work. Forgery can also be the intentional act of altering an official document or record. Examples of forgery include, but are not limited to:

- Signing a parent’s name on a permission slip, absence note, or other school related document.
- Taking someone’s document from a class folder, putting your name on it and submitting it as your own work.
- Changing grades on an assignment, report card or academic history report.

Lying is the act of not telling the truth, making false statements, being deliberately untruthful, falsifying information, or intentionally withholding information.

Signing into someone’s computer using their credentials

- Being untruthful about a situation in which the students took part or witnessed.
- Fabricating and/or sharing misinformation about others.
- Logging into a live teaching session using someone else’s name.
- Not sharing details about an incident for which you are a witness.

Stealing is the taking of property that belongs to someone else’s without their permission.

Examples of stealing include, but are not limited to:

- Stealing another student’s cell phone off of their desk when they are not looking.
- Taking an item off of a teacher’s desk.
- Removing food from the cafeteria without paying for it.
- Taking another student’s log-in information and using it on a computer.

The Student Handbook and Code of Conduct outlines a range of consequences for students and are assigned based on the violation. Consequences range from Level 1: Conference with the student and parent, restitution, loss of privileges or detention to Level 4: The long-term revocation of privileges, a short term suspension from school, or a long-term suspension from school.
Additionally, students are expected to read and follow the Acceptable Use Policy (AUP), which outlines the student’s responsibilities while using the school’s internet services or devices. Use of school internet access on any device, personal or school provided, may result in suspension or revocation of privileges and/or other disciplinary actions. The AUP can be found on pages 48-50 of the PCPS Student Handbook and Code of Conduct.

**STUDENT VIRTUAL LEARNING SCHEDULES**

Students will be engaging in scheduled, live sessions with teachers throughout the week. Students in the primary and elementary schools will meet 5-days a week with teachers, with most live instruction ending by 12:00 or 12:15 p.m. each day. Students at the middle and high schools will meet 4-days a week with teachers and participate in asynchronous learning, meetings with teachers, or school counseling activities on Wednesdays.

### POQUOSON PRIMARY SCHOOL

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30 a.m. – 9:00 a.m.</td>
<td>Beginning of Live Poquoson Online Student Day (8:30 a.m.)&lt;br&gt;Morning Meeting/Social Emotional Lesson</td>
</tr>
<tr>
<td>9:00 a.m. – 9:30 a.m.</td>
<td>Live Teacher Directed Instruction - Literacy</td>
</tr>
<tr>
<td>9:30 a.m. – 10:00 a.m.</td>
<td>Live Literacy small groups with teachers</td>
</tr>
<tr>
<td>10:00 a.m. – 10:30 a.m.</td>
<td>Live Teacher Directed Instruction - Math</td>
</tr>
<tr>
<td>10:30 a.m. – 11:00 a.m.</td>
<td>Live Math small groups with teachers</td>
</tr>
<tr>
<td>11:00 a.m. – 11:30 a.m.</td>
<td>Live Teacher Directed Instruction – Science &amp; Social Studies</td>
</tr>
<tr>
<td>11:30 a.m. – 12:00 p.m.</td>
<td>Asynchronous encore activities or individual small group check with students, as needed&lt;br&gt;End of Live Poquoson Online Student Learning Day (12:00 p.m.)</td>
</tr>
<tr>
<td>12:00 p.m. – 3:00 p.m.</td>
<td>Students complete any additional school work, read independently, or have recess</td>
</tr>
<tr>
<td>3:00 p.m. – 3:30 p.m.</td>
<td>Live online office hours with the teachers</td>
</tr>
</tbody>
</table>

### POQUOSON ELEMENTARY SCHOOL

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:15 a.m. – 8:45 a.m.</td>
<td>Beginning of Live Poquoson Online Student Day (8:15 a.m.)&lt;br&gt;Morning Meeting/Social Emotional Lesson</td>
</tr>
<tr>
<td>8:45 a.m. – 9:15 a.m.</td>
<td>Live Teacher Directed Instruction - Literacy</td>
</tr>
<tr>
<td>9:15 a.m. – 10:15 a.m.</td>
<td>Live Literacy small groups with teachers</td>
</tr>
<tr>
<td>10:15 a.m. – 10:45 a.m.</td>
<td>Independent Encore Activity</td>
</tr>
<tr>
<td>10:45 a.m. – 11:15 a.m.</td>
<td>Live Teacher Directed Instruction - Math</td>
</tr>
<tr>
<td>11:15 a.m. – 11:45 a.m.</td>
<td>Live Math small groups with teachers</td>
</tr>
<tr>
<td>11:45 a.m. – 12:15 p.m.</td>
<td>Live Teacher Directed Instruction – Science &amp; Social Studies&lt;br&gt;End of Live Poquoson Online Student Learning Day (12:15 p.m.)</td>
</tr>
<tr>
<td>12:15 p.m. – 3:00 p.m.</td>
<td>Students complete any additional school work, read independently, or have recess</td>
</tr>
<tr>
<td>3:00 p.m. – 3:30 p.m.</td>
<td>Live online office hours with the teachers</td>
</tr>
</tbody>
</table>
### Poquoson Middle School 6th & 7th Grade

**Poquoson Online Schedule and Daily Schedule for Option #1 Students when Fully Virtual on the Continuum**

<table>
<thead>
<tr>
<th>Bell Schedule</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:50 – 8:41</td>
<td>Period 1</td>
<td>Period 1</td>
<td>Asynchronous learning for students &amp; Teacher planning day</td>
<td>Period 1</td>
<td>Period 1</td>
</tr>
<tr>
<td>8:45 – 9:35</td>
<td>Period 2</td>
<td>Period 2</td>
<td></td>
<td>Period 2</td>
<td>Period 2</td>
</tr>
<tr>
<td>9:39 – 10:29</td>
<td>Period 3</td>
<td>Period 3</td>
<td></td>
<td>Period 3</td>
<td>Period 3</td>
</tr>
<tr>
<td>10:33 – 11:23</td>
<td>Period 4</td>
<td>Period 4</td>
<td></td>
<td>Period 4</td>
<td>Period 4</td>
</tr>
<tr>
<td>11:23 – 11:51</td>
<td>Lunch</td>
<td>Lunch</td>
<td></td>
<td>Lunch</td>
<td>Lunch</td>
</tr>
<tr>
<td>11:55 – 12:45</td>
<td>Period 5</td>
<td>Period 5</td>
<td></td>
<td>Period 5</td>
<td>Period 5</td>
</tr>
<tr>
<td>12:49 – 1:39</td>
<td>Period 6</td>
<td>Period 6</td>
<td></td>
<td>Period 6</td>
<td>Period 6</td>
</tr>
<tr>
<td>1:43 – 2:35</td>
<td>Period 7</td>
<td>Period 7</td>
<td></td>
<td>Period 7</td>
<td>Period 7</td>
</tr>
<tr>
<td>2:35 – 3:05</td>
<td>Office Hours</td>
<td>Office Hours</td>
<td></td>
<td>Office Hours</td>
<td>Office Hours</td>
</tr>
</tbody>
</table>

*Blue font designates synchronous learning and black font designates asynchronous learning.*

### Poquoson Middle School 8th Grade

**Poquoson Online Schedule and Daily Schedule for Option #1 Students when Fully Virtual on the Continuum**

<table>
<thead>
<tr>
<th>Bell Schedule</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:20 – 8:10</td>
<td>Period 1</td>
<td>Period 1</td>
<td>Asynchronous learning for students &amp; Teacher planning day</td>
<td>Period 1</td>
<td>Period 1</td>
</tr>
<tr>
<td>8:14 – 9:04</td>
<td>Period 2</td>
<td>Period 2</td>
<td></td>
<td>Period 2</td>
<td>Period 2</td>
</tr>
<tr>
<td>9:08 – 9:58</td>
<td>Period 3</td>
<td>Period 3</td>
<td></td>
<td>Period 3</td>
<td>Period 3</td>
</tr>
<tr>
<td>10:02 – 10:52</td>
<td>Period 4</td>
<td>Period 4</td>
<td></td>
<td>Period 4</td>
<td>Period 4</td>
</tr>
<tr>
<td>10:52 – 11:18</td>
<td>Lunch</td>
<td>Lunch</td>
<td></td>
<td>Lunch</td>
<td>Lunch</td>
</tr>
<tr>
<td>11:22 – 12:12</td>
<td>Period 5</td>
<td>Period 5</td>
<td></td>
<td>Period 5</td>
<td>Period 5</td>
</tr>
<tr>
<td>12:16 – 1:06</td>
<td>Period 6</td>
<td>Period 6</td>
<td></td>
<td>Period 6</td>
<td>Period 6</td>
</tr>
<tr>
<td>1:10 – 2:00</td>
<td>Period 7</td>
<td>Period 7</td>
<td></td>
<td>Period 7</td>
<td>Period 7</td>
</tr>
<tr>
<td>2:00 – 2:30</td>
<td>Office Hours</td>
<td>Office Hours</td>
<td></td>
<td>Office Hours</td>
<td>Office Hours</td>
</tr>
</tbody>
</table>

*Blue font designates synchronous learning and black font designates asynchronous learning.*
POQUOSON HIGH SCHOOL
Poquoson Online Schedule and
Daily Schedule for Option #1 Students when Fully Virtual on the Continuum

<table>
<thead>
<tr>
<th>Bell Schedule</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:20am – 8:10am</td>
<td>Period 1</td>
<td>Period 1</td>
<td></td>
<td>Period 1</td>
<td>Period 1</td>
</tr>
<tr>
<td>8:14am - 9:04am</td>
<td>Period 2</td>
<td>Period 2</td>
<td></td>
<td>Period 2</td>
<td>Period 2</td>
</tr>
<tr>
<td>9:08am - 9:58am</td>
<td>Period 3</td>
<td>Period 3</td>
<td></td>
<td>Period 3</td>
<td>Period 3</td>
</tr>
<tr>
<td>10:02am - 10:52am</td>
<td>Period 4</td>
<td>Period 4</td>
<td>Asynchronous learning for all students.</td>
<td>Period 4</td>
<td>Period 4</td>
</tr>
<tr>
<td>10:52am - 11:18am</td>
<td>Lunch</td>
<td>Lunch</td>
<td></td>
<td>Lunch</td>
<td>Lunch</td>
</tr>
<tr>
<td>11:22am - 12:12pm</td>
<td>Period 5</td>
<td>Period 5</td>
<td></td>
<td>Period 5</td>
<td>Period 5</td>
</tr>
<tr>
<td>12:16pm - 1:06pm</td>
<td>Period 6</td>
<td>Period 6</td>
<td></td>
<td>Period 6</td>
<td>Period 6</td>
</tr>
<tr>
<td>1:10pm - 2:00pm</td>
<td>Period 7</td>
<td>Period 7</td>
<td></td>
<td>Period 7</td>
<td>Period 7</td>
</tr>
<tr>
<td>2:00pm – 2:30pm</td>
<td>Office Hours</td>
<td>Office Hours</td>
<td>Office Hours</td>
<td>Office Hours</td>
<td>Office Hours</td>
</tr>
</tbody>
</table>

Red Font denotes synchronous learning and black font designates asynchronous learning.

ATHLETICS & EXTRACURRICULAR ACTIVITIES

PCPS students who are participating in virtual learning are eligible to participate in athletics and extracurricular activities that are offered at their home school. Students are still expected to meet all of the requirements for participation. More information about student athletics and activities can be found on the school’s website.

On July 27, 2020, the VHSL Executive Committee voted (34-1-0) to move forward with Model 3 in its re-opening of sports and activities for the 2020-21 school year. Model 3 delays all VHSL sports and activities until December 14, 2020 and adopts the Condensed Interscholastic Plan. This model leaves all sports in the season where they are currently aligned. As specified by VHSL, the seasons will occur, as follows, provided current health guidance indicates it is safe to proceed:

Season 1 (Winter)
- December 14 – February 20 (First Contest Date – December 28, 2020)
- Basketball, Indoor Track, Swimming & Diving, Wrestling

Season 2 (Fall)
- February 15 – May 1 (First Contest Date – March 1, 2021)
- Cheer, Cross Country, Field Hockey, Football, Golf, Volleyball

Season 3 (Spring)
- April 12 – June 26 (First Contest Date – April 26, 2021)
- Baseball, Soccer, Softball, Tennis, Track and Field

Additional information from VHSL is available at www.vhsl.org
**TECHNOLOGY HELP-DESK**

Students and parents who need assistance with logging into your PCPS student account, technical issues with a PCPS issues device, accessing the Canvas LMS, or questions about other technology supported by PCPS, students, parents and staff should utilize one of the following options to receive assistance:

A. Students should talk with their classroom teacher about possible solutions and staff should consult with their building Instructional Technology Resource Teacher (ITRT).

B. Call or email the Technology Help Desk at
   a. (757) 946-0140
   b. pcps.helpdesk@poquoson.k12.va.us

**CONTACT INFORMATION FOR SPECIFIC QUESTIONS**

<table>
<thead>
<tr>
<th>I have a question about...</th>
<th>Who do I contact?</th>
<th>What is the most efficient way?</th>
</tr>
</thead>
</table>
| Specific course assignments or learning resources | Teacher | • Via the teacher’s email address (found on the teacher’s webpage)  
• Call the main number to the school (see below) and leave a message asking for the teacher to call you |
| Supports for instruction and accommodations for students with disabilities | Special Education Case Manager or Section 504 Case Manager | • Via the teacher’s email address (found on the teacher’s webpage)  
• Call the main number to the school (see below) and leave a message asking for the case manager to call you |
| Problems with PCPS tech devices or PCPS account log-in | PCPS Technology Help Desk | • Hours: Monday- Friday 8:30 a.m. to 4:30 p.m.  
• Email: pcps.helpdesk@poquoson.k12.va.us  
• Phone: 757-946-0140 |
| Personal, academic, behavioral, or emotional concerns | School Counselor | • Via the counselor’s email address (found on the School Counseling webpage)  
• Call the main number to the school (see below) and leave a message asking for the counselor to call you |
| Issues and Concerns | Principal or Assistant Principal | • Via the Principal or Assistant Principal’s email address (found on the school webpage)  
• Call the main number to the school (see below) and leave a message asking for the Principal or Assistant Principal to call you |
## CONTACT INFORMATION FOR SCHOOLS AND OFFICES

<table>
<thead>
<tr>
<th>School/Office</th>
<th>Main Phone Number</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Poquoson Primary</td>
<td>(757) 868-4403</td>
<td><a href="https://www.poquoson.k12.va.us/PPS">https://www.poquoson.k12.va.us/PPS</a></td>
</tr>
<tr>
<td>Poquoson Elementary</td>
<td>(757) 868-6921</td>
<td><a href="https://www.poquoson.k12.va.us/PES">https://www.poquoson.k12.va.us/PES</a></td>
</tr>
<tr>
<td>Poquoson Middle</td>
<td>(757) 868-6031</td>
<td><a href="https://www.poquoson.k12.va.us/PMS">https://www.poquoson.k12.va.us/PMS</a></td>
</tr>
<tr>
<td>Poquoson High</td>
<td>(757) 868-7123</td>
<td><a href="https://www.poquoson.k12.va.us/PHS">https://www.poquoson.k12.va.us/PHS</a></td>
</tr>
</tbody>
</table>