



Manuel A. Ureña, Principal  
[murena4@schools.nyc.gov](mailto:murena4@schools.nyc.gov)  
Daniel Vincent, Assistant Principal  
[DVincent2@schools.nyc.gov](mailto:DVincent2@schools.nyc.gov)  
Telephone # 212-391-0041  
Fax #: 212-391-1293  
[JKOhighschool.org](http://JKOhighschool.org)

March 18, 2020

Re: Remote Learning

Dear Parent/Guardian,

I hope that you and your families are doing well, especially under the extreme circumstances. As you were notified previously, all NYC schools are transitioning to remote learning as a result of the coronavirus pandemic. The following are the specifics regarding how we will conduct remote instruction until schools open again:

- JKO will use Google Classroom as the platform for teaching and learning. Assignments will be posted there as well as feedback to students. Each teacher has created their own virtual classroom there and generated an invitation code for students to use when registering to the class for the first time. That code will be emailed to students and parents via Pupil Path.
- Pupil Path will remain the web based grading and teacher/parent communication form to communicate grades, email parents, and provide transcript details. It is imperative that parents register for access to Pupil Path if they haven't already done so. Enclosed in this mailing are the directions to register onto Pupil Path; there is a phone app available as well.
- Students will be given feedback on assignments within a two day period. Grades will be posted on Pupil Path by Friday for assignments of the week. Teachers will communicate to parents and students any changes to the grading policy that are resultant of the remote learning environment.
- Teachers will conduct parental outreach daily based on student needs. The parental outreach will be done via Pupil Path and via phone conference.

Recently the Chancellor emailed Principals regarding internet access and Ipads for students. As of this moment we have not received clarification about the internet access or any Ipad distribution. As soon as we get clarification we will communicate that to you. For now, I highly recommend you completing a survey provided by the Chancellor regarding your digital needs. The link is as follows:

<https://coronavirus.schools.nyc/RemoteLearningDevices>

Feel free to email Ms. Bernabel (Parent Coordinator), Mr. Vincent (Assistant Principal), Ms. Vega (Guidance Counselor), or me via Pupil Path any questions you may have. You can also reach Ms. Bernabel via cell phone (646-265-5169). Thank you.

Sincerely,

---

Manuel Urena, Principal