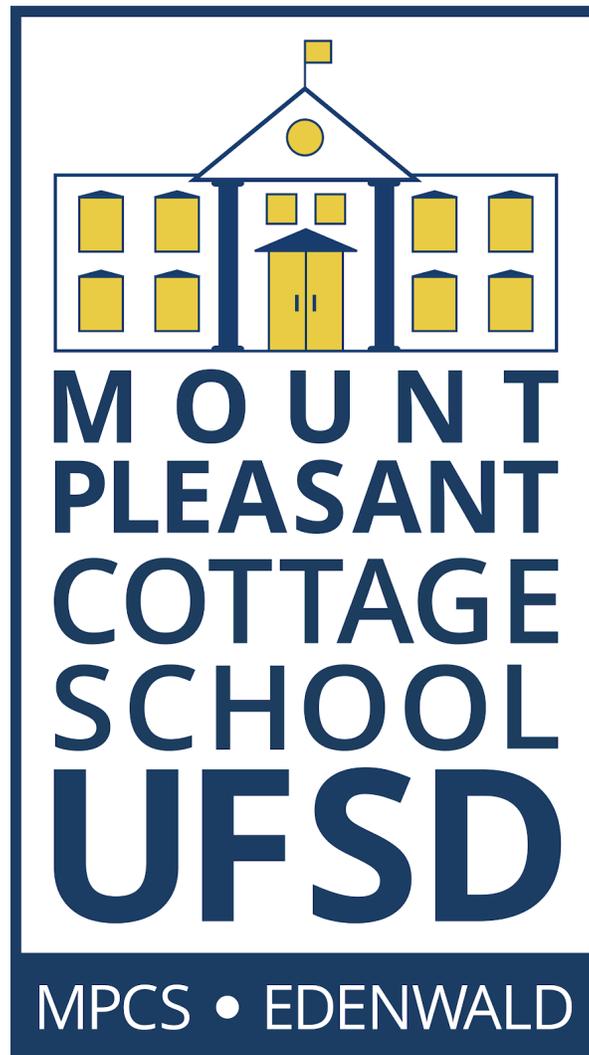


MPCS Distance Learning Guide

Last updated May 1, 2020



(This guide will be updated when needed as a living document- changes will be noted with **highlighting**)

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Contacts and Communication

The district will continue to provide regular updates using emails, robo-calls, and updates of our website www.mpcsny.org. The superintendent will continue to provide district-wide updates. Any specific questions should be directed to the appropriate individual using the contacts below.

District Contacts

Stephen Beovich, Superintendent	sbeovich@mpcsny.org
Angelo Rubbo, Asst. Superintendent	arubbo@mpcsny.org
Christina Torres, Director of Curriculum & Instruction	ctorres@mpcsny.org 917.459.6385
Millicent Lee, Director of Student Services (Special Education)	mlee@mpcsny.org

Building Contacts

Mt. Pleasant Cottage School - Jessica Harris, Principal	jharris@mpcsny.org
Mt. Pleasant Cottage School - Michael Pompa, Asst. Principal	mpompa@mpcsny.org
Edenwald School - Christine Leamon, Principal	cleamon@mpcsny.org
Edenwald School - Brent Baier, Asst. Principal	bbaier@mpcsny.org

Technology Support

Virginia Johnson	vjohnson@mpcsny.org 914.490.2556
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Teacher Directories by School

Mount Pleasant Cottage School Teachers	Edenwald School Teachers
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Introduction to Distance Learning - General Overview

Google Chromebooks & Google Classroom

The district is using Google Chromebooks and Google Classroom as the instructional platform for distance learning. It has been used by teachers in both schools and may be familiar to some students. Each student has been provided a Chromebook in the absence of another device (desktop computer, laptop, or tablet) at home, or on campus. Similarly, students without internet access have been provided hot spots for campus or personal use.

At the beginning of April, teachers were using Google Meets (online video chat room) to host class sessions according to the revised Distance Learning (DL Schedule) which can be found [HERE](#). However, beginning Friday, May 1st, the district transitioned to Zoom as the videoconferencing platform on which to host live class sessions. Students should log onto the appropriate course, on the appropriate day and time. Teachers will continue to post instructional content and activities to individual Google Classrooms daily by 8:30am for student review prior to class sessions. The Google Classroom platform allows for various forms of differentiation including content (levelled and varied content), process (text, audio, media), and product (task options, individual assignments, and more). Teachers were trained on Google Classroom and also Google Meets and YouTube in order to facilitate live sessions with students along with instructional YouTube videos for students on schedules outside of the traditional school day. Teachers are using a variety of online tools in tandem with Google Classroom including Khan Academy, Discovery Education, Pearson online, iXL, and more. These tools help to provide visual, auditory and even fine motor engagement for students with acute learning needs. Additional Google components offer extra levels of scaffolded instruction including: Snap and Read, Text to Speech, Co-Writer, and calculator functions. Teachers continue to build levelled content, according to student needs. When necessary, teachers also embed custom YouTube videos (created by the teachers) geared specifically for certain learning needs. This helps support IEP goals and related services.

Beginning April 20th, Teacher Aides and Teacher Assistants began supporting instruction in multiple ways including joining teachers in live Zoom meeting sessions for one to one and small group support, providing outreach to habitually absent students, and serving as substitutes in the event of teacher absences.

Technology Access & Use

Any student in need of a device or help with internet access should contact Virginia Johnson at vjohnson@mpcsny.org or 914.490.2556, or any school administrator. Students need to log into their student email accounts in order to access Google Classroom. Some students may require assistance, while others may be completely independent. Any parent or guardian assisting in the login process can follow step by step directions [HERE](#). If additional assistance is needed with logging in, please contact your building principal via email.

Below is a list of online resources already approved and in use by the district. Once students log into their student email accounts, these applications will NOT require a separate log in, but rather have automated access via Classlink.

ArtRage – Digital Painting Tool	Pearson Success Net – Online educational support materials
Brain-Pop	Problem Attic – assessment and instruction
Castle Learning – Student assessment software	Print Shop – creative software for flyers and certificates
Class DoJo	Quia – online activities, assessment, surveys
CoWriter – Word prediction software extension for Chrome	Snap and Read- read aloud all text, text leveling, language translation
Discovery Education – online teacher resource	Sphero – coding app
EdHelper – online lesson plans teacher resource	Success Maker – RTI software for Math and Reading K-8
Eduware: Wizard™ assessment software	Teacher Vision – online instructional resources
Flocabulary – supplement vocabulary instruction	Think Central – Houghton Mifflin Harcourt Online resources
GradPoint - online and blended learning curriculum	Tynker - Drone Software
iLit - Literacy program 4-10 grade	
IXL	
Kahoot – game based learning platform	
Learning.com – Easy Tech digital literacy software	
Learning A-Z – Reading software, Headsprout, Razplus	
MakerBot – 3D software for the 3D printers	
MobieView – control hub for interactive board	
n2y (Unique Learning System)	

Supporting Distance Learning @ Home

All students require structure, but ours in particular! We are providing the following recommendations for learning at home:

- **Daily routines are key.** While you should not aim to replace the school day hours with equivalent hours of distance learning at home, you should create and stick to a schedule as best as possible. Whenever and however possible, incorporate physical activity and/or outdoor time. It will help students improve focus during learning time at home.
- **Use a reward system.** Offer students rewards such as earning choice time or screen time for completing certain amounts of schoolwork. You might opt to offer choice time as a menu of fun educational games. A list of additional education websites offering free access can be found [HERE](#). Although we do not specifically endorse or recommend any of these as they have not been vetted for student data privacy compliance, you may find them useful and helpful in the event of extended distance learning periods.
- **Incorporate brain breaks-** students often become fatigued and distance learning is a big adjustment.
- **Assist students when needed** with directions, navigating the Google Classroom Platform, and even to contact the teacher directly via email or Google Meets.

SAMPLE Home Distance Learning Schedule:

8:00-8:45	Wake, dress, breakfast
9:00-9:30	Log on to Google Classroom courses for daily assignments
9:30-11:30	Google Meets AM sessions- according to student schedule
11:30-12:30	Lunch Break/Choice Time activity
12:30-2:00	Google Meets PM sessions - according to student schedule
2:00-2:30	Extra Help - students join Meets sessions of their choice as needed
2:30-4:00	Choice-time educational game

Student Expectations

1. Students are expected to log into their Google Classroom courses daily and complete assigned tasks.
2. Students are expected to contact a teacher immediately via email, classroom comment stream, or Meets sessions if there is any issue with accessing, understanding, or submitting an assignment.
3. Students are expected to behave appropriately online- this includes live video chats and in classroom forums. Students should be appropriately dressed and conduct themselves in a manner in accordance with the student handbook.
4. Students are expected to use the technology appropriately. This includes respecting the privacy of all participants of live video chats or course rooms. Screenshots, or other unknown recordings are disrespectful and prohibited as misuse of the technology provided.
5. Attendance will be counted according to student submission of assignments and/or participation in Meets sessions. Residential student attendance will be determined based on agency and cottage reports. Students off-campus will need to log in and submit assignments daily and/or join Meets. Parents of students working from home will also have the option to submit attendance reports. In the absence of such, the district will determine attendance based on student participation.
6. Grades will continue on the scale in accordance with district grading policy.

Instructional Guidelines

- Teachers will post daily assignments and activities by 8:30am for student review prior to live class sessions on Google Meets.
- Teachers will respond to any emails or inquiries before 3pm, if they are posed during the school day. Otherwise, students may expect a reply first thing the next morning.
- Students will receive feedback on all assignments within 24-48 hours.
- Students should use ClassLink to access any instructional websites, apps, or programs already linked through the school.

IEP & Related Services

Students will continue to receive related services remotely via video chat sessions and phone conferences. The district has devised schedules for all providers to maintain Counseling, Speech and Language, Occupational Therapy, and Physical Therapy services via distance learning tools. Providers initially contact the student via phone to relay the process for logging into a Google Meets session to receive services. Also, IEP annual review meetings will proceed as scheduled via virtual conferencing with all parties. Any assistance with scheduling or receiving related services or IEP meetings should be addressed directly with Millicent Lee, Director of Student Services at mlee@mpcsny.org. A letter with more detail about remote related services during distance learning can be found [HERE](#).

This kind of change can be difficult for our students. Should they need the assistance of a school counselor, please find their contact information below.

Max Capshaw	mcapshaw@mpcsny.org
Anna Greaves	agreaves@mpcsny.org
Deborah McMorrow	dmcmorrow@mpcsny.org
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