Introduction to Online Learning

- The Marlboro Central School District is developing online learning experiences for the purpose of continuing our students' education during this challenging and rapidly changing time. Our investments in technology devices, infrastructure, professional development for faculty, staff, and students over the past five years, have prepared us to offer K-12 online learning experiences.

- This document will provide you with the processes associated with online learning including how to communicate with the professionals working with your child, attendance and grading procedures, schedules for working remotely with our faculty, and instructional guidelines and resources. Please refer to this document often. We are continuously working to respond to the feedback provided by our parents, students and teachers.

Terms to Help You Navigate Online Learning

The following terms may be helpful to know before reading through this guidance document:

- **Online Learning** - Learning using computers and the internet. Online instruction.
  - **Asynchronous Learning** - Lessons and content that are available online to be accessed by students at any time depending on student availability.
  - **Synchronous Learning** - Lessons that are provided online live while the learner participates from another location with the teacher. Example: Google Meet

- **Online Teacher Availability** - Time that your student's teacher will be available either by phone or online to communicate and work with their class and students.

- **How to Access a Link** - Click on underlined content that appears in blue. A drop down link will appear directly below the content label, click on that link.

- **Platform** - Online sites where information is shared and communication occurs. Examples of online platforms that your student will be using are listed below:
  - **Google Meet** - One method of video meetings with students. Teachers will initiate a “Meet” for an online check-in or a learning activity.
  - **Google Classroom** - The most commonly used platform for teachers and students in MCSD.

- **Technology Acceptable Use Policy** - The rules and expectations that guide the way our students use technology. This document was distributed in September 2019.

  [MCSD Technology Acceptable Use Policy]
Tips for Successful Online Learning

- Establishing a regular routine is critical.
- The primary place where your child will receive instruction and educational materials is through Google (Google Classroom(s) and student gmail).
- The Parents’ Guide to Google Classroom can be used to find assistance with logging into Google Classroom.
- Your child should login regularly to the Google Classroom or teacher website developed by their teacher.
- Your child should login to their school-issued email account each morning, and at least one other time throughout the school day.
- We encourage students to read for enjoyment, play games, exercise, draw, and write stories in their journals.
- Keeping a journal or diary of their experiences is a powerful exercise for social emotional health and communication.
- Email will be used by administrators, teachers, school counselors, school social workers, school psychologists and related service personnel to schedule online appointments, and to share information about assignments and grades.

MCSD Continuity of Learning Website

Useful Online Resources for Parents & Students

Accessing Google Classroom From Different Devices
- Chromebook Screenshot Directions
- Parents’ Guide to Google Classroom
- SchoolTool Parent Portal Mobile Help

Communication

- During this online learning experience many things remain the same. Parents, guardians and students will be able to contact building administrators, teachers, school counselors, social workers and school psychologists to ask questions, request passwords or schedule online appointments as they would during regular school operations. Parents should continue to supervise student work and students are still expected to complete their assignments according to due dates and timelines provided by the teacher.
Teachers will send assignments via email, Class Dojo, Remind, or Google Classroom on a daily basis. They may request secondary students to upload photos of their work and students may receive assignments requiring that they access additional online software, with which they are already familiar.

It is important to review and adhere to rules and expectations associated with online communication. Take time to review these expectations with your child. Students are required, at all times, to respect the privacy of other participants. This means never make audio or video recordings or screenshots of teachers or classmates. These actions are considered a violation of our Technology Acceptable Use Policy and may result in disciplinary action. In the event that a student knowingly records and shares video or audio content from an online session, the teacher will communicate this violation to the administration and the Student Code of Conduct will be followed. Please review the following documents:

- [MCSD 6-12 1:1 Chromebook Initiative Website](#)
- [MCSD Code of Conduct](#)

Need technical assistance?

Please email the Instructional Technology Teaching Assistants in your school:

**Marlboro Elementary School**
- Judi Beaulieu
- Karen D'Amato
- Michelle Weckeman

**Marlboro Middle School**
- Stacey Lia
- Susan Weiss

**Marlboro High School**
- Kim Castellani
- Peggy Choate

**Instructional Technology Support Line:** (845) 236-4639

**Attendance**

- Our expectations for attendance have not changed. Students are expected to participate in asynchronous learning activities daily.
- Grades will be assigned for online learning and the academic progress of our students will be monitored by their teachers.
- Teachers have the flexibility to adapt their grading practices to consider when students do not have the same degree of access to technology.
Grading

● 4th Quarter grades will be assessed and evaluated based on completion and quality of work. Students will be given feedback on assignments during this time period.

● Grading will follow the following guidelines:
  ○ 4th quarter overall comment will be a grade note in SchoolTool
    ■ Fail - not meeting expectations
    ■ Pass - approaching expectations
    ■ Pass - meets expectations
    ■ Pass - exceeds expectations

● There will be no 4th quarter honor roll.

● No probation/ineligible list will be created based on 2019-2020 grades.

Assessments

● All New York State Assessments have been suspended for the remainder of the school year, including the following:
  ○ New York State Grades 3-8 English Language Arts Test
  ○ New York State Grades 3-8 Mathematics Test
  ○ New York State Grade 4 Elementary-Level Science Test
  ○ New York State Grade 8 Intermediate-Level Science Test
  ○ New York State Checkpoint A and B Foreign Language Exams
  ○ New York State English as a Second Language Achievement Test (NYSESLAT) in Grades K-12
  ○ New York State Alternate Assessment (NYSAA) for students with severe cognitive disabilities in Grades 3-8 and high school
  ○ New York State Education Department Regents Exams

● Any student who achieves the learning outcomes for the course will earn the applicable course/diploma credit.

● In the event that extended closure interferes with a school or district's ability to provide the full unit of study by the end of the school year, either through face-to-face instruction or other methods, as long as the student has met the standards assessed in the provided coursework, the student will be granted the diploma credit.

● Students may continue to communicate with their teachers if they have questions about their grades. Teachers will be available for questions by email, telephone, and web conferencing.

● High school students in college and Advanced Placement courses are also working with their teachers to take adjusted AP tests and achieve college credit.
June SAT and SAT Subject Test Administration

- To keep students safe, and in alignment with public health guidance and school closures across 192 countries, the College Board will not be able to administer the SAT or SAT Subject Tests on June 6, 2020.
- To help students keep their college readiness skills sharp when many schools are closed, College Board and Khan Academy® will continue to provide free resources online, including full-length practice tests and personalized learning tools.

Online Teacher Availability / Student Access to Teachers

- Students should check with their teachers to determine when each teacher will be available to provide assistance online. During this time, teachers will be available to support all students with the completion of assigned work, and to address any individual student needs.
- **Online Platforms:** Check with your child’s teacher for the specific platforms being used for communication. Online platforms that are being used for communication with students include, but are not limited to, the following:
  - Google Meet
  - Class Dojo
  - Remind
  - Google Classroom

Online Instruction - **Student Expectations**

- Students are continuing to work in an online learning environment.
- Students will use appropriate language at all times when interacting with classmates and their teachers online.
- Students are to work on all subject areas to maintain learning equity.
- Students should check Google Classroom and teacher websites for daily updates.
- Students should check their school email daily.
- We encourage students to set a consistent daily routine in line with their family and academic obligations.
- Students can and should show parents and guardians their school work.
- **Students should continue to monitor their grades in the SchoolTool Parent Portal.**

**Online Learning Etiquette/Behavior Expectations**
Online Instruction - Parent Support

- We appreciate parental support in ensuring that students complete their academic work in a balanced manner.
- Our district’s Technology Acceptable Use Policy, signed in September, continues to be in effect during all online learning activities.
- If you have any questions about your child’s academic progress, please reach out to your child’s teachers via email.
- To help you navigate to your child’s teachers easily, in addition to other helpful educational resources, please use the links that are found on the MCSD COVID-19 Resources Page.
- Parents should continue to monitor their child’s grades in the SchoolTool Parent Portal.

Online Learning Etiquette/Behavior Expectations

Additional Services for Learners

English As a New Language (ENL)

- If your child receives ENL services, their teacher is assigning lessons according to your child’s language proficiency.
- ENL teachers have established contact with their students using all of the same methods that content and classroom teachers use.
- Families will receive progress reports electronically at the same time the report cards are distributed.

Academic Intervention Services (AIS)

- Academic Intervention Service teachers will continue to provide instruction targeting skills reinforcement based upon individual student needs.
- AIS supplemental support will be provided using district software and digital platforms that students are familiar with, as much as practicable.
- AIS teachers will continue interacting with their students using all of the same methods that content and classroom teachers use.
- Families will receive Third Quarter progress reports electronically by Friday, April 24.
Committees on Special Education and Preschool for Special Education

- Special Education teachers will continue to provide online learning experiences aligned to student specific Individualized Education Plan (IEP) goals for resource room, self contained classes, integrated co-teaching classes and consultant teacher services.
- Related service providers will continue to provide online experiences aligned to student specific goals in the areas of Speech Therapy, Occupational Therapy, Physical Therapy, Counseling, and Hearing Services.
- School Counselors are continuing to support student needs.
- Online learning opportunities are aligned with your child’s IEP goals.
- Third Quarter Individualized Education Plan (IEP) progress reports were completed with data compiled through March 12.
- Fourth Quarter Individualized Education Plan (IEP) progress reports will be sent at the time of the final report cards.
- All CSE and CPSE meetings are being held online using the Google Meet platform. Parents and guardians are being contacted by the Student Services Office through email with details for joining all scheduled meetings.
- Please reach out to your child’s Case Manager with any questions you may have.
- A point of etiquette associated with online meetings, is that CPSE and CSE meetings do not officially start until the chairperson joins the meeting.

MCSD Student Services Website

Section 504 Plans

- All Section 504 Plan accommodations are being provided online.
- All 504 meetings are being held online using the Google Meet platform.
- Parents and guardians would be contacted via email with details for joining an scheduled meeting online.

SEL: Social Emotional Learning

- Our School Counselors and Social Workers continue to work with students.
- If your family is in need of support, please reach out to your Building Administration or your School Counselor.

Critical Incident Stress Management Resources
Social & Emotional Learning Flocabulary Resources
Indoor Games & Activities to Get Children Moving
Community Resources

- Marlboro High School **Snack Shack**, 50 Cross Rd, Marlboro, NY 12542
  - Monday - Friday, 8:00 AM - 12:00 PM
- St. Mary's Church Food Pantry, 71 Grand St/PO Box 730, Marlboro, NY 12542, (845) 236-4340
  - Wednesdays, 10:00 AM - 4:00 PM
- Serving residents of Marlboro and Milton, only
  - Serving families of all Marlboro CSD students
  - Request meal assistance from the **Ulster County Project Resilience**, a community fund and local food distribution effort to support residents impacted by COVID-19.