

---

*Dr. Charles E. Murphy*  
*Distance Learning*  
*Reference Guide*

---

As you are aware, due to the closure of schools, we are transitioning to online learning. We know that distance learning will not duplicate the classroom experience. We are striving however, to continue instruction and learning. Flexibility is going to be a necessity, both as you manage your family situations and our staff does the same. This is new for all of us and we will have to make adjustments as we go based on the successes and frustrations we encounter. Please be patient with us, yourselves and your children. We look forward to a new level of teamwork as we embark on distance learning.

Sincerely,

Amy Espinoza



**Table of Contents**

How Instruction will occur	p. 2
Technology	p. 2
Daily Communication	p. 3
Attendance	p. 3
Special Services, Title 1 Reading and ELL services	p. 3
Social Emotional Support	p. 4
What you can expect as a parent	p.5
What might be helpful	p. 5
A Sample Schedule	p. 6

## HOW INSTRUCTION WILL OCCUR

Teachers will provide experiences via the platforms below. They may include:

- a written lesson
- a video of the teacher teaching
- a link to another resource
- independent assignments
- small group meetings via Zoom or Google Meets
- whole class meetings via Zoom or Google Meets

## TECHNOLOGY

Teachers will use the following computer platforms to communicate assignments with your children.

### Platforms:

- K-2 SeeSaw
- 3-5 Google Classroom
- Specials (art, music, PE, library)- SeeSaw

### Directions for Joining

<https://youtu.be/vHbe2Uamss0>

[https://youtu.be/9FxJfVo\\_rps](https://youtu.be/9FxJfVo_rps)

There are several sites teachers will direct students to. Codes to those sites have been provided to you. Please contact the classroom teacher should you have any questions regarding individual programs being used in the classroom

If you are experiencing technical issues, support is available at [esupports@montvilleschools.org](mailto:esupports@montvilleschools.org). When contacting e-supports, please include your name, your child's name, school and teacher and as much detail about the issue as possible.

## DAILY COMMUNICATION

Teachers will be available to you and your student online daily. They will be responding to students work with feedback. You may wish to talk with your children about the volume of non-academic emails they send their teacher, understanding that because of the demands of their job, they may not be able to respond.

Teachers have an office hour daily where they are available to respond to your questions and concerns. Please contact them through their school email.

## ATTENDANCE

The completion of work will serve as evidence of attendance.

There will be flexibility in when assignments are to be completed, however students are expected to sign in daily. For example, students will be asked to complete short daily activity to demonstrate attendance, but if an assignment was given on Monday, it is okay if it is not completed until Wednesday.

## SPECIAL SERVICES, ELL and TITLE 1 READING SERVICES

If your child receives special services or Title 1 reading services, these services will continue through distance learning. You will be contacted by your child's specialist teacher to discuss how best to provide services.

Case Managers will continue to collaborate with the general education teacher to provide accommodations and modifications to the best of their ability. Case managers and paraprofessionals will provide these services to your child, although modified into a virtual format.

There may be a designated time you child will meet via Zoom or Google meets with their provider (special education teacher, reading teacher, para, speech pathologist, occupational therapist, physical therapist, social worker or psychologist). It will be important that the student is available at that time.

Students who were receiving Title 1 Reading instruction will continue to have supplemental instruction. Reading paraprofessionals will support students in this capacity.

Our English Language tutor will work with classroom teachers to continue services. Tutoring for English Learners will be scheduled with students and families, individually.

Reading Specialist Suzanne LoPresto	<a href="mailto:slopresto@montvilleschools.org">slopresto@montvilleschools.org</a>
Program Leader of Special Services Elementary	<a href="mailto:lzurell@montvilleschools.org">lzurell@montvilleschools.org</a>
Case managers:	
Grades K and 5	<a href="mailto:bcarpenter@montvilleschools.org">bcarpenter@montvilleschools.org</a>
1 and 4	<a href="mailto:Imaiorano@montvilleschools.org">Imaiorano@montvilleschools.org</a>
2 and 3	<a href="mailto:Imaritino@montvilleschools.org">Imaritino@montvilleschools.org</a>
Speech	<a href="mailto:jbeaupre@montvilleschools.org">jbeaupre@montvilleschools.org</a>
Occupational therapist	<a href="mailto:streat@montvilleschools.org">streat@montvilleschools.org</a>
Physical therapist	<a href="mailto:JSwartz@montvilleschools.org">JSwartz@montvilleschools.org</a>
ELL coordinator	<a href="mailto:lkaplan@montvilleschools.org">lkaplan@montvilleschools.org</a>
ELL tutor	<a href="mailto:wdaygollsneider@montvilleschools.org">wdaygollsneider@montvilleschools.org</a>

## SOCIAL EMOTIONAL SUPPORT

If students require social / emotional support during the school closure, especially as they experience anxiety due to the uncertainty of our situation and their lack of ability to interact with peers and relatives, our student support services are available to them. Please email if you are concerned about your child's social or emotional well-being and would like us to reach out to you to offer services.

School psychologist:	<a href="mailto:lwilliams@montvilleschools.org">lwilliams@montvilleschools.org</a>
Social worker:	<a href="mailto:mmcgovern@montvilleschools.org">mmcgovern@montvilleschools.org</a>
Building principal:	<a href="mailto:aespinoza@montvilleschools.org">aespinoza@montvilleschools.org</a>

## AS A PARENT-WHAT YOU CAN EXPECT

- Every day, teachers will have posted the assignments for the day by 8:30. You will get assignments every school day until we are allowed to come back to school.
- There will be close to 4 hours of work. Pace it out throughout the day as you see fit, taking breaks as necessary.
- Each day your student will be required to respond to their teacher
- Your child's teacher will have time in their schedule to answer your concerns via email. We will be checking in with you as well.
- We may be calling you to talk about progress or take concerns. The number will come up as a blocked call or through the Google Voice app which assigns a phone number and a distant city and state (for example Beaumont, TX). Please answer.
- You may be getting several codes for different computer platforms- please create a folder to keep them all labeled, organized and handy.

## WHAT MIGHT BE HELPFUL FOR DISTANCE LEARNING

- Set up a place in your home where "school" will take place- kitchen table perhaps. Keep in mind that kids may want to move around, sit, stand, working from the floor- all ok!
- Establish routines and keep to a schedule when possible. I've included an example- but make it work for you.
- Refrain from using video games during breaks- save them for an afterschool reward.
- Take breaks throughout the day. Students are not accustomed to sitting for long periods of time- especially our younger students. Set a timer for breaks.
- Try to keep bedtimes and wake-up times consistent.
- Organization is going to be very important. Keep all learning materials together per child. An empty cereal box, large shoebox or dishpan can be used. Have writing tools and all other learning materials in their "toolbox". When "school" is out for the day, move the toolboxes to a safe spot until the next day.
- Attempt to minimize distractions such as the TV on nearby. This is especially important if your child is on a video appointment with their teacher.
- Remind your students that you are not giving them the work- their teacher is. (You however may give detentions)!!
- Be sure students recognize and respect their devices as learning tools.
- Your child's teachers are your partner in educating your child. Please do not feel you need to correct your child's work. Teachers need to see the mistakes students are making so they can help your child and adjust their teaching when needed. Additionally share if the volume of work becomes too stressful

## SAMPLE SCHEDULE

- 8:30-9:00 Breakfast, get dressed, brush teeth
- 9:00 Read communication from teacher. It may be helpful for you to make a list of the assignments to check off as completed.
- 9:00- 9:45 Math
- 9:45-10:00 Break
- 10:00- 10:45 Reading /writing
- 10:45-10:55 Lego/drawing/playdough break
- 10:55-11:30 Special class (art, gym, music, library)
- 11:30-12:15 Lunch and recess
- 12:15-12:45 Science/Social studies
- 12:45- 1:00 Spelling or Word Work
- 1:00-1:30 Independent Reading



