

Mt. Pleasant Central School District



Continuity of Learning Plan

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Contents

Introduction	2
Baseline Expectations	3
Access to Technology	4
Grading & Assessment	6
Attendance	8
Daily Schedule	9
Special Education	10
Response to Intervention	13
English as a New Language	14
Social-Emotional Support	15
School Nutrition	16
Student Health Services	17
Child Care for Essential Health Care Workers & First Responders	18
Additional Resources about COVID-19	19

Introduction

This Continuity of Learning Plan is designed to provide a template for the continuation of baseline learning expectations in the event of a long-term closure (5 consecutive days or more) in the Mt. Pleasant Central School District. More specific guidance will come from the administration in each of our schools.

We know that nothing can replace the learning experience in the classroom, but there are times in which extenuating circumstances prevent the optimal learning environment in our schools with our outstanding faculty and staff. With the advent of the Novel Coronavirus (COVID-19) upon us, this is a new challenge for our school district. Therefore, this document itself is a work-in-progress and will be updated periodically as new guidance and resources become available from the town, county, state and federal government and department of education. We will regularly update our plan, with new changes **highlighted in yellow**. Please also refer to the 'Last Updated' date on the bottom of the page.

For questions or clarifications about the plan itself, inquiries can be directed to the following individuals:

- Operations - Dr. Kurtis Kotes - kkotes@mtplcsd.org
- Instruction - Dr. Adam Bronstein - abronstein@mtplcsd.org
- Food Service - Mr. Andrew Lennon - alennon@mtplcsd.org
- Special Education - Ms. Traci Holtz - tholtz@mtplcsd.org
- Technology - Ms. Vineetha Joy - vjoy@mtplcsd.org

For specific inquiries or concerns about your child or school, those can be directed to your child's teacher or building administration, as indicated on each school's directory:

- [Hawthorne Elementary School](#)
- [Columbus Elementary School](#)
- [Westlake Middle School](#)
- [Westlake High School](#)

Baseline Expectations

During a long-term closure in the Mt. Pleasant Central School District, all faculty are required to maintain the following for each class and course they teach:

- Maintain a Google Classroom page.
- Post daily lessons, assignments, projects, assessments for learning (not cumulative), etc. no later than 9:00 a.m. each morning, Monday-Friday, as appropriate.
- Correspond via e-mail with students and families via e-mail between 10:00 a.m. and 2:00 p.m., Monday-Friday, as appropriate.

While the above reflect the minimum expectations for all faculty, teachers are welcomed and encouraged to consider additional technology for their classes and courses.

Access to Technology

Google Classroom is the primary interface through which remote learning takes place during a long-term closure in the Mt. Pleasant Central School District. To 'join' a class, your child first needs to access their Google account on <https://classroom.google.com/>. Next, they need to sign-in to their account with their school username (firstname.lastname@mtpclsd.org) and unique password. If you are unsure of your child's password, please contact your child's teacher. Students should then click on the plus symbol in the upper right-hand corner of the screen to join a class. Next, students need to enter the class code provided by their teacher. If you do not have the class code, please request one directly from your child's teacher(s) via e-mail.

Once in the Google Classroom, enrolled classes are listed on the main screen. When you click on a class, lessons, assignments, deadlines, courses, etc. are listed for each teacher. For additional support in using Google Classroom, please access the following pages:

- [Google Classroom Help Center](#)
- [Google Classroom Video Tutorial for Students & Parents](#)

Google Classroom can also be downloaded to your mobile phone or tablet through the app store on an Apple or Android device.

Beyond Google Classroom, there are many online instructional websites or software that can enhance the learning experience, which are used in our schools. Please refer to [this link](#) for our online library of curricular resources, which will be updated and adjusted over time.

In addition, the Mt. Pleasant Public Library is pleased to offer the residents of our community a temporary library card to provide students with access to the library's digital services (ebooks, audiobooks and streaming video services). This card will remain valid while the library is closed and for 30 days beyond its reopening. Once the library reopens, you are invited to come to the library with proper identification and receive a physical library card. This physical library card will provide students

with access to the library's full range of services, as well as access to materials throughout the Westchester Library System. Please click [here](#) to sign up online for a library card.

We understand that all students may not have access to technology at home. Therefore, every effort will be made to provide physical copies of materials, if a computer or internet access is not an option. Please contact building administration if you are unable to connect with Google Classroom or participate in remote learning. Please also refer to [this link](#) for internet discounts during the COVID-19 crisis.

Grading & Assessment

While students will not be formally graded during a long-term closure in the Mt. Pleasant Central School District, they will be expected to complete the work assigned by their child's teacher and adhere to posted deadlines. Teachers will only count assignments as 'complete' or 'incomplete' and students will not receive formal letter grades or percentages until schools have been reopened. However, students can expect to receive ongoing feedback, suggestions and ideas from their teachers and classmates.

Depending upon the length of the long-term closure, decisions about report cards will be made on a school-by-school basis. The New York State Education Department is currently allowing our schools to grant course and diploma credit for students who achieve learning outcomes through remote learning. 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 English as a Second Language Achievement Test (NYSESLAT) in Grades K-12; and
- New York State Alternate Assessment (NYSAA) for students with severe cognitive disabilities in Grades 3-8 and high school.

As of now, no decision has been made by the New York State Education Department about the administration of Regents Exams. However, the state's waiver with the federal government does mean that there is no formal accountability for this year's exams.

The College Board has posted some new guidance for schools impacted by long-term closure. They have afforded schools the ability to extend the Advanced Placement (AP) testing window, thus adding more days of instruction back into the calendar. We will continue to monitor these updates from the College Board with regards to AP testing [here](#) for schools, [here](#) for students, [here](#) to complete a survey if remote access

to AP testing is a challenge for you. We will continue to make adjustments as needed in consultation with AP teachers in the High School.

Although the Scholastic Aptitude Test (SAT) administration has been canceled for May, students can still sign-up for the June administration, in which Westlake High School will be one of the testing sites on June 6. Updates on the SAT can be found [here](#) and [here](#) are the updates for the American College Testing (ACT) exam, which has also been postponed from April Until June.

Attendance

Daily attendance (Monday-Friday) to posted lessons, assignments, projects is expected, as is communication with the teacher via e-mail, as needed. Teachers will make note of students who are not attending to regular expectations and if necessary, will contact building administration. Of course, if a child is sick or not able to participate in remote learning, it is important that you contact the school's attendance officer for New York State reporting purposes. Please e-mail the following staff no later than 9:00 a.m. each day to report an absence from remote learning:

- **Hawthorne Elementary School**
 - [Rosanna Siagris](#)
- **Columbus Elementary School**
 - [Michele Rush](#) or cesattendance@mtplcsd.org
- **Westlake Middle School**
 - [Maria DiNota](#)
- **Westlake High School**
 - [Maria DiNota](#)

Daily Schedule

During your child's time away, establishing a regular routine is critical, so even if they do not have a full day's worth of work, we encourage them to read for enjoyment, play games or engage in other scheduled activities as much as possible. In addition, the opportunity to go outside and disconnect from their screens, devices or social media is strongly encouraged.

Physical Education and Health Teachers will post helpful information on their Google Classroom sites to help students and families maintain a healthy lifestyle through this closure. Engaging in physical activity as much as possible, within recommended guidelines and abiding by safety regulations, is critical to maintaining a healthy lifestyle during a long-term closure.

Special Education

Introduction:

Special education teachers will follow the baseline expectations for continuity of instruction as outlined for all faculty. In addition, special education teachers who co-teach classes will coordinate with their general education counterparts, and will provide modifications, scaffolding and support as needed.

Related Services:

- Speech/Language providers will follow the baseline expectations for all faculty. Providers will reach out to students/families and will be available via email, in line with teacher expectations.
- Students receiving occupational and physical therapy services will be provided with packets of exercises/activities to do in order to maintain skills. Providers will check in with students/families on a regular basis.
- The support staff (psychologists, social worker, elementary guidance counselor) who provide in school counseling services will touch base with individual students/families on a weekly basis. They will check in on overall student well being and be available as per teacher guidelines. General supports and resources are forthcoming.
- We anticipate that students receiving Hearing or Vision services will be contacted by their BOCES service provider. More information will be provided when available.
- Parents/Guardians that receive Parent Training and Counseling will be contacted by your provider. Sessions will be held remotely.

Special education teachers and related services providers are reminded to maintain the confidentiality of students that receive special education services. Any information providers need to share with specific students/families will be done so in a confidential manner.

CPSE/CSE/504 Meetings:

We will make every effort to hold all CSE, CPSE and 504 meetings at the scheduled date and time. All meetings will be held remotely by either using

phone conferencing or using the Google Meet product which the district currently accesses via the internet. Parents/Guardians will receive an email invite to a Google Meet event. Within this invite is the link which can be clicked to join the meeting virtually, or a phone number with a PIN for a dial-in call.

PLEASE NOTE: The CSE, CPSE and 504 meeting will officially start when the chairperson joins the meeting. If the meeting does not begin on time, please be patient. In these unusual circumstances, delays may occur.

If you do not have access to WiFi, please refer to [this link](#) to learn more about discounts for COVID-19 by Internet providers.

The school staff that parents/guardians are scheduled to meet with will be participating in the remote meeting. Parents/Guardians may also still invite additional people having knowledge or special expertise about their child to the meeting as we have the ability to conference with multiple parties at once. Parents/Guardians will need to provide the email contact for any such additional people in advance of the meeting.

Parents/Guardians who may have difficulty participating remotely in the meeting are asked to contact the PPS office as soon as possible. Please note, if the parents/guardians are unable to participate remotely, we will not be able to reschedule the meeting until the District has resumed normal operations, which may cause a significant delay in our ability to plan and develop an IEP for their child for the 2020-2021 school year.

Initial Referrals/Reevaluations:

For new and existing initial referrals, conducting and completing initial evaluations/testing may be delayed depending on the circumstances and length of the District closure.

For reevaluations in which testing is scheduled to occur during the time the District is closed, the reevaluations/testing will be delayed and rescheduled to a time period after the District has resumed normal operations.

Clarification regarding instructional questions can be directed to your child's case manager, teacher or your building principal.

For questions or clarification of information regarding referrals, testing/evaluation or meetings inquiries can be directed to the following individuals:

- Director of PPS - Traci Holtz - tholtz@mtplcsd.org
- Secondary Supervisor - Jill Cook - jcook@mtplcsd.org
- Elementary Supervisor - Lori Centeno - lcenteno@mtplcsd.org
- CPSE Chair - Stacey Szaljardic - szgaljardic@mtplcsd.org

While the District is closed, the PPS office will be unable to receive faxes. In addition, access to student files will be limited during the time the District is closed. Any requests for copies of evaluations or reports may not be processed until staff is allowed to return to buildings. Clerical staff remains available via email to receive information and to answer general questions. Please contact the following individuals for support:

- Secretary - Corrine Cunnington - ccunnington@mtplcsd.org
- Secretary - Susan Zorrilla - szorrilla@mtplcsd.org
- Secretary to Administrator - Melissa Feuer - mfeuer@mtplcsd.org

Response to Intervention

For those students who receive Response to Intervention (RTI) services, providers and interventionists will continue to regularly communicate and offer supplemental on-line learning activities through our intervention-based software and additional resources. Please directly contact your child's provider for additional questions or concerns.

English as a New Language

Those students who receive English as a New Language (ENL) services should be in touch with their ENL teacher via Google Classroom or e-mail, in order to access supplemental resources for learning during a long-term closure:

- [Ethel Anastasiou](#)
- [Gina Benz](#)
- [Raquel Dalrymple](#)
- [Alison Leisawitz](#)
- [Colleen Maher](#)
- [Karyn Palladino](#)

Social-Emotional Support

Understandably, this is a difficult time for students and parents alike. Our school counselors, psychologists and social worker stand ready to assist you during this time. Please do not hesitate to e-mail them if you have questions or concerns about your child's well-being or need suggestions about how best to structure time at home:

Hawthorne Elementary School:

- [Connie Cotrone](#)
 - School Counselor
- [Amaris Da Luz-Neptune](#)
 - School Psychologist

Westlake Middle School:

- [Tania Greco](#)
 - School Counselor
- [Bill Keogh](#)
 - School Counselor
- [Maureen Sullivan](#)
 - School Psychologist
- [Kelly Iodice](#)
 - School Social Worker

Columbus Elementary School:

- [Connie Cotrone](#)
 - School Counselor
- [Ilana Cohen](#)
 - School Psychologist

Westlake High School:

- [Nick DiPaolo](#)
 - Guidance Chair & School Counselor
- [Lauren Cody](#)
 - School Counselor
- [Tina Matusiak](#)
 - School Counselor
- [Tim O'Dwyer](#)
 - School Counselor
- [Gilian Goldman](#)
 - School Psychologist
- [Danielle Idone](#)
 - School Psychologist

School Nutrition

Effective Monday, March 23, 2020, Mt. Pleasant Central School District will be serving “grab-and-go” meals for students who qualify for Free or Reduced Price meals through our School Lunch Program. Meals will be available for pickup at the Westlake High School Main Lobby between the hours of 9:30 a.m. and 11:00 a.m., Monday through Friday while schools are closed due to the current state of emergency. Each eligible student will receive one breakfast and one lunch meal, prepackaged by our Food Service Management Company (FSMC), Chartwells, for consumption at home. A limited number of meals for students with dietary restrictions will be available. Please contact our Food Service Director, [Jackie Houatchanthara](#), to ensure meals are available if your child has food allergies or other dietary restrictions. More information will be posted on the [district’s food service website](#) as it becomes available.

Student Health Services

Please contact your school nurse should you have questions related to the nurse's office:

- **Hawthorne Elementary School**
 - [Lisa Ciliberti](#)
- **Columbus Elementary School**
 - [Cindy Woods](#)
- **Westlake Middle School**
 - [Dawn McCarrick](#)
 - [Desiree Sannino](#)
- **Westlake High School**
 - [Mary Jane Au](#)
 - [Desiree Sannino](#)

Child Care for Essential Health Care Workers & First Responders

As per Governor Cuomo's Executive Order during the COVID-19 crisis, which has been deemed a public health emergency, the Mt. Pleasant Central School District and the Valhalla Union Free School District are working closely with Marianne Gribbon, Senior Director of Childhood Programs at Easter Seals of New York. Together, both districts have a plan to provide child care between 8:00 a.m. and 6:00 p.m., Monday through Friday. Ms. Gribbon has space and staff available at their Easter Seals location to service both districts:

70 Columbus Ave.

Valhalla, NY 10595

Phone: (914) 328-1578 or (914) 261-1889

In addition, should the need arise, there is additional space available within both school districts.

Additional Resources about COVID-19

For Parents:

- [National Association of School Psychologists: Talking to Children About COVID-19](#)
- [Centers for Disease Control Resources for Home](#)
- [How to Talk to Kids About Coronavirus](#)
- [How to Talk About Coronavirus with Kids](#)
- [Schools Are Closing for Coronavirus. Now What?](#)
- [Handling Your Kid's Disappointment When Everything Is Canceled](#)
- [A Parents' Guide for Meeting the Challenge During the COVID-19 Pandemic](#)
- [Feeling Stressed About Coronavirus \(COVID-19\)?](#)
- [Helping Children After Tragic Events: Information For Parents & Caregivers](#)

For Students:

- [Brain Pop on Coronavirus](#)
- [Mystery Science: How Do Germs Get Inside of Your Body?](#)
- [YouTube Video: Where Do New Viruses Come From?](#)