



***Student, Parent, and Staff
Guide for Remote Learning***

2021-2022 School Year

Table of Contents

REMOTE LEARNING PROGRAM	3
COMMUNICATION	3
SCHEDULES	4
SCHOOL-ISSUED LAPTOPS	4
G-Suite for Education – Accessible through Google.com	4
SPEECH-LANGUAGE THERAPY SERVICES	5
-Communication with Speech-Language Therapists-	5
OCCUPATIONAL THERAPY SERVICES	6
-Materials for OT-	6
-Communication with Occupational Therapists-	6
STUDENT EXPECTATIONS	6
TEACHER EXPECTATIONS	7
WEB FILTERING/MONITORING	7
-Lightspeed-	7
-Bark for Schools-	8
PARENTAL CONSENT FOR ELECTRONIC USE	8
Parental Consent for Electronic Use Form	8

The remote learning guide will help students, families, and staff familiarize themselves with the tech tools that we use at Miriam Academy and is a guide for academic and therapy programming if we must shift to remote learning at some point in the year. This guide is meant to assist the Miriam Academy community with remote learning and to give tips to troubleshoot problems when you are working with your student at home.

REMOTE LEARNING PROGRAM

Miriam Academy is committed to an intentionally designed learning environment and quality instruction for its students regardless of where learning takes place. Through our experience with remote education in the spring and time to reflect over the summer, we have learned, consulted, explored, and refined a program that we believe is developmentally appropriate and challenging for our students. We are committed to new learning, grading and assessment, communication, and collaboration with families through a variety of tools. In addition, we are committed to maintaining our culture of acceptance, support, and encouragement.

Miriam's Remote Learning Program will utilize **synchronous** and **asynchronous** learning. When learning is **synchronous**, all students are learning together doing the same thing at the same time. This instruction will be hosted through live Google Classroom meetings. **Asynchronous** learning happens when the teacher and students are doing work at different times. Asynchronous learning may take the form of homework and/or assignments to be completed after school.

COMMUNICATION

School hours during remote learning will be 8:30am – 3:30pm Monday through Friday. Faculty and staff will work in the school building and will be available to students and families during these hours. Teachers will respond to emails within 24 hours during the week. Email or call Michele Gooch (Michele.miriamacademy@hawkisg.com; 314.727.1174 [opt 3]) for immediate technical assistance or Karen Crews (KCrews@miriamstl.org; 314.962.6080) for immediate Goggle Classroom help.

Administration:

Head of School	Dr. Andrea White	awhite@miriamstl.org
Associate Head of Transition Services	Terri Pruitt	tpruitt@miriamstl.org
Administrative Assistant	Karen Crews	kcrews@miriamstl.org

Classroom Teachers:

Sophomore Case Manager	Anthony Harris	aharris@miriamstl.org
Freshmen Case Manager	Donna Higgins	dhiggins@miriamstl.org
Senior Case Manager	Jana Hildebrand	dhildebrand@miriamstl.org
Junior Case Manager	Greg Kellerman	gkellerman@miriamstl.org
Social Studies	Lori Lipkind	llipkind@miriamstl.org
Math	Brandi McKenney	bmckenney@miriamstl.org
Art/Culinary	Meaghan Mittler	mmittler@miriamstl.org
Sophomore Case Manager	Karen Murphy	kmurphy@miriamstl.org
PE	Norman Rich	nrich@miriamstl.org
Math/Science	Gary Schoen	gschoen@miriamstl.org

Teaching Assistant:

Occupational Therapist:	Kim Ogilvy	kogilvy@miriamstl.org
COTA:	Cindy McFarland	cmcfarland@miriamstl.org
	Tammy Bunger	tbunger@miriamstl.org

Therapist: Janene Allen
Speech and Language Pathologist: Carrie Lorentz

jalien@miriamstl.org
clorentz@miriamstl.org

SCHEDULES

Students should follow their already created schedules. If you are unsure of your student's schedule, you can access it through Tyler SIS. When it is time for class, students should utilize their Miriam issued laptop and open their Miriam email as well as Google Classroom. The teachers will send a meeting invitation through Google Classroom. Attendance will be taken each day through the form of active participation (logging on to the Google Classroom meeting).

SCHOOL-ISSUED LAPTOPS

All students received school-issued laptops at the beginning of the school year. These devices should be used for Miriam learning. Please remember that these devices are managed and monitored by Miriam.

Troubleshooting Tips:

- If you are having trouble, the first thing you should do is restart the school-issued laptop
- Check the WiFi connection in Settings - You will need to add your WiFi and password when you bring your student's device home the first time
 - Turn WiFi off
 - Wait 10-30 seconds
 - Turn WiFi back on to see if it reconnects correctly

Daily Maintenance:

- Plug in the laptop to recharge in a safe place when your student finishes using it for the day
- Leave the laptop plugged in charging on so it can complete updates
 - The laptop will not complete these updates if it has less than 50% power and is not plugged in. Each update is necessary to fix bugs and enhance features

G Suite



[G-Suite for Education – Accessible through Google.com](#)

This system, powered by Google, provides a suite of products such as Google Docs, Google Calendar, Google Classroom, and more that will enable students and staff to communicate better, share, and collaborate.

[Click here for tutorials on Google apps.](#)

What's included in the Google Suite?

Google Classroom

Assignments, announcements, and materials are pushed out to students. Students will be able to communicate with their teachers and classmates through this interface. Parents will get updates via email. To learn more about guardian summaries, [click here](#). Parents will not be able to interact with students, message teachers, or see the stream in a classroom. They will only see assignments and the due dates.

Google Calendar

Students keep track of their schoolwork and upcoming assignments here. The calendar will show all assignments from all classrooms in which the student is enrolled.

Google Drive

All Google docs, sheets, etc. are stored here. Documents are organized into folders and color-coded. The "Classroom" folder will store all work assigned and turned into Google Classroom.

SPEECH-LANGUAGE THERAPY SERVICES

Your child's speech-language therapist will communicate with your student through the same digital platform that their classroom teacher uses, Google Classroom. Any digital assignments and links will be pushed out to them as needed through that format. For login information please see contact Mrs. Lorentz.

Live small-group therapy services will be provided during the remote school day through Google Classroom meet. Mrs. Lorentz will have her own Google classroom. Students will log on to Mrs. Lorentz's classroom for their therapy times. Parents will receive a private copy of their child's therapy schedule from their child's therapist. Furthermore, students will receive notifications of therapy meetings through their Google Calendars.

Any other speech-language assignments will be pushed out through Google Classroom at the discretion of your student's therapist. Again, the therapists will use the same online platform their classroom teacher is using so that there will be a centralized place for their assignments to be posted. These assignments will appear as any other task in that learning platform. In the same way the students are graded for academic work, therapy assignments will be graded and used for data collection and goal progress monitoring.

-Communication with Speech-Language Therapists-

Carrie Lorentz

clorentz@miriamstl.org

OCCUPATIONAL THERAPY SERVICES

Your student's occupational therapist will communicate with your student through the same digital platform that their classroom teacher uses, Google Classroom. Any digital assignments and links will be pushed out to them there as needed. For login information please contact Mrs. Bunger.

If your child receives small group therapy you will be notified separately of the time and the therapist will use their individual Google Classroom meeting room. You may find it helpful to set up separate designated locations for fine and gross motor activities.

-Materials for OT-

Items that might be used for OT remote learning include the following. Therapists will email groups a week prior to the meeting to let families know which items will be needed for a session. Please use what you have around your home and do not feel the need to purchase these items. **Parents may find it helpful to designate a location for PE activities to be completed in the home and a separate location for writing/hand therapy activities.

- Mat
- Exercise ball
- Hole punch
- Rubber bands
- Paper Clips
- Thera putty or playdough
- A bin including paper, lined paper, markers, a pen, a pencil, an eraser, scissors, a ruler, and glue

-Communication with Occupational Therapists-

Occupational Therapist:
COTA:

Cindy McFarland
Tammy Bunger

cmcfarland@miriamstl.org
tbunger@miriamstl.org

STUDENT EXPECTATIONS

Students are expected to:

- follow their daily schedule
- log on to each Google Classroom promptly at the start of each class period
- have their cameras on and microphones muted until/unless teacher specifies otherwise
- not engage in private chats with peers unless instructed to do so
- actively engage in OT, Speech, and Counseling therapies when scheduled
- complete assignments in a timely manner and communicate with the teacher directly if problems arise in accessing, completing, and/or submitting assignments

TEACHER EXPECTATIONS

Teachers are available to assist during the hours of 8:30am – 3:30pm Monday through Friday. Since Miriam Academy is mirroring our in-person schedule, please be patient when emailing or communicating with faculty members. Since all faculty and staff will be onsite at Miriam Academy, feel free to call the school during the hours listed above if you need to leave a message for a teacher. We will be able to pass the message along, but will also encourage you to email the teacher directly.

Each teacher will have a Google Classroom where all assignments are posted. As teachers follow their schedule, they will be logged in to the specific google classroom for that period (ex: Mr. Harris will be logged in to his Earth Science Google Classroom during period 1 since that is the time that class is offered). Teachers may communicate outside of the regularly scheduled 50min period to email updates, etc. Please be prepared to check your Miriam email address regularly for these correspondences.

Additionally, each first period teacher will take at least 10 minutes every Thursday to have students log in to Tyler SIS to review their grades. When we are in-person, this is something that would have taken place during Advisory. When we are remote, this regular check-in of grades will occur during period 1.

WEB FILTERING/MONITORING

-Lightspeed-

- If you are having trouble while browsing the internet, Miriam’s filtering software, Lightspeed, might be blocking a site. If this is the case, you will see a blue band that shows on your screen indicating the website is blocked.
 - Please copy and paste the website URL into an email to Michele Gooch.



- Teachers and administrators can observe what a child is working on in real-time and may close out of a browser tab or redirect a student who is not focused on the lesson being taught.



-Bark for Schools-

- Bark monitors texts, email, YouTube, and 30+ apps and social media platforms for signs of issues like cyberbullying, sexual content, online predators, depression, suicidal ideation, threats of violence, and more.
- A report is sent to school administrators if there is a concern noted about any possible concerns. Any severe concerns are then passed on to parents.
- [FAQs for Bark for School](#)



PARENTAL CONSENT FOR ELECTRONIC USE

During online/distance learning students will be using various sites as education tools that will allow them to watch video lessons, engage with their teacher and classmates via chat and video, and complete assignments related to these lessons. The use of web-based applications is intended to further engage students and allow us to continue to provide educational services.

Using school-provided accounts, students will watch video lessons, respond to questions to evaluate their understanding of the subject, and get feedback from their teacher regarding their performance. Miriam Academy requires parents' permission to:

- Create your child's student account on their behalf across the various online platforms used in each classroom
- Record and store your child's name, image, and voice during distance learning instruction

All Miriam Academy parents should provide consent for their children to utilize these electronic accounts and have their video recorded and securely stored for the duration of the school year using the following form:

[**Parental Consent for Electronic Use Form**](#)