

Parent/Guardian & Student Directions:

Emergency School Closure Plan - Virtual/Remote Instructional Days

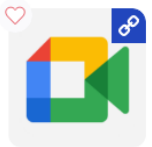
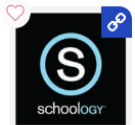
Dear Parents/Guardians and Students, If the Massapequa School District notifies the school community of a virtual/remote instructional day, please follow these instructions:

Please follow this schedule:

- The School Day - Please follow
 - **Elementary Delayed/Shortened Schedule:** 10:00 AM - 2:45 PM
 - **Secondary Delayed/Shortened Period Schedule:** 9:30 AM - 2:59 PM
- Use the steps below to follow your schedule and connect with your teachers using Google Meet
 - Important Reminder - Students are expected to follow the [Code of Conduct](#) and the [Student Expectations in Virtual Learning Formats](#)

Using the schedule above, follow these steps to connect to our Student-Teacher Video Conferencing Platform - Google Meet:

1. Visit our Clever Portal - www.msd.k12.ny.us/clever or visit directly at <https://clever.com/in/msd23>
 - Students sign-in with their Google username and password (Grade K-12 usernames and passwords are located on the [Parent Portal Web](#) > Portfolio Link.)
2. On the Clever Portal, click on the Schoology shortcut or visit directly at <https://msdps.schoology.com/> (Students must sign-in with their Google username and password)
 - Click on the course(s) to access a teacher's Google Meet Code located at Schoology > Course Name > Materials (Follow the schedule in the "Please follow this schedule" section above)
3. On the Clever Portal, click on the Google Meet link or visit directly at <https://meet.google.com/> (Students must sign-in with their Google username and password)
 - Enter the teacher's/course Google Meet Code in the "Enter a code or nickname" field, then select "Join"
 - You will not be able to join until your teacher starts the Google Meet. If you receive a message "This meeting has not started yet" or "You're not allowed to start a meeting" please wait and try again.
 - Click/Mute Microphone and select "Join now"
 - If prompted by your browser - Allow Google Meet to access camera and mic



Support Information:

- If you have general questions or need support locating your child's Google Meet join-code on Schoology for a specific class, please message the classroom teacher on the [Massapequa School District App "Rooms" feature](#)
 - If you need additional support after contacting the classroom teacher, please email building or curriculum administration (Email addresses located on the district website - www.msd.k12.ny.us)
- If you need technology support with your child's Chromebook, Schoology, Google Meet, please visit www.msd.k12.ny.us/tech
 - If you need additional technology support after following the informational/troubleshooting steps, please email our building technology teams: MHS - mhsremote@msd.k12.ny.us, AHS - ahsremote@msd.k12.ny.us, BMS - bmsremote@msd.k12.ny.us, bleremote@msd.k12.ny.us, eleremote@msd.k12.ny.us, fferemote@msd.k12.ny.us, lheremote@msd.k12.ny.us, mkeremote@msd.k12.ny.us, uqeremote@msd.k12.ny.us
 - These email mailboxes are only available on remote days.