



The  
FACING  
HISTORY  
School

Dana Paragot, Principal  
525 West 50<sup>th</sup> Street  
New York, NY 10019  
Phone: 212.757.2660  
Fax: 212.757.2156  
HYPERLINK  
"<http://www.facinghistoryschool.org>"  
[www.facinghistoryschool.org](http://www.facinghistoryschool.org)

## Remote Instruction Online Learning Plan

Sunday, March 22, 2020

Dear Facing History Community:

On Sunday, March 15, 2020, New York City Mayor Bill de Blasio closed all NYC DOE schools starting Monday, March 16, 2020. Schools are scheduled to reopen on Monday, April 20th.

- From Monday, March 23, 2020 to Wednesday, April 8, 2020, The Facing History School is moving to online learning through Google Classroom, which all students are already familiar with and have been using in many of their classes. This is not optional; students are required to participate.
- Teachers will share assignments, learning materials, etc. all through Google Classroom. Teachers are required to have daily online office hours and support will be offered over the phone, online and/or through Google Hangouts/Meets, etc. **To be clear, we are not expecting teachers to host live video lessons in real-time.**
- For students who do not have computers and/or WIFI/Hotspot at home, they should contact an FHS adult at the school to inform us of what they need and should complete this form from the NYC DOE:  
<https://coronavirus.schools.nyc/RemoteLearningDevices>
- Special education teachers and related service providers will work with teachers and individual students to make sure students' learning needs are being met and students with IEPs get the extra attention and modifications they are entitled to.
- Each FHS adult member will be assigned a group of students that they are responsible for contacting daily throughout this time. Our entire FHS adult community will continue to communicate with students and families through phone, online and/or through Google Hangouts/Meets, etc. PupilPath will continue to be updated with student grades.
- Social workers and counselors will continue to provide services and mandated and at-risk counseling to students virtually and remotely.
- Please utilize this [contact list](#) to communicate with our staff and for important contact information for outside services (i.e. emergency mental health support, food banks).
- All NYC DOE schools will be offering grab and go breakfast and lunch at all NYC DOE schools from 7:30am - 1:30pm. Students can go to their nearest public school in their neighborhood to get breakfast and lunch.

Words cannot describe how deeply we care about and appreciate our community and trust that we will get through these times together. Please continue to share your ideas, feedback, concerns, and questions and take care of yourselves and families.

Sincerely,  
Dana, Kristina, and Calee

# Frequently Asked Questions

## **What are teachers expected to do to facilitate online learning?**

Create a GoogleClassroom for each of your classes. Starting Monday, March 23, 2020, ALL teachers for ALL classes (content, electives, circles, PE, etc.) need to post work daily to students on Google Classroom. All assignments should be posted to Google Classroom before 3pm each day.

## **How often do teachers need to post assignments?**

- Teachers will post assignments every day they normally have class by no later than 3pm.
- Teachers are expected to include their admin coach (Dana, Kristina, or Calee) in their Google Classroom, so a member of admin is in the loop on posted assignments.

## **How much work should teachers be assigning?**

Each class should post assignments that take about 20-25 minutes a day. This situation is unprecedented, and we acknowledge students may have additional responsibilities at home and may have to share the computer, etc. Also we want to make grading under these circumstances manageable. If kids have a lot of time and want extra work, teachers can send additional resources and assignments. Teachers can post generic work/assignments for their grade that can be found through [DOE. like Learn at Home](#).

## **Where do teachers update grades?**

- Teachers will continue to use PupilPath regularly to update their gradebooks. Teachers should post 2 new grades each week. Regularly updated grades in PupilPath will further emphasize to students that they are expected to keep up with work and this is not vacation/break.
- Additionally, teachers are required to update a daily spreadsheet in order for FHS adults to easily track each student's daily work submission in order to provide interventions and support if we see patterns or trends of students not submitting work. Each teacher must complete that spreadsheet no later than 11pm each day.

## **How are teachers grading?**

From March 23rd - April 8th, teachers for all classes that meet Monday-Friday will post an assignment daily to Google Classroom. Teachers need to let the students know what assignments will be graded ahead of time. For example, Teacher Joe may post all his assignments for the week on Monday and inform the students that the assignments for Wednesday and Thursday will be the ones going in the gradebook, so all students are clear and not blindsided by grading expectations. Teachers need to enter 2 graded assignments per week. All other classes like PE, circles, Urban Arts classes need to enter 1 graded assignment per week.

### **What are expectations for special educators/related services providers to facilitate online learning?**

- All supports in a student's IEP should still be met to the greatest degree possible: check ins, scaffolded readings, sentence starters, outlines, etc. The Special Education teacher should first and foremost be focused on differentiating and checking in with our IEP students. The General Education teacher should send the assignment they are planning for the next day to the SPED teacher and they should ideally have at least 2-3 hours (if not the whole day before) to differentiate it before it is posted to students.
- SPED teachers should assign modified assignments to specific students and make supports available for some by doing extra outreach. We need to meet the modifications and accommodations that are stated in the student's IEP. Please email Luis, Dana, Kristina, and Calee with further questions.

### **What are specific suggestions to teachers supporting students with IEPs or ELL students?**

- As much as possible, we encourage SPED teachers and ENL teachers to offer Google Meet/Hangouts, etc. to students daily. Recording a verbal lesson that students can watch over and over again is something that will greatly benefit our ELL and SWIEP students. Please email Sara if you need tech support.
- We expect SPED teachers to be differentiating materials as much possible so all students can benefit. Doing this allows for students to do what they can in these strange times, offers extra work for students who need it or can do it, AND gives students with IEPs and ELL students the ability to show understanding at various levels.
- As we go through these initial days of virtual learning, we will learn a lot about how our various learners are doing with this type of structure. SPED teachers and ENL teachers should email their department as they try/find new ideas that are working.

### **How annual IEP meetings will be conducted during this time?**

Information and processes to be added shortly.

### **What if a student is having trouble with the assignment or needs individual support?**

All teachers must hold daily online office hours so that students know when they can get help. Each teacher's office hours are posted on our website. If teachers don't see a student's assignment submitted, teachers should please make sure they have accommodated their IEP needs as best as possible (teachers can still access SESIS from home at <https://sisis.nycenet.edu/>).

### **How can students send back assignments to teachers?**

Students can post assignments in Google Classrooms, email teachers back their assignments, and/or take pictures of their work and email or text it back to teachers. This could apply especially to showing work in math and if teachers want to have them keep work in notebooks/journals, but also check it. If teachers are not sure if students know how to do this, please write out specific directions for them to follow.

### **What if teachers don't receive assignments from students?**

If teachers have not heard from a student in 3 or more days (i.e. not seen submission of work or received an email), please call the student and assess the situation. Help them troubleshoot. Please let Dana, Kristina, Calee, SWAG know what is going on.

### **What do assignments look like in PE?**

Michael A will post to Google Classroom activities/exercises/videos to do at home and have them post reflection, or send an article about a current health topic or body system and have students post the answers to some guiding questions on Google Classroom. Assignments in PE should be collected and graded once a week.

### **What do assignments look like in Circles?**

Circle keepers will post assignments to Google Classroom for their circle. Samara and Elizabeth will be providing the assignments for circle keepers to post. Assignments in Circles should be collected and graded once a week.

### **What do assignments look like in Art class?**

Amanda and Urban Art teachers will post assignments to Google Classroom for their classes. Assignments in Art class should be collected and graded once a week.

### **How should the FHS adult community keep in touch with the kids?**

- Each FHS adult member will be assigned a group of students that they are responsible for checking in with daily and logging their interactions. Each adult must update this document each day by 11pm.
- Adults should contact kids by phone or Google Meet/Hangouts, etc. to make sure that they are keeping on top of school work and if there are any other ways that we can support in these times. Please make voice contact as much as possible - email or text is not sufficient in these difficult times. Social isolation can be very difficult for students and families and hearing regularly from a familiar face/voice is crucial to maintain caring connectivity between school and home. In your regular conversations with kids, please make sure they understand the importance of both completing work from home and of social distancing. This is not early summer vacation where they can just go hang out with friends - they also need to self-isolate as much as possible. Please help kids understand that while the risk of COVID-19 is minimal to youth, everyone has elderly people or immunocompromised people we know and love, and we need to each make individual good decisions to help them.

### **What about assigning homework?**

Teachers do not need to assign additional homework. The daily work is the "home" work.

### **What should FHS adults keep in mind as we enter the virtual world?**

If FHS adults are doing Google Meet, Hangout, Zoom, Facetime, etc. they should sit so their camera faces a blank wall so students do not see their home. If they are texting with parents and students, check in with how they are doing but maintain professional boundaries. Admin is here for FHS adults to troubleshoot any issues. Please reach out for help for anything! No question is silly in these uncharted waters! We know that everyone is a professional. Please maintain your professionalism even as you work from home.

**How do FHS adults reach students?**

Facing History emails, contact information in PupilPath and check anecdotes for special notes about numbers and outreach if you are having a hard time reaching a student / parent.

**What if FHS adults don't want students to know their personal phone number?**

You can try a Google Voice number.

**What is expected of a counselor/social worker?**

They will continue to do their mandated and at-risk caseload through phone, Google Meet/Hangouts, etc. or whatever they and the parent/student are comfortable with. Please regularly encourage all students to look out for one another, creating their own social media hangouts, buddy systems, sending out supportive messages, etc. Additionally, please check in at least once a week by email, text, or Google Meet/Hangouts, etc. with students who are undercredited (whom you have already met with about their credits, who are in danger of not graduating second semester seniors, etc.). Reach out to Dana, Kristina, and Calee with any questions.

**What is expected of paraprofessionals?**

To call or text their student/parent every day to make sure they have offered support in an ongoing manner. They should also check in with their student's teachers if they have anything that the paraprofessional can help with.

**What about translations in different languages?**

As much as possible, teachers should try to make sure major parent/student-facing documents and outreach messages are also translated into our major languages and in any format possible (emails, texts, robocalls, etc.). Teachers could create a Google Voice phone number that ELL students call and leave a message so students have to practice speaking verbally by leaving voicemails. This is great for language teaching but also a good idea for IEP accommodations and for eliciting discussion/on-demand verbal assessment with students virtually.

**What is the phone number for DOE Translation Services when teachers call parents?**

Call 1-800-889-5921. Indicate our school DBN 02M303 and the language needed. (Note: we have not heard from the DOE if this service is operating as normal.)

**Where can FHS adults get help with getting started with Google Classroom if they don't already use this platform?**

We will provide PD and support the week of 3/16/2020. Contact Sara and she can help you get started or for other questions.

**Do teachers have to host Google Meets for classes?**

No. There is no expectation that there be a virtual real-life class.

**If students do not have Internet or computer access at home, how do teachers get materials to them?**

- The student should communicate that to the teacher ASAP.
- Then, the teacher can take a picture of the assignment and task, text it to the student, they can complete the work on a separate sheet of paper and send it back to you the same way.

**What does this mean for PBATs? How should students present their PBATs?**

Students, especially seniors, are still working on PBATs and need to be. This is a huge priority. Teachers who have seniors who need reads, they need to keep up with those reads for those seniors. It is crucial.

**What are the expectations if an FHS adult gets sick (any sickness), or someone they live with is sick, and an FHS adult cannot fulfill these responsibilities during that time?**

Contact Dana, Kristina, Calee, Christine, and your co-teacher and we will take it from there. Please check back in when you are well.

**I'm feeling anxious. What should I do?**

Remember that you are part of the FHS community, we got this, and there are so many people who are on your support team. Please reach out at any time. A lifeline helps stem social isolation for adults as well as for students. Reach out!