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New Explorations into Science Technology + Math

NEST+m
Upper Grades Remote Learning Policy Guide
Student and Family Edition

The following policy guide has been created to support clear and equitable practices for remote teaching and learning. These policies have been informed by guidance from the NYCDOE, feedback from students, families, and teacher leaders. We hope this guide provides clarity regarding student responsibilities during this challenging period.

Contents:

I. Policy For Remote Teaching:

A. All teachers post 1-2 weekly assignments per course on Google Classroom under the "classwork" heading (not "stream"). These assignments are posted with the teacher's mini-lesson, daily objectives and pacing guide to ensure students understand how to chunk their completion of the assignments and submit their work on time.

B. Teachers will be mindful to not assign more than 2 hours on avg. of written work per Regents course or 3 hours per AP course per week. This does not include reading or research time.

C. Math, Science, and PE Teachers will post all assignments with Wednesday / Friday due dates. Humanities Teachers (including art and music) will post all assignments with Tuesday / Thursday due dates. Assignments posted in Google Classroom will include due dates as delineated above but NOT a time of day for when an assignment is due. Students may have until 11:59pm to complete their work.

D. Each Grade Team has a "Week at a Glance" document that maps all of the assignments due that week across the grade team. This document will be posted in your ELA Google Classroom with your attendance submission document by 8:20am on Monday morning each week to support student planning.

II. Student Attendance Policy

Mandatory - All students MUST log their attendance by or before 9pm each school day via the linked form in their ELA Google Classroom. This is the **only** method for recording official daily attendance. Students must record their attendance with their OSIS ID#.

If you are having difficulty with this, please email your child's Assistant Principal or Guidance Counselor for assistance.

III. Policy for Teacher Office Hours

A. Office Hours are used for the following: SEL check-in with students, review / discussion of posted assignments, mini-lesson, review of homework and feedback.

B. Teachers have their office hours posted in their Google Classrooms and on this schedule here [weekly office hours document](). Each Grade Team schedule should include a 30 minute lunch period for students.

C. Students are expected to attend office hours for EACH of their teachers at minimum 1-2 times per week. If a student is sick or facing other obstacles that prevent attendance to office hours or submission of classwork, a parent or guardian should reach out to the child's Guidance Counselor so we may be informed of the issue as soon as possible.
Guidance Counselor - Grades 9 & 12: [Stephanie Glickman]()
Guidance Counselor - Grades 10 & 11: [Katherine Silva]()

IV. Policy for Grading / Assessment

A. Teachers will uphold the grading policy articulated in the grading formula articulated on curriculum letters (with exception from NYCDOE articulated in letter D below).

B. Teachers may administer both formative and summative assessments in the context of remote learning.

--Remote tests / quizzes will be delivered as asynchronous open book assessments. Students will be given opportunities for test / quiz corrections or retakes to support their growth.

C. Throughout the period of remote learning, teachers will continue to enter grades into their Skedula gradebook by the 1st and 15th of each month and provide students with support in alignment with the NEST+m Intervention Plan:

 D. NYCDOE Grading Policy Update (Grades 9-12):

The grading policy outlined below is in effect for the remainder of the 2019-20 school year only. Teachers will base students' final grades on a holistic review of their progress before and after we started remote learning. Attendance will not be a factor in students' grades.No student will receive a failing final grade.

Your school's existing grading scale applies, but no failing grades will be issued for this semester. A "Course in Progress" (NX) will be issued instead, providing students with additional time to complete the requirements for the course.

After final grades have been issued, students and families have the option to convert any or all passing Spring Semester 2020 final grades to 'CR' which indicates the course was passed and credit was earned but does not have a value in the student's GPA.

V. Policy for Social Emotional Learning (SEL)

In our interactions with students we will emphasize the following feeling states to support our students:

Teachers will begin office hours with an SEL check-in...

Balanced: *I ensure that my students know that I care about them*. I create balanced learning experiences. I guide students to unplug at deliberate times each day, including during meal times.

Energized: *I encourage my students to engage in <u>focused exercise</u>* Whether stretching in the morning or mid-day, moving our body does not require having a lot of space.

Optimistic: *I embrace [Optimism](#) and support my students so they may learn strategies for embracing optimism too.*

Connected: My written words and 'online meetings' are focused on [maintaining strong connections](#) between students and their peers / school community and teachers.

VI. Policy for Remote Learning Communication & Student Daily Work

A. Official electronic school communications between Teachers and Students / Families must occur through DOE email servers, Skedula, NESTmk12 email, and/or MS Teams. If you are struggling to submit assignments for any reason, please communicate with your teachers and guidance counselor as soon as possible.

B. All students in Grades 9-12 must do the following every day:
   1. Log in to Google Classroom and record their attendance in their ELA classroom link

      Suggestion - Set a daily recurring event in your Google Calendar for attendance submission with an alert set to chime 1 hour before the time you usually log in.

   2. Check the "Classwork" tab in Google Classroom for each of your courses. Review the learning objectives, pacing guide, resources and attachments posted by teachers. Submit any assignments by the posted due date (work is always due by 11:59pm on the due date)

   3. Check teacher office hours and ensure you are attending at least 1-2 sessions with each of your teachers on a weekly basis.

      Suggestion - Add Office hours to your Google Calendar with Meet links and an alert set to chime 1 hour before the session begins.

   4. Check your NESTmk12 email address at least 2X per day - once in the morning and once in the afternoon at the end of the school day.

VII. Discipline Policy and COVID 19 Reporting

A. Any instances of online bullying or harassment must be reported to Dean Selter and the Assistant Principals so appropriate follow up may occur with families. All incidents will be reported in the NYCDOE Online Occurrence Reporting System.

   Student Digital Guidelines and Expectations

B. Any instance of plagiarism will be reported to Dean Selter and the Assistant Principals for follow-up and reporting in OORS. Teacher will contact the family to report the instance of discovered plagiarism and administer the appropriate grade-based consequence as published in the teacher's curriculum letter.

C. Any student who has or has had COVID 19 is asked to report this to an Assistant Principal or Dean as soon as possible.

VIII. Remote Learning Resources For Students and Families

- ❖ NYCDOE Remote Learning Portal
- ❖ Upper Grades - Grade Teams Office Hours Schedule
- ❖ Student Digital Guidelines and Expectations
- ❖ NEST+m Website Remote Learning

- ❖ AP Exam Day Checklist
- ❖ AP Testing Guide