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New Explorations into Science Technology + Math

NEST+m
Middle Grades Remote Learning Policy Guide
Family Document

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 our shared roles and responsibilities during this challenging period and most of all supports the academic and social emotional needs of all students.

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I. Policy For Remote Teaching:

A. All teachers will post 1-2 weekly assignments per course on Google Classroom under the "classwork" heading (not "stream"). These assignments should be 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. In the absence of live teaching it is also crucial to include annotated models (previous students' work, professional models of writing etc.) that demonstrate our expectations and a rubric or checklist.

B. Teachers will be mindful to not assign more than 2 hours on avg. of written work per course. Please utilize the 4 R's when designing your assignments (rigor, relevance, relationships, realness) as this will support our students' continued engagement while working remotely.

C. Grade Teams will produce a [MG Week at a Glance (Assignments](#) document that maps all of the assignments due that week across the grade team. Teachers will update the document no later than 8:20am on Monday morning each week to support student / family planning.

D. Teachers will not deduct points for student submission of late work if the work is submitted within one week of the assignment due date. After three late submissions, teachers will reach out to student and family with a supportive email i.e.

Dear _____,

I hope this message finds you and your family healthy and safe. I am reaching out in support because I have noted that you have submitted 3 or more assignments late in the past two weeks (list assignment titles). As I wish to support you during this challenging time, please let me know if there is anything I or your school can do to support you. I hope to hear back from you soon.

II. Policy for Teacher Office Hours

A. Office Hours may be used for the following: SEL check-in with students, review / discussion of a posted assignment or mini-lesson, review of homework, or assessment for learning. Office Hours are optional for students and cannot include new learning or teaching that would not be available asynchronously on Google Classroom.

B. Teachers will have two scheduled days for official office hours per week and offer students at least one 45 minute session (minimum) on each of their scheduled days. Teachers may offer students more office hour sessions but should not exceed 6 hours per week. All students will be strongly encouraged to prioritize and attend their teachers' official office hours every week. Teachers will make clear on the office hours schedule the times they will allot to each course they teach to ensure equity of access.

C. In coordination, each Grade Team will revise their and our so they align with the above policy. [Middle Grades Office Hours](#) Each Grade Team schedule should include a 30 minute lunch period for students and mini breaks of 2-3 minutes between google meets or MS Teams.

D. Office hours via video conferencing may be conducted through MS Teams video conferencing or Google Meets only. Zoom through NYCDOE student emails

III. Policy for Grading / Assessment

A. Teachers are expected to uphold the grading policy articulated in the Departmental Grade Derivation formula articulated on curriculum letters which have been shared with students and families but must be flexible with student needs and late work policies.

B. Final Grades on the report card will be assigned as per Chancellor's Regulation.
[Messages for Families](#)

What does this mean for final grades in Grades 6-8?

    a. Marking Period 5 grades will be calculated on a numeric scale as per the grading guidelines in each teacher's course curriculum letter.

    b. Final grades for each course will be awarded using three values: Meets Standards (MT), Needs Improvement (N), and Course in Progress (NX).

    c. Both N and MT are considered passing grades for the purposes of conferring course credit.

    d. Students in Grades 6-8 who receive a "Course in Progress" (NX) designation will be programmed for summer instruction to complete that coursework by August 2020 to be promoted to the next grade.

C. Teachers may administer both formative and summative assessments in the context of remote learning.
--Remote tests / quizzes must be delivered as asynchronous open book assessments. Students need to be given opportunities for test / quiz corrections or retakes to support their growth.
--Summative assessments in the form of written assignments or projects that require process based work are encouraged.

D. 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:

NEST+m Intervention Plan to Support Students

1. Meet with the student as soon as academic or personal behavior raises concern
2. Develop an Action plan with the student
3. Contact and/or meet with the student's family
4. Where needed, differentiate assessment opportunities and/or provide multiple assessment opportunities so that students are positioned to demonstrate mastery of content understandings and skills

IV. Policy for Social Emotional Learning (SEL)

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

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, <u>moving our body</u> does not require having a lot of space.

Optimistic: *I embrace <u>Optimism</u>* and support my students so they may learn strategies for embracing optimism too.

Connected: My written words and 'online meetings' are focused on <u>maintaining strong connections</u> between students and colleagues.

V. Policy for Remote Learning Communication

A. All video conferencing with students must be done either through MS Teams, Google Meets or the NYC DOE Zoom Account.

B. Official electronic school communications between Teachers and Students / Families must occur through DOE email servers, Skedula, NESTmk12 email, and/or MS Teams.

VI. Discipline Policy and COVID 19 Reporting

A. Any instances of online bullying or harassment must be reported to Dean Shin and the Assistant Principal so appropriate follow up may occur with families. All incidents will be reported in the OORS system.

   [Student Digital Guidelines and Expectations](#)

B. Any instance of plagiarism must be reported to Dean Shin and the Assistant Principal for follow-up and reporting in OORS. Teacher contacts the family to report the instance of discovered plagiarism and administers the appropriate grade-based consequence as published in the curriculum letter.

C. Any report of a student, teacher, or faculty member with COVID 19 must be reported to the Principal / Assistant Principal so a report can be filed in OORS.

VII. Student Attendance Policy

All students are responsible for logging 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#.

Teachers must monitor their students' attendance. All interventions and outreach need to be recorded on student monitoring document to support transparency across teams.

VIII. Remote Learning Resources For Families
- ❖ [Middle Grades Office Hours](#)
- ❖ [MG Week at a Glance (Assignments](#)
- ❖ [Student Digital Guidelines and Expectations](#)
- ❖ [NEST+m Website Remote Learning](#)