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# Brooklyn Arts Spring 2020

## REMOTE LEARNING POLICY GUIDE

Greetings Brooklyn Arts Community,

As Brooklyn Arts and the rest of the New York City Department of Education transition to **Remote Learning** until at least April 20, 2020, we felt that it is important to send out a general policy guide to help streamline expectations for the school community. Inside you will find the **Remote Learning Bell Schedule** (p. 2), the **Policies and Protocols** (p. 3-5), and **FAQs** (p. 6) that at least at the onset are important for everyone to know. The good news is that Brooklyn Arts teachers, administration, counselors, and all support staff have been building digital infrastructure for many years now where this transition is *way better* than the vast majority of schools across the city. On the flip side, this is an unprecedented time period where self-discipline, time management, patience, and calmness must prevail as we adapt to a whole new way of doing business on a daily basis.

Rest assured that in preparation for Remote Learning period that begins on Monday, March 23, 2020, that the entire Brooklyn Arts school community has rallied around this unique challenge and look forward to creating new ways to engage students academically, artistically, and socio-emotionally. Please use this guide not as an end-all-be-all but as a starting point for what will probably be an evolving process throughout.

Sincerely,

Daniel A. Vecchiano  
Principal

Dr. Robert J. Quinlan  
Assistant Principal

Neal L. Singh  
Assistant Principal

Brian Weit  
Assistant Principal

Frank Proudfoot  
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## REMOTE LEARNING BELL SCHEDULE

PERIOD	BEGINS	ENDS
1	8:30	9:04
2	9:07	9:41
3	9:44	10:18
4	10:21	10:55
5	10:58	11:32
6	11:35	12:09
7	12:12	12:46
8	12:49	1:23
9	1:26	2:00

**Students:** The expectation is that you will log in and take your attendance through a *Google Form* for each period and for each class. **Absenteeism will be reported and documented.**

So, for example, you'll sign into your Period 1 Global History Remote Learning Google Classroom page at 8:30 a.m., fill out the *Google Attendance Form* to mark that you are present, and then you will engage in whatever activity the teacher has prepared for the class for that day. Next, at 9:07, you will sign into your Period 2 Chemistry Remote Learning Google Classroom page and fill out the *Google Attendance Form* for that class.

**Teachers:** The expectation is that you will "Move Your Card" by 8:30 each morning via a *Google Form* entitled "Time Card In: 15K656" under 'Activities' on our main *Brooklyn Arts – Primary Site*. For pupil attendance, teachers are expected to **convey** the *Google Attendance Form* data for each class directly into each class within *Pupil Path* either during a Prep Period or 'after school' during the 2:00 to 3:20 p.m. block. Teachers will also complete a *Google Form* at the end of the day, entitled "Time Card Out: 15K656" under 'Activities' on our main *Brooklyn Arts – Primary Site* page to certify their attendance.



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# REMOTE LEARNING POLICIES and PROTOCOLS

- **Google Classroom** is the main communication tool between Teachers and Students for the implementation of daily resources, lessons, activities, and videos. Students will submit all work via Google Classroom. Teachers will grade the work and post grades both within Google Classroom and conveyed to Pupil Path.
- Students are expected to “**attend remotely**” each class on their regular schedule during the same exact time as on the bell schedule above on page 2, as if they were at a regular school day. Attendance will be taken each period, each day.
- **Pupil Path** will still be active during this Remote Learning phase and will be a primary communication tool between Teachers and Parents (attendance, grades, anecdotes, messaging, etc.). Parents should reach out to Parent Coordinator Mr. Gonzalez (Anthony.gonzalez@brooklynartshs.nyc) or their child’s Counselor (see the *Brooklyn Arts 2019-2020 Parent Communication* resource for specific emails) if they are experiencing trouble logging into the platform. Students of course will still have access as well.
- **Parents** should contact teachers via *Pupil Path* or through the teacher’s Brooklyn Arts email. Please refer to the *Brooklyn Arts 2019-2020 Parent Communication* document for a list of all Brooklyn Arts staff members.
- For students, within the individual teacher Google Classroom pages, outside learning platforms may be used, varying department to department. These include but are not limited to Delta Math, Screen Castify, Turn It In, Khan Academy, etc. Any student compatibility issues should be communicated to their teacher as soon as possible, where applicable.
- **All teachers** have had (September – March) or have created a Google Classroom page for each of their classes. Access codes are available to students via Brooklyn Arts emails or teachers have manually added students already.
- Teachers will continue to ‘meet’ during **Common Planning Team** Time for their specified time period via video conference on *Google Meet* or *Google Chat*. Again, the Remote Learning period will mimic exactly the bell schedule as if it were a physical meeting during the same allotted time span for teachers to share best practices, discuss students, and share online resources to maximize the Remote Learning experience for students. Department Assistant Principals and Mr. Vecchiano will “conference in” during these sessions as well to ensure maximum support from administration.



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- **Activities, assignments, projects, etc.** will vary from department to department. Rest assured that all subject areas, inclusive of the Arts, will provide a robust, engaging online remote learning experience for students that are aligned to their respective Regents or Advanced Placement (AP) exams.
- **Cyber-Bullying**, inappropriate or offensive comments pertaining to race, religion, sex or sexual orientation, or just in general anything that can be taken as derogatory may be subject to disciplinary action, including but not limited to a parent call, phone conference, or potential suspension when we return back to the school building. **Students** should be professional, mature, and respectful to oneself and each other. Please refer to the *New York City Department of Education's* website under the 'Know Your Rights' section. **Bullying** may also be reported through the same website.
  - If a student is found to be in violation of the above safe online learning environment policies, the following **Remote Learning Ladder of Referral** will be adhered to by teachers:
    1. Teacher will email student or setup a *Google Chat* to discuss proper online decorum and respect for all online;
    2. Teacher will reach out to the parent to communicate the teacher's concern about the child's online behavior. A school counselor or administrator may also be cc'd on the communication;
    3. Teacher will reach out to *Respect for All Coordinator* Ms. Milliner (shavonne.milliner@brooklynartshs.nyc);
    4. Teacher will reach out to Dean Mr. Noel Barreto (noel.barreto@brooklynartshs.nyc) or Parent Coordinator Mr. Anthony Gonzalez (Anthony.gonzalez@brooklynartshs.nyc) for a *Google Chat* to la online restorative justice practices to ensure student understands the ramifications of their actions online and respect for all;
    5. As a last step, Assistant Principal Mr. Weit (brian.weit@brooklynartshs.nyc) if persistent inappropriate online behavior occurs or if a single major, inappropriate online behavior is reported.
  - The goal is to ensure a safe, online remote learning experience for **everyone**.
- **Counselors** have created their own Google Classroom sites to maintain a positive, optimistic, and engaging daily experience for students amidst these turbulent times. Counselors are also available to speak with students via *Google Chat* for socio-emotional purposes.
- "Office Hours" for Teachers to offer students, teachers will post to students within their *Google Classroom* page the optimum time for when personalized or small-group support may occur, including but not limited to *Prep Periods* (varies teacher to teacher) or at the conclusion of the school's daily 2:00 p.m. *Google Meeting* done via video conference.



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# REMOTE LEARNING FAQs

## *Students*

*(1) What if I am unable to “make it to class?”*

You will be marked absent. You are expected to “attend” every class session during the specified time of your class(es).

*(2) What if I don’t have a device?*

The New York City Department of Education has posted a *Remote Learning Device Request* form at <https://coronavirus.schools.nyc/RemoteLearningDevices>

*(3) What if I have a question about an assignment from one of my classes?*

This is the perfect time for the old adage, “the answer is in the room.” Ask a friend, set up a *Google Chat*, ask your teacher about their Office Hours...this is the perfect time to fine-tune your personal research, time management, and organizational skills for College and Conservatory! But we are all here for you for these unprecedented times as we make the transition to full-time Remote Learning.

*(4) What is going on with the Regents and AP Exams?*

**Regents**, so far as of this writing (March 18<sup>th</sup>), have not been cancelled and are scheduled to go on. This is subject to change from the New York State Education Department and you as well as your child will be the first to know of any policy changes that may occur.

For **AP Exams**, Dr. Quinlan already reached out to *College Board* to get the latest possible testing window as per the College Board’s COVID19 emergency policy. The new AP Exam dates (and again, this is subject to change as well!) are May 27<sup>th</sup>, May 28<sup>th</sup>, and May 29<sup>th</sup>. Specific dates will be shared for students at a later date! In the meantime, your AP teachers will have wonderful, challenging, and rigorous assignments for you!

For AP Capstone class, the AP Digital Portfolio submission date has now been pushed to Friday, May 22, 2020 (again, subject to change).



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## *Parents*

### *(1) How can I check my child's "attendance?"*

At the end of each school day the Brooklyn Arts teaching staff will be conveying their *Google Classroom* attendance over into *Pupil Path* in order to keep parents up-to-date on their child's participation and engagement.

### *(2) How can I check my child's academic progress?*

Parents should continue to utilize *Pupil Path* as grades will be posted. The first week, March 23, 2020 – March 27, 2020 will be treated as a major learning curve and "Adaption Period," so please be patient as everyone learns to "Build this Remote Learning Plane as We Fly It." But rest assured grades will be posted on *Pupil Path* as Brooklyn Arts Remote Learning is up and running.

### *(3) How is my child going to be graded?*

The first marking period of Term 2 will still go on as planned, with it ending on April 8, 2020. Teachers will then incorporate all of the Remote Learning work **plus** all of the work that was completed between January and early March before this transition. Many, many teachers have already reached out to students to give flexibility on late work to make up missing grades.

Although April 20, 2020 is the tentative "return date" from Remote Learning, we will have more information as this period progresses.

In terms of specific grading policy, teachers are making major adaptive shifts as we enter this Remote Learning phase and will be incorporating more discussion-based, video-and-response based, *Google Chat*-engagement-based type of activities to accommodate to this unique learning period.

### *(4) My child has an IEP. What happens with them during the Remote Learning Period?*

Principal Vecchiano, Assistant Principal Brian Weit, and Assistant Principal Dr. Quinlan have already created a *Special Education Team Google Classroom Page* with all of the special education teachers, support staff, service providers, and paraprofessionals to ensure the standard of excellence of the department is maintained through this time period.

All **SETSS classes** have their own, dedicated *Google Classroom* page by teacher, by period and all co-teachers for **ICT classes** are co-teachers for their respective *Google Classroom* pages as well. Many of these teachers were using Google Classroom already and this is a smooth transition.

All IEP-related documents (Parent Interview, Transition Questionnaire, etc.) have been converted to *Google Forms* by AP Mr. Weit and will work in collaboration with Special Education Secretary Ms. Dohn to organize and set up IEP conferences.



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## *Parents (continued)*

Lastly, all special education teachers and SIT members are currently working on creating the requisite Remote Learning Personalized Plans for *every student*.

(5) *My child is an English Language Learner. What happens with them?*

Ms. Sheehan has already created a Google Classroom page and it is up and running to engage students in the necessary supports to thrive in this class and all others.

No word yet on the NYSESLAT so we will keep you posted as more information comes out.

"Times change, and we change with them."  
-9<sup>th</sup> President William Henry Harrison

BROOKLYN ARTS