



The Boerum Hill School for International Studies

284 Baltic Street Brooklyn, NY 11201

Nicole Lanzillotto, Principal

Remote Learning Handbook

Greetings BHS Students & Families,

We are very excited to connect with you and welcome you to a virtual BHS experience! We know that this may be a challenging and stressful time. Remote learning will begin on Monday, March 23rd and will provide you with structure and support you need to continue your studies. We are here to support you academically, socially, and emotionally. Our aim is to provide an experience where all that you love about BHS is at your fingertips on the screen of your device. You will be able to complete all of your assignments, connect and meet with classmates, teachers, counselors, the Restorative Justice team, and more.

Classes will continue online. Attendance will be taken, assignments will be graded, and credits will be earned. We are confident you will transition to this new reality and rise to the occasion. We have faith in you and will be here to support you every step of the way. Please read on very closely for important information regarding BHS' Remote Learning School.

Flexibility for Students, Families, and Teachers

This is a challenging moment in many ways. As you read through this handbook you will see clear structure, expectations, and guidelines. However, we are very aware that this structure will not work for everyone in every moment and that is ok! Let's do our very best! Here are the main places where we've built in flexibility so that learning can continue for everyone without additional stress.

The class schedule we provided is to help YOU stay organized and on top of your coursework. Attendance can be attending a virtual class or it can be handing in an assignment or connecting with a teacher for virtual help. In other words, you are responsible for completing your classwork, but can do it on the schedule that works best for you and your family. Your teachers will sometimes be in class at its scheduled

time. Other times they will have a lesson set to go at the scheduled time, but they might not be online just then.

You will always have something to work on including the extension resources. Be creative and practice being independent! Your teachers will share with you when they are available for office hours. **Please be kind to and grateful for your teachers!** They are working incredibly hard to ensure that your education is interrupted as little as possible. If a teacher isn't online during a scheduled class it may be because they have a young child to watch or other family obligations. It doesn't mean that your teachers aren't thinking about and caring for you. Any student who needs an extension on a school deadline will be given one until the end of the marking period if needed.

Cell Phones

While we are working remotely it's just as important as ever to put our phones down to allow ourselves the opportunity to thoughtfully engage in robust, meaningful thinking and learning. Students are encouraged to shut their cell phones off during their classes (from 9 to 1), with the exception of their lunch period. During independent work time (from 1:30 to 3:20) students are encouraged to only use their phones for communication with peers about assignments. Using phones for social reasons should continue to be reserved for after school hours. Please do not text your friends during class time - this is an unfair distraction from their learning as well as from yours.

Requesting Technology (Laptop/ipad/Wifi)

If you still need a laptop/wifi/ipad, please reach out to ap.negron@k497.org. You can also complete the DOE Technology [survey](#).

Online Learning Platforms (ZOOM, ManageBac, and Google Classroom)

Through your @k497 email accounts you will have access to [Google Classroom](#) and [Zoom](#) and [ManageBac](#). Your k497 email, Google Classroom, and ManageBac should be checked daily - at the beginning of your day. You will log in to the Google Classroom for the appropriate subject at the start of each period, unless your teacher has told you otherwise. If you need support with your k497 account, contact Ms. Jackie at jacqueline.carrier@k497.org.

BHS Remote Learning Website

[BHS Remote Learning](#) This Website has been constructed as an information hub for remote learning. It should be the first place you go if you or your family are confused or unsure about something. It has links to different resources, and explains all of the different expectations for remote learning. This handbook is also available there. If

you discover that information you need is not available on the BHS Remote Learning website, please email either: emily.brandt@k497.org or vincent.hyland@k497.org.

BHS Instructional Framework & Remote Learning Plan

★ YOUR FIRST PRIORITY

Google Classrooms - Where your Classes “Meet”

- **You will log in to the Google Classroom for each subject at the start of that period.** This is how you will attend your classes. After the first session of each class the teacher may give you a direction to start each class somewhere else (ie: ManageBac or Zoom).
- Once in **Google Classroom** you will find the activities for that lesson. This will sometimes include a class meeting through Zoom or going into ManageBac. Most importantly, follow the directions given to you by YOUR teacher for each subject.
- You should also check **ManageBac** daily; review teacher feedback and grades. Submit to ManageBac your completed summative tasks, as well as any formatives your teacher directs you to submit. The rest of your formatives and all other class assignments are submitted in Google Classroom per the direction of each teacher.
- **You are following your BHS School Schedule to the best of your ability.** Your schedule has not changed. The only differences are that your classes now meet online for 25 minutes and you will have to be extremely independent. Your schedule is a shortened version of your school building schedule. Each class is 25 minutes long with a 5 minute transition between classes.
- **From 1:30 to 3:20 you have independent study time.** During this time you will work on formative and/or summative assignments by yourself or virtually with a peer. You can meet virtually with teachers from 1:30 to 2:35. You will also use this independent study time (from 1:30 to 3:20) to complete extension assignments by grade level and student choice extension activities for your student extension work folder (see below).

★ YOUR SECOND PRIORITY

While learning remotely you will keep a folder of your extension assignments and activities. This **student extension work folder** will be used as additional evidence that you've met your promotional requirements and are prepared to move on to the next grade. You are responsible for keeping and organizing all of your extension assignments in a folder which will be collected by your guidance counselor as needed when you return to the school building. We recommend keeping your paper extension assignments in one place at home and those you've completed on a computer in an online folder.

Extensions: Grade Level Assignments - Complete one assignment a week during independent study time (1:30 - 3:20) or over the weekend. Large assignments can be broken into smaller components for the weekly requirement. The entire independent study time should be filled with learning. If you have extra time available complete additional student choice extension activities. And of course you're welcome to do as many as you want after school or over the weekend.

Extension assignments by grade level have been shared in the new BHS Remote Learning Website. Many of these were also mailed home to you, to provide you the opportunity to have more learning time away from screens during independent study afterschool and over the weekend. You will keep these assignments in one place and will turn them all in together with your student choice extension activities as a **student extension work folder** portfolio when we return to the school building.

Extensions: Student Choice Activities - Complete one assignment a week during independent study time (1:30 - 3:20) or over the weekend. The entire independent study time should be filled with learning. If you have extra time available complete additional student choice extension activities. And of course you're welcome to do as many as you want after school or over the weekend.

The student choice extension activities are shared in the new BHS Remote Learning Website. These are activities that take advantage of online learning platforms, offering you choice and various ways to follow your interests. You need to complete a minimum of one Student Choice Activity every week. You will keep these assignments in one place and will turn them all in together with your extension assignments by grade level as a **student extension work folder** (portfolio) when we return to the school building.

Attendance Policy

During remote learning student attendance will be taken by the teacher in ManageBac for every class each day. **You will be marked present if you participate by attending class during the scheduled time via Google Classroom and/or ZOOM, turn in an assignment, OR connect with your teacher online that day.** This is to ensure that this plan serves all students equitably and allows for multiple access to the day's learning. Absenteeism will still be reported and documented in NYCDOE systems.

Daily Student Schedule for Remote Learning

Time	Daily Activities
8:50 – 9:00 AM	STEP 1: Review your school schedule for the day. If you need your bell schedule, check ManageBac or click this LINK. If you have any questions or concerns about your schedule, email ap.negron@k497.org STEP 2: Log into your k497.org email and setup the online platforms; ZOOM, Google Classrooms, ManageBac.
9:00 AM – 1:00 PM	Follow your NORMAL SCHOOL SCHEDULE During this time period, there will be some interactive instruction with teachers and students through the school's instructional platforms below. Follow your teacher's plan and guidance. General outline below: ★ ZOOM: Live instruction with teachers and students. For example, modeling skill, facilitate discussion, break-out groups via ZOOM, video, independent work time, and/or pre-recorded video ★ Google Classroom: Daily Interactive learning for lesson plans ★ ManageBac: Upload summatives, formatives, resources, pre-recorded videos, Powerpoint, input grades for assessments, provide feedback/comments to students, post classroom announcements Instruction follows eight shortened blocks as shown below as per your normal school schedule. There are five minutes of buffer/transition time between each period: ● Period 1: 9:00 – 9:25 ● Period 2: 9:30 – 9:55 ● Period 3: 10:00 – 10:25 ● Period 4: 10:30 – 10:55 ● Period 5: 11:00 – 11:25 ● Period 6: 11:30 – 11:55- HS Student Lunch ● Period 7: 12:00 – 12:25 -MS Student Lunch ● Period 8: 12:30 - 12:55
1:00-1:30	Screen Free Break / Stretch / Snack / Get some Headspace!
1:30-2:35	Teachers are available through 2:35 to provide support. Student Choice: Students work independently or virtually with peers on assignments. Continue working on current formatives/summatives OR Pick an activity/resource from extension options.
2:35-3:20	Student Choice: Students work independently or virtually with peers on assignments. Continue working on current formatives/summatives OR Pick an activity/resource from extension options.

USE THIS TEMPLATE AS A RESOURCE - THANKS MS. MAC!

Period	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1 9:00-9:25					
2 9:30-9:55					
3 10:00-10:25					
4 10:30-10:55					
5 11:00-11:25					
6 11:30-11:55					
7 12:00-12:25					
8 12:30-12:55					

Student Roles & Responsibilities

- ❑ Establish daily routines for engaging in the learning experiences; use the BHS Remote Learning student schedule provided.
- ❑ Identify a space in your home where you can work effectively and successfully while participating in online learning. Sit at a table with a wall behind you, if possible.
- ❑ Complete all assignments, participate in learning activities and meet all deadlines assigned to you by your teachers. Students should participate in check-ins, discussions, and other communication mechanisms as expected by the teacher.
- ❑ Regularly monitor online platforms, like ManageBac and Google Classroom.
- ❑ Engage in all learning with academic honesty and integrity.
- ❑ Communicate proactively with your teachers if you cannot meet deadlines or require additional support.
- ❑ Comply with School Internet Safety policies including expectations for online etiquette. See Online Learning Expectations below.
- ❑ Students should review teacher feedback and complete any follow-up activities as assigned by the teacher.
- ❑ Students and families should proactively notify their teacher or an administrator with any concerns regarding progress or additional support needed, including when an extension on an assignment is needed.

Family Roles and Responsibilities

- ❑ Families should support students in being successful by establishing routines and habits that support their success.
- ❑ Families should ensure that students are adhering to appropriate behavior on web enabled devices.
- ❑ Defining the physical space for your child to study.
- ❑ Monitoring communications from your child's teachers.
- ❑ Beginning and ending each day with a check-in.
- ❑ Taking an active role in helping your child process their learning.
- ❑ Communicating directly to your child's teacher if they need subject specific support.
- ❑ Review ManageBac and Google Classroom Assignments.
- ❑ Ensure your child is following their schedule and Remote Learning protocols.
- ❑ Ensure your child is completing at least one grade level extension and one student choice extension per week. Please keep these materials organized.
- ❑ Communicate to AP's/Guidance/Parent Coordinators if you need additional support.
- ❑ Establishing times for quiet and reflection.
- ❑ Encouraging physical activity and/or exercise.
- ❑ Remaining mindful of your child's stress or worry.
- ❑ Monitoring how much time your child is spending online after their remote learning daily schedule, after school hours and over the weekend.
- ❑ Keeping your child social, but setting rules around their social media interactions.

BHS Student Online Learning Expectations

Our virtual classroom expectations are:

- ★ REMAIN FOCUSED
- ★ PRACTICE SELF - MANAGEMENT
- ★ RESPECT FOR ALL
- ★ PERSONAL RESPONSIBILITY
- ★ COMMUNICATE WHEN YOU NEED SUPPORT

ONLINE LEARNING EXPECTATIONS

Use the comment feature responsibly. Speak respectfully and kindly to one another, use appropriate language and allow for equity of voice during conversations. Students who don't use the comment feature properly will be "Muted," and if many students abuse it we will have to disable it. Incidents of bullying, slurs, and other inappropriate talk will be reported to school officials and your parents/guardian.

Cyber-bullying is inappropriate or offensive comments pertaining to race, religion, sex, or sexual orientation, or anything that be taken as derogatory. Cyber-bullying may be subject to disciplinary action, including, but not limited to, a parent/guardian phone call, phone conference with administration and parent/guardian, or potential suspension documented on your school record. If a student is found to be in violation of the above safe online learning environment policies, the following:

Actions Will Be Taken by The Teacher:

- Teacher will email student to discuss proper online decorum and respect for all online;
 - Teacher will reach out to the parent/guardian to communicate about the child's online behavior. A school administrator and guidance counselor may also be cc'd on the communication or be part of conference calls.
 - Teacher will reach out to guidance counselor and school Dean to ensure the student understands the ramifications of their actions online
 - As a last step, if persistent inappropriate online behavior occurs, or a single major, inappropriate online incident occurs the student will be removed from online platforms such as ZOOM and Google Classroom and will communicate directly with the teacher and school Dean regarding assignments. The incident will be documented and the student will be subject to further consequences outlined by the Chancellor Regulations.
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- **You are responsible for your own success**, so ask questions, check in often and respect all deadlines. Your work will be assessed, grades will be issued and credits must be earned.
 - **Wear appropriate attire** - If possible, sit at a table with a wall behind you.

RESTORATIVE JUSTICE EXPECTATIONS

Remote Learning Classroom Culture & Attendance Concerns		
Tier 1	*Inconsistent work patterns ➤ Lateness to join discussions and Zoom ➤ Sporadic missing of class periods *Inconsistent quality of work *Off task comments and discussions *Lack of engagement / missing assignments	School Actions to be Taken *Teacher/Parent phone call or online conference *Grade team call or online conference with student and parent *Referral to guidance counselors for additional action
Tier 2	*Student does not participate in Remote Learning for two consecutive days *Student consistently exhibits online behaviors which disrupt the learning environment *Repeated use of inappropriate language in online forums *Inappropriate language targeted at a student or staff member	For more serious attendance concerns, guidance counselors will follow-up with appropriate authorities to determine next steps. Behavioral concerns will be reported to the Restorative Justice team. RJ team will follow up with the student and family to schedule a conference with family and administration.
Tier 3	*No contact from student or family for more than 3 days. *Cyberbullying *Displaying hate speech or inappropriate photos *Suspected self harm or severe emotional withdrawal *Hacking of student or teacher accounts	For severe attendance concerns, guidance counselors will follow-up with appropriate authorities to determine next steps. AP of School Safety and School Dean will contact the Department of Education to log infraction into the citywide database. RJ team will follow up with student and family to schedule a conference with family and administration.

We will follow our normal assessment policy as closely as possible, during remote learning. Your teachers will make every effort to frequently interact with you and measure your progress through course content, daily learning experiences and provide meaningful feedback on your work. Feedback on your formative and summative assessments will be provided through ManageBac.

Updated information to Formative and Summative Tasks for Remote Learning

- You will complete 2-5 weekly formative assessments, at least one of which will include student participation; via Google Meets, Google classroom discussions, and completion of class assignments.
- Teachers will choose at *least one formative* to provide you with feedback and a criteria grade. Make sure you complete all formatives. The formative selected by the teacher to grade might be different for each student. Keep up with your work. All formative assessments must be submitted to demonstrate evidence of your learning and support a final grade.
- You will complete one summative task per unit for each subject / course.
- Students must submit completed assignments & assessments to ManageBac Dropbox and Turnitin for all assignments so that we can ensure the authenticity of student work.
- All extension assignments and activities, including the required weekly minimum of one grade level extension assignment and one student choice activity, are to be submitted as required when we return to the school building.

Report Cards / Graduation / Promotion Requirements / Transcripts

BHS grading policy is aligned to the State and City guidelines, as described in the [Grading Policy Toolkit](#). While schools are participating in remote learning, teachers will grade their work as usual and keep their gradebooks up to date on ManageBac weekly. Students grades and comments for marking periods will be available through ManageBac. Teachers will continue to finalized marking period grades and semester grades in our NYCDOE Stars System.

Grades 6-8

Student promotion decisions in grades are based on a holistic review of student work to determine whether students have mastered the skills for the next grade level in specific subject areas. For grades 6-8, schools set their own grade-level promotion benchmarks based on multiple measures. Follow BHS' Remote learning plan, participate in your online classes, "attend" all google classroom sessions, participate in

Zoom class meetings, complete your assignments, follow deadlines and academic expectations as you would if we were still in the school building.

Grades 9-12

For high school students, promotion decisions are based on credit and Regents exam completion. The New York State Education Department (NYSED) has issued guidance stating that instruction should focus on preparing students to meet the learning outcomes for the course and prepare for the culminating examination, *if applicable*. Students need to demonstrate the standards assessed in the provided coursework and earn a passing grade, per the school's grading policy. BHS will make every effort to keep students on track toward graduation. BHS remote learning plan preserves instructional continuity with students' regular bell schedules. Students should expect to receive a "Promotion in Doubt" letter if they are in jeopardy of not being promoted and need to attend summer school.

Directory for Communicating to BHS Teachers, Guidance, Staff and Admin

See Remote Learning Website for Email Addresses

Do you need help with...	You should contact...
a course, assignment, or resource	the relevant subject teacher (firstname.lastname@k497.org)
a technology related problem or issue	ap.negron@k497.org
a ManageBac or K97 email issue	emily.brandt@k497.org
a personal, academic or social-emotional concern	renita.garrison@k497.org Grades 6-7 marie.cadot@k497.org Grades 8-10 fred.raphael@k497.org Grade 11-12
other issues related to distance learning	meghan.casey@k497.org (Grades 6-7) ap.negron@k497.org (Grades 8-10) samantha.schmeoger@k497.org (Grades 11-12/DP)
a question regarding Special Education services	meghan.casey@k497.org
a question regarding English as New Language (ELL)	samantha.schmeoger@k497.org
a question about Advisory	zerahiah.jones@k497.org
a question about wellness and self-care	dorothy.reynoso@k497.org

Remote Learning FAQs**Q: What if I am unable to “attend” class?**

A: During remote learning student attendance will be taken by the teacher in ManageBac for every class each day. A student will be **marked present** if they participate by attending class during scheduled time OR turn in an assignment OR connect with a teacher online that day through ManageBac, email, ZOOM or Google Classroom. **This shift is to ensure that this plan serves our students equitably and allows for multiple access to the day's learning.** Absenteeism will still be reported and documented in NYCDOE systems. If for some reason you are unable to “attend” classes, please communicate to your teachers and guidance counselor.

Q: What if I don't have a device or Wifi? Or my device breaks?

A: If you still need a laptop, please reach out to ap.negron@k497.org. Let him know ASAP. We can meet you at the school building to ensure you have what you need. You can also complete the DOE Technology [survey](#). You are responsible for your learning and completion of the work. There are multiple wifi services available for free. Inquire with AP Negron.

Q: Do I still need to take State exams, DP Exams and AP Exams (College Board)?

A: UPDATE - MS ELA and MATH STATE EXAMS will NOT be taking place this school year. Both exams have been officially cancelled. The DOE is working with the State on guidance for all other state exams to be administered after April 20. We will continue to share information when more becomes available.

Q: Have Regents exams been cancelled?

A: Regents Exams have not been cancelled and are still scheduled to be administered in June. This is subject to change from NY State and we will inform you of any changes to dates.

Q: Have AP Exams been cancelled?

A: UPDATE - As per the **College Board's** COVID19 emergency policy, the **AP Exams** will be administered online. More guidance will be released. Please reach out to Fred. Raphael @k497.org

Q: Have DP Exams for the IB Diploma Program exams been cancelled?

A: Yes, more information to follow.

Q: Who do I reach out to if I need support?

A: Teachers will be holding “Office Hours,” many from 1:30-2:35 pm everyday. Reach out to schedule a time slot. All of your teachers, advisor, guidance counselor, parent coordinator, Restorative Justice team, assistant principals and principal are available to you! Reach out to us! Your advisor and guidance counselor will be checking in with you weekly. Check your email each morning and at the end of the day.

Q: How can I check my child’s “attendance?”

A: During remote learning student attendance will be taken by the teacher in ManageBac for every class each day. A student will be **marked present** if they participate by attending class during scheduled time OR turn in an assignment OR connect with a teacher online that day through ManageBac, email, ZOOM or Google Classroom. **This shift is to ensure that this plan serves our students equitably and allows for multiple access to the day's learning.** Absenteeism will still be reported and documented in NYCDOE systems. If for some reason you are unable to “attend” classes, please communicate to your teachers and guidance counselor.

Q: How can I check my child’s academic progress?

A: Parents/guardians will continue to utilize ManageBac as grades will be posted weekly. The first two weeks will be a learning curve and adaptation period for teachers and students, so please be patient as everyone “learns to build the remote learning plane as we fly it.” Guidance counselors will also still be able for any questions regarding grades and supporting your child’s navigation through remote learning.

Q: What if my child has an IEP? What happens to them during Remote Learning?

A: Assistant Principal Meghan Casey has been working closely with the Special Education teachers, paraprofessionals, related services staff, school psychologist, and speech teachers to ensure that, to the best of our ability in these new circumstances, standards of excellence for our students are maintained. All ICT classes are co-teachers for their respective Google Classroom pages. Annual IEP meetings will continue as close to their scheduled time as possible. These meetings will be held virtually through either Zoom or a conference phone call. Speech, guidance, and occupational therapy services are continuing remotely. Related service providers are reaching out to families of the students they serve to set up remote services.

Q: What if my child is an English Language Learner? What happens to them?

A: Assistant Principal Samantha Schmoeger has been working closely with your child's ENL teachers, Ms. Gray and Ms. Zackman, to ensure students are set up for success and continuously supported throughout remote learning. If your child doesn't have a working laptop and/or wifi, please reach out to samantha.schmoeger@k497.org. ENL teachers have also set up Google Classrooms and are in daily communication with students and families. Translated materials and google classrooms are also being provided.

Q:What if my child needs access to health services usually provided by the school nurse?

A: If you have any questions regarding your child's health services, you can reach out to the school nurse anna.macewan@k497.org Here are some links to health related services -- [click here](#).

Please know that we will update our Remote Learning Website regularly and send you important information via Konstella. We will send out a student / family survey in the next two weeks to learn more about how this experience is going for you and what adjustments can be made.

Please know that BHS teachers and staff have been working tirelessly to create a plan that is structured and supportive for you. Please also know that we are communicating 24 hours a day with one another and the DOE. Please monitor your expectations and step up as much as possible to help us ensure learning is happening from home. Please follow through on the expectations your teachers have set for you, utilize the extension resources we have provided and come up with your own creative ideas to engage in learning! Students, we miss you terribly.

Wishing you good health; see you on the interweb!

Yours truly,
BHS Leadership & Staff