



HIGH SCHOOL OF ART AND DESIGN

245 East 56th Street

New York City, NY 10022

Phone: 212 752-4340 Fax: 212 752-4945

[www.artanddesignhs.org](http://www.artanddesignhs.org)

*Maximillian Re-Sugiura, Principal*

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# REMOTE LEARNING HANDBOOK

**March 23, 2020- April 20, 2020**



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## **Art and Design Remote Learning Expectations**

### **A&D TEACHER EXPECTATIONS**

- **A&D Teachers will create a Syllabus delineating clear expectations for daily Remote Learning**
- **A&D Teachers agree to use Google Classrooms, Google Meet, Zoom or be immediately available by e-mail during scheduled periods**
- **A&D Teachers Pacing Calendar for each class**
- **A&D Teachers will adhere to the existing online grading policy for 2nd Marking Period (2nd Marking Period - March 23-April 20th)**
  - **10-15% Homework**
  - **25-40% Classwork/Participation**
  - **35 - 60% Assessments/Projects/Performance Tasks**
- **A&D Teachers and students will participate in Office Hours as detailed in the schedule below**
- **Gradebooks must be updated weekly (Skedula/PupilPath)**
- **A&D Teachers will keep attendance via Kinvolved. Teachers will also have an option to record attendance manually and will receive excel versions of their respective rosters to maintain a record of attendance for the duration of the remote learning period.**
- **Note: Students may receive related services via separate tele-therapy during your scheduled period of class. It is essential that these students not be penalized for not being available**

**Administration will review attendance and coursework completion daily.**



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## **A&D STUDENT EXPECTATIONS**

- **Students must have an active and working ([artanddesignhs.org](http://artanddesignhs.org)) account. This is the only account they should be using for remote learning.**
- **Students will check email regularly (at least twice per day)**
  - **Teachers will send emails with codes to join each class within the next 48-72 hours**
- **Students will join Google Classrooms in a timely manner, and begin independent work on day 1 (March 23)**
- **Students will participate in virtual meetings or correspond digitally with teachers during scheduled periods and scheduled office hour meetings**
  - **These meetings are designed to be check-ins and for Q&A sessions; they are the opportunity for students to ask clarifying questions and receive answers in real time**
  - **Teachers will be providing asynchronous learning. This means that students will mostly be working at a different time than the teacher.**
  - **Teachers will be tracking daily student engagement and attendance at these virtual meetings through Kinolved.**
- **Students are expected to complete assignments on time**
  - **Teachers will outline their expectations for completion and submission of work**
- **Students who are falling behind must contact their teacher ASAP and work out a plan for success**
- **For students who borrowed a PC laptop the username is homeschool and the password should be left blank.**
- **If you have issues accessing a particular software program or questions about hardware that you have borrowed please email [JContreras@schools.nyc.gov](mailto:JContreras@schools.nyc.gov) and [Fahsan@schools.nyc.gov](mailto:Fahsan@schools.nyc.gov)**
- **Seniors must coordinate with Ms. Morales and Ms. Maningas for support with the college process.**



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## **PARENT EXPECTATIONS**

- **Parents ensure that students have an active and working Gmail ([artanddesignhs.org](http://artanddesignhs.org)) account**
- **Parents ensure that students will check email regularly (at least twice per day)**
  - **Teachers will send emails with codes to join each class within the next 48-72 hours**
- **Parents ensure that students join Google Classrooms in a timely manner, and begin independent work on day 1 (March 23)**
- **Parents ensure that students participate in virtual meetings with teachers during virtual office hours**
  - **These meetings are designed to be check-ins and for Q&A sessions; they are the opportunity for students to ask clarifying questions and receive answers in real time**
  - **Teachers will be providing asynchronous learning. This means that students will mostly be working at a different time than the teacher.**
  - **Teachers will be tracking attendance at these virtual meetings**
- **Parents ensure that students complete assignments on time**
  - **Teachers will outline their expectations for completion and submission of work**



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## **Remote Learning** **TEACHER** **Bell Schedule 2019-2020**

**Teacher Time (6 hours and 50 minutes)**

<b>PERIOD</b>	<b>BEGINS</b>	<b>ENDS</b>
Department Level Team Meeting	8:20	8:50
Transition Time <i>(Log into and setup the online platform)</i>	8:50	9:00
1 period	9:00	9:25
2 period	9:25	9:50
3 period	9:50	10:15
4 period	10:15	10:40
5 period	10:40	11:05
6 period	11:05	11:30
7 period	11:30	11:55
8 period	11:55	12:20
LUNCH	12:20	1:10
Prep period	1:10	1:50
C6/Professional work <i>Mondays only from 1:50-2:10 Schoolwide meeting (Office hours, grade/staff conference/PD/parental outreach)</i>	1:50	2:40

It is the expectation that you are immediately available on one of the online platforms or via email for your students during the slated time frame above.

*As per Staff Handbook 2019-2020, Chapter 2.7*

*You are expected to use your DOE email as important information will be disseminated daily.*



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Students and Families, please contact your teachers or guidance counselors directly with questions related to classwork and general academics.

- Parents please contact Ms. Janeen Johnson [JJohnson32@schools.nyc.gov](mailto:JJohnson32@schools.nyc.gov) with questions or concerns.
- For questions regarding Special Education Services and Related Services/504/Mathematics curriculum please contact AP Budney at [TBudney@schools.nyc.gov](mailto:TBudney@schools.nyc.gov)
- For questions regarding Science curriculum please contact AP Daly at [MDaly6@schools.nyc.gov](mailto:MDaly6@schools.nyc.gov)
- For questions regarding Safety/Security/Physical Education/Health please contact AP McCalla at [BMcCall2@schools.nyc.gov](mailto:BMcCall2@schools.nyc.gov)
- For questions regarding Arts curriculum and programs please contact AP Reingold at [EReingo@schools.nyc.gov](mailto:EReingo@schools.nyc.gov)
- For questions regarding Humanities curriculum and LOTE classes please contact AP Rosales at [LRosales@schools.nyc.gov](mailto:LRosales@schools.nyc.gov)
- For questions regarding general organization please contact AP Perez at [SPerez13@schools.nyc.gov](mailto:SPerez13@schools.nyc.gov)
- Principal Re-Sugiura can be reached at [MReSugiura@schools.nyc.gov](mailto:MReSugiura@schools.nyc.gov)



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## **Remote Learning Action Plan for Supervisor March 23-April 20**

**The Remote Learning Plan delineates expectations for teachers, students and parents.**

- **All Google Classrooms have content that matches the standard classroom scope and sequence in regards to skills and expectations for students.**
- **All Teachers have created classes in Google Classrooms and will upload assignments by Thursday afternoon.**

**Plan to monitor their work with students**

- **On a daily basis Principal will access Google Classrooms and Skedula and review assignments**
- **Principal will email teachers and troubleshoot any areas of concern while sharing areas of success.**

**Plan to support student and faculty mental health**

- **Parent Coordinator/guidance will jointly provide outreach to families and students about Mental health Resources including but not limited to <https://www.schools.nyc.gov/school-life/health-and-wellness/mental-health>**
- **Principal and UFT chapter Chair will share supports for staff mental health including but not limited to the Employee Assistance Program (EAP) <https://www1.nyc.gov/site/olr/eap/eaphome.page>**
- **Guidance Counselors and Deans will maintain Google Classrooms with scheduled meeting times and open sessions to support our students.**

**Plan to family and parent outreach**

- **Parent Coordinator, Guidance Counselors and Principal will join Google Meet to review student attendance daily and develop a daily outreach plan based on data.**
- **Outreach using Messenger, Emails, Kinvo and Personal Phone Calls (Google Voice or BB recommended) will be made daily and logged appropriately.**



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### **Plan to support staff supervision**

- **Principal will host daily check in meetings with PC and GC using Google Meet**
- **Principal will host a weekly check in with teachers set for Mondays 1:50 – 2:10 PM using Google Meet**
- **Principal will email teachers daily with any important information or updates**
- **Principal has access to join all Google Classrooms and will monitor activity**
- **Principal will join Student / Teacher meetings as per schedule in RLAP**
- **If staff or students have issues accessing a particular software program or questions about hardware that you have borrowed please email [JContreras@schools.nyc.gov](mailto:JContreras@schools.nyc.gov) and [Fahsan@schools.nyc.gov](mailto:Fahsan@schools.nyc.gov)**
- **Cabinet will meet twice weekly (Tuesday/Thursday 10 AM) to discuss critical updates.**