

# MESSAGE FROM THE PRINCIPAL

## Procedures for Remote Learning:

Dear Students and Parents,

I hope that you are all safe and in good health. As we navigate through these uncharted times, our goal is that students continue to receive rigorous instruction to ensure that there are no lapse in their academics. As you are aware, we will begin our Remote Learning Program on Monday, March 23, 2020. As a result, the following are the procedures for our Remote Learning Program:

1. **School Google accounts:** All New Utrecht High School classes will take place remotely/online, (all core classes, college courses, electives, and physical education), on Google Classroom. Here is a link to a parent guide for Google Classroom: <https://drive.google.com/file/d/1uFBoYMjS9vrWSDwq6djRKKlwIReN5vnG/view>

All students must log into their school Google account. Most students have used it in the past, but just in case they have not; please know that every single student has a New Utrecht High School Google account. This is the structure of the Google account:

- a. User name/ email address is: Full first name, followed by first letter of last name, followed by last 4 numbers of OSIS# @ newutrechthighschoolnyc.com  
**Example:** Maureen Goldfarb, OSIS # 123-456-789 has user name/email address:  
**MaureenG6789@ newutrechthighschoolnyc.com**
- b. Password is the entire OSIS# of the student, unless you have already changed it before.
- c. Please email Mr. Benzaquen with any questions if you are unable to log into your Google Classroom account: [ABenzaquen@schools.nyc.gov](mailto:ABenzaquen@schools.nyc.gov)

2. **Instruction:** Almost all courses have been set up and invitations have been sent by teachers, so all students should check their Google account for invitations. Each day students will follow their regular daily schedule according to the schedule below. Attendance will be taken in each class and students should know that attendance will be time stamped based on them signing into the class. Instruction will look different from what it looks like in the classroom, but teachers are doing their best to provide students with videos, PowerPoints, video chats, printed notes, and other such resources. The remote learning schedule will be abbreviated to allow students the time to complete assignments. Each assignment will have a due date that will be realistic, as we get accustomed to working in this new venue. The proposed schedule at this time is as follows:

Period	Time
1	8:00 – 8:30
2	8:30 – 9:00
3	9:00 – 9:30
4	9:30 – 10:00
5	10:00 – 10:30
6	10:30 – 11:00
7	11:00 – 11:30
8	11:30 – 12:00
9	12:00 – 12:30
10	12:30 – 1:00

3. **Supports:**
  - a. Teachers will be available daily during the assigned class time to answer any questions and provide additional supports as needed.
  - b. ICT Classes will still have two teachers during class time, so students can reach out for academic support
  - c. Paraprofessionals will also be meeting at the same time the class is in session and will provide supports as required
  - d. Guidance Counselors will be available to meet with students utilizing Google Meet or Zoom.
4. **Receiving Information:** Please check your Pupil Path email on a regular basis for updates. If you need additional assistance, please email your Guidance Counselor.
5. **Report Cards:** Report Cards for Marking Period 1 will be posted on Pupil Path by March 20, 2020. We will not be mailing home hard copies at this time. With the cancellation of Parent-Teacher Conferences, you can email teachers if you have any questions.
6. **Working Papers:** Working papers will not be issued while schools are closed, but if your paperwork is completed, you can take a picture of the paperwork and email it to Angela Cinquemani at [acinquemani2@schools.nyc.gov](mailto:acinquemani2@schools.nyc.gov) and your working papers will be ready for you the week we get back. I know many of you were concerned because of the possibility of SYEP jobs this summer.
7. **Parent Support:** This is a time of uncertainty and all of this can be overwhelming. Please know that our Parent Coordinator, Natalie Tang will be available, as always, to reply to your questions and concerns.
8. **Distribution of Electronic Devices:** Today we began distributing iPads to students who have indicated that they do not have access to technology. These iPads are not gifts; they are being loaned to our students so they can participate in classroom instruction remotely. Please take care of them, as we will need to utilize them in the classroom when we return. If you do not have access to technology and are in need of borrowing a device, and did not fill out the Student Technology Survey that was sent out already, please complete the survey at this [link](#) or call 718-935-5100 and choose option 5 to request a device.
9. **Expectations from Chancellor Carranza:** Please review the following from our Chancellor:

#### **STUDENT AND FAMILY RESPONSIBILITIES**

In communicating expectations, staff members must recognize the stress of the current situation and the needs of the students and families they serve, as they consider including the following points:

- Students should complete instructional activities assigned by teachers within the expected timelines.
- Students should participate in check-ins, discussions, and other communication mechanisms as expected by the teacher.
- 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 a school administrator with any concerns about progress or additional support needed.
- Families should support students in being successful by establishing routines and habits that support their success in remote learning.
- Families should ensure that students are adhering to their school's contract for appropriate behavior on web enabled devices.

**10. A Huge Thank You:** I would like to thank our entire New Utrecht High School family (Staff, Students, and Parents) for all of their understanding, patience, cooperation, dedication and hard work in the last few days. This isn't an easy time, but with all the love and support that we have as a family, we will make it through. If you have any questions or concerns, please reach out to us and we will do the best we can to respond. Thanks, stay well, wash your hands, and hope to see you all soon.