



Innovation Online E-Learning

With the ever evolving threat of the Coronavirus to our community, we must practice "social distancing" and create as much physical space between people to slow or stop the transmission of the virus, at some point. To do this, we will continue all instruction online, so that staff and students can engage in learning at a distance (from home, relatives homes', etc.)

This is a guide that outlines all of the expected behaviors, supports, and outcomes for Innovation Online's "E-Learning" (online, distance learning). These guidelines will be in effect for as long as Innovation conducts instruction through E-Learning. Policies are subject to change as we adapt our practices.

E-LEARNING: CONTINUING CLASSES, JUST NOT ON CAMPUS

Learning will continue. Students' responsibilities to learn the schools' curriculum by engaging each other, their teachers, and their assignments has not changed at all. They will still be accountable to do just that. Now it is happening online. Similarly, teachers' responsibility of providing engaging and rigorous educational experiences remains the same. It, too, is online now.

WAYS TO LEARN ONLINE

E-Learning happens in one of two ways:

1. Class happens live in real time. Students attend a virtual class together through video conference, livestream, or chat. This is called **Synchronous Learning**
2. Students complete or submit assignments by the due date either through e-mail, Google Classroom or another online website system set up by their teacher. **Asynchronous Learning**

E-Learning will require a shift in how you learn and connect with your classmates, teachers, counselors and other support staff. Your physical contact with them will be limited, so you have to use every way possible to stay connected, meet expectations and clearly communicate your needs.

When our E-Learning begins, teachers will share an overview of how their class is run, how assignments must be completed, and the schedule for their availability/class.

Student Expectations

- ★ Complete / Submit all assignments by their due dates.
- ★ Participate professionally and respectfully in any online classes or discussion groups
- ★ Remain in touch with your teachers through their live classroom sessions or via e-mail / text.
- ★ Check you E-mail all of the time (And PowerSchool, Innovation's Website, IG, FB for updates)!
- ★ Manage your time through the week, so you can complete / submit your assignments on time.
- ★ Communicate your feedback about E-Learning and any supports you need as often as possible with Innovation staff and your families.

WEEKLY SCHEDULE

We want to make your Innovation Online schedule as predictable and as close to your prior class schedule as possible. Remember all of your responsibilities as a student continue, just at a distance.

The schedule below and sample schedules show when teachers will be available for online classes or to give feedback and additional directions on assignments when asked. **IMPORTANT:** if the teacher is not streaming a live class, you **MUST** communicate with that teacher at least once during the blocked time.

SCHEDULE TEMPLATE

| | Mon | Tue | Wed | Thurs | Fri |
|-------------------------------|------------|---|---|------------|---|
| AM 8:30- 11:30 | 1st period | 3rd period | Office Hours (Counselors, Deans, SPED Case Managers, Main Office) | 5th period | 7th period |
| PM 12:00- 3:00 | 2nd period | Office Hours (Counselors, Deans, SPED Case Managers, Main Office) | 4th period | 6th period | Office Hours (Counselors, Deans, SPED Case Managers, Main Office) |

SAMPLE STUDENT: Nina Simone's Schedule

Regular School Day Schedule

| Day | A-Day | B-Day |
|----------|---------------|-------|
| Period 1 | Global I | |
| Period 2 | Earth Science | |
| Period 3 | Culinary Arts | |
| Period 4 | Algebra I | |
| Period 5 | ELA 9 | |
| Period 6 | Spanish | |
| Period 7 | Pop Vocals | PE |

Innovation Online Schedule

| Day | 8:30-11:30 | 12:00-3:00 |
|-----------|---------------|---------------|
| Monday | Global I | Earth Science |
| Tuesday | Culinary Arts | Office Hours |
| Wednesday | Office Hours | Algebra I |
| Thursday | ELA 9 | Spanish |
| Friday | Pop Vocals/PE | Office Hours |

SAMPLE STUDENT: Jack Agueros' Schedule

Regular School Day Schedule

| Day | A-Day | B-Day |
|----------|-----------|-------|
| Period 1 | SEP | |
| Period 2 | PE | CCR |
| Period 3 | ELA 12 | |
| Period 4 | Global II | |
| Period 5 | Music | |

Innovation Online Schedule

| Day | 8:30-11:30 | 12:00-3:00 |
|-----------|--------------|--------------|
| Monday | SEP | PE/CCR |
| Tuesday | ELA 12 | Office Hours |
| Wednesday | Office Hours | Global II |
| Thursday | Music | |
| Friday | | Office Hours |

3-hour Period: Some or all of the following can happen during Innovation Online's 3-hour period.

- ★ Teacher hosts a 30 min streaming class for students on ZOOM or Google Hangouts
- ★ Teacher hosts a discussion room on Google Classroom or Google Hangouts
- ★ Teacher is responds to students' questions or gives students feedback on assignments through e-mail, text message, Google Hangouts, etc.
- ★ Students complete/submit assignments given by teacher
- ★ Students participate in a discussion board or complete group projects
- ★ Students give presentations online to their peers and teachers

Instruction Each week, teachers will post an update with an overview of the goals and assignments w/ due dates for that week. Please allow teachers 24 hours to answer any questions you may have. .

Assignments Students expect to have 3-4 hours of work per week maximum. This means completing a minimum of three assignments per week for each course. Here are some examples of assignments:

- ★ Standardized assessment practice problems - AP, SAT, Regents, SPOs, MPOs, quizzes, journal entries, etc.
- ★ Longer assessments - Essays, Math Projects, Science Labs, PowerPoint Presentations, Research Papers, Arts Projects, etc.
- ★ These assignments can take the form of reading/watching/listening to videos or pre-recorded lessons, engaging with classmates on discussion boards, work with classmates on a document, attending class virtually via ZOOM or Google Hangouts, etc.

Teachers are creating assignments in a manner that provides additional supports to our students with particular learning needs.

Grading

We are still using PowerSchool for grades. Teachers will grade assignments as soon as possible and post them to PowerSchool.

Students, when submitting assignments by e-mail, use this [template format](#) to submit them.

Teachers will use four* categories for E-Learning:

1. **Classwork (35%)** - Handouts, Worksheets, Online Assignments, SPOs, MPOs
2. **Participation (25%)**- Students in virtual space, have e-mailed teachers, conversed over text message, discussion groups, etc.
3. **Projects (15%)** - Projects, Labs, Essays, Longer Multi-Step Assignments, Summative Assessments
4. **Tests/Quizzes (15%)** - Google Forms, Regents Practice Problems, etc. (students write 1 - 2 sentence explanations for multiple choice responses).

***HW (5%) & Exit Tickets (5%)** These categories will not have additional assignments during E-Learning. They're weight is 5% each because there may be assignments in them from week one of Marking Period 5.

Academic Honesty

Proper conduct during distance learning, and complete honesty in all academic endeavors is required. Submission of false data, falsification of records, misconduct during streamed classes or discussion posts, foul language, cyberbullying and plagiarism are among the violations of academic integrity. Students who do not meet these standards will be subject to receiving a failing grade for the individual assignment, will need to complete additional make up assignments, and may be at risk of not passing the course overall.

Attendance. The only way for students to be successful in Innovation Online, is by engaging their teachers and support staff. For classes, attendance is taken in two ways:

Attendance is taken when:

- ★ Participating in classes that are streamed live **during** the 3-hour instructional block
- ★ e-mailing / texting check-ins with teachers **during** the 3-hour instructional block
(If you do not engage with your teacher **during** the 3-hour instructional block, reach out to teachers. Otherwise you are absent and may not be able to make up assignments.)
- ★ submitting/completing assignments **outside** of 3-hour instructional block (you are marked present according to assignment due date.)
(If you do not submit/complete assignments by due date, reach out to teachers. Otherwise you are absent and may not be able to make up assignments.)

Office Hours. UPDATE: School Guidance Counselors, College Counselors, Case Managers, Deans, Main Office Staff and Speech Service Providers will be available during Office Hours and during the 1-7 period schedule to meet/work with students online. They will continue providing services to their caseloads and students, primarily in a one-on-one format, throughout the course of each work day. The Counseling staff will be available to help support students who are absent/cannot participate, and may choose to lead small groups online for study sessions, tutorials, or personal support. Counselors will work with the Administration, including the Dean's Office, to communicate with families about attendance/participation concerns and support students in getting back on track. Additionally, IEP services will continue as scheduled via phone conference. Parents can still make a request for initial evaluation or for any chance in IEP services during the school closure.

RESOURCES

Here are online resources for families that will help make the transition to online learning easier

Online Learning

- ★ [Regents Review Online Resources](#)

ZOOM

- ★ [Downloading the ZOOM Client](#)
- ★ [Joining and participating in a meeting on ZOOM](#)
- ★ [Meeting Controls: sharing my screen, managing chat, muting participants](#)
- ★ [Getting started on Windows and Mac](#)
- ★ [Starting the desktop client](#)
- ★ [Testing computer and device audio](#)

Google Suite

- ★ [Parents Guide to Google Classroom](#)
- ★ [Creating and sharing a doc](#)
- ★ [Inserting hyperlinks within a doc](#)
- ★ [Creating and sharing a Google Slides deck](#)

Contacting Innovation

School Number 212-722-5871

digitalresources@innovationhighschool.org - To make technology requests

office@innovationhighschool.org - To make requests for shelter/food resources, to communicate absences

info@innovationhighschool.org - To request general information or give feedback

List of contact e-mails for Innovation Staff. All e-mails end in "@innovationhighschool.org"

| Last | First | Title | E-mail |
|-------------|-----------|---|-------------------------|
| Abdul-Majid | Jamilah | Geometry Teacher | jamilah.abdulgmajid@... |
| Abdul-Sabur | Yusef | Global I Teacher | yusef.abdulsabur@... |
| Ahangari | Kristen | Global Seminar Teacher / SPED Dept. Chair | kristen.ahangari@... |
| Alvarez | Brenda | Dean of Registration & Student Recruitment | brenda.alvarez@... |
| Bermudez | David | Spanish Teacher | david.bermudez@... |
| Bierwirth | Emily | Dean of Students | emily.bierwirth@... |
| Boyle | Matthew | Software Engineering Teacher | matt.boyle@... |
| Caraballo | Benjamin | LEAL Living Environment / Earth Watch Teacher | benjamin.caraballo@... |
| Chapin | Kenneth | Algebra II / Pre-Calculus Teacher | ken.chapin@... |
| Cornelius | Quinston | Algebra I Teacher | quinston.cornelius@... |
| Cortazzo | Andrew | ELA 12 Senior Literature Teacher | andrew.cortazzo@... |
| Dietrich | Sven | Global Seminar Teacher / History Dept. Chair | sven.dietrich@... |
| Goldstein | Hillary | IEP District Compliance Coordinator | hillary.goldstein@... |
| Donovan | Patrick | Global I Teacher | patrick.donovan@... |
| Dubyk | Kristina | Living Environment / Ecology Teacher | kristina.dubyk@... |
| Eisenberg | Jonathan | US History Teacher | jonathan.eisenberg@... |
| Encarnacion | Elsie | Dean of Family & Community Partnerships | elsie.encarnacion@... |
| Falla Riff | Stephen | Executive Director | stephen.fallariff@... |
| Forde | Jason | Associate Director of Communications and Strategic Partnerships | jason.forde@... |
| Fraietta | Steven | School Counselor 12th Grade / Dept. Chair | steven.fraietta@... |
| Fraser | Atiba | Associate Director of Finance | atiba.fraser@... |
| Gatica | Myrna | Earth Science Teacher | myrna.gatica@... |
| Goldstein | Rachel | LEAP Algebra Teacher | rachel.goldstein@... |
| Hayes | Keyanna | School Counselor 11th Grade | keyanna.hayes@... |
| Heyward | Damen | Music Teacher | damen.heyward@... |
| Hinds | Paige | Teachers Assistant | paige.hinds@... |
| Hunt | Diana | School Counselor 10th Grade | diana.hunt@... |
| Johnson | Melissa | CCR Teacher 12th Grade | melissa.johnson@... |
| Jones | Tina | CCR Teacher 11th Grade | tina.jones@... |
| Joseph | Terence | Principal | terence.joseph@... |
| Karoutsos | Athena | Composition and Rhetoric Teacher | athena.karoutsos@... |
| Lella | Cassandra | Global I / Economics Teacher | cassandra.levella@... |
| Liang | Leslie | Living Environment / Ecology Teacher | leslie.liang@... |
| Marrero | Vanessa | School Secretary | vanessa.marrero@... |

| | | | |
|-------------|-------------|---|-------------------------|
| Martin | Danielle | Dean of Discipline | danielle.martin@... |
| Matthews | Jesse | At Risk Program Manager / APEX / ELA Regents Prep Teacher | jesse.matthews@... |
| Melinette | Jean | LEAP Living Environment / Earth Watch / Ecosystems Teacher | jean.melinette@... |
| Nafz | James | World Literature Teacher | james.nafz@... |
| Nikolov | Ivan | Pre-AP / AP English Teacher | ivan.nikolov@... |
| O'Malley | Christopher | Algebra II / Pre-Calculus Teacher | christopher.omalley@... |
| Pawelec | Sean | Software Engineering / Astronomy Teacher / STEM Depart. Chair | sean.pawelec@... |
| Pearson | Xavier | Facilities Assistant (PT) | xavier.pearson@... |
| Press | Anna | ELA Teacher | anna.press@... |
| Remiszewski | Karen | Chemistry / Physics / College Algebra Teacher | karen.remiszewski@... |
| Rosado | Patricia | Dean of Discipline | patricia.rosado@... |
| Rose | Leighton | Pre-AP / Drama Teacher | leighton.rose@... |
| Russo | Joey | Math Teacher | joey.russo@... |
| Ryan | Luke | Global I / Economics Teacher | luke.ryan@... |
| Scalera | Nicole | Global II Teacher | nicole.scalera@... |
| Schultz | Jason | IT Manager | jason.schultz@... |
| Serra | Starlight | Associate Director of Operations | starlight.serra@... |
| Sgherzi | Anna | Art Teacher / Art Dept. Chair | anna.sgherzi@... |
| Somayya | Tereena | CCR Guidance Counselor / CCR Dept. Chair | tereena.somayya@... |
| Sotelo | Martha | CCR Counselor | martha.sotelo@... |
| Sullivan | Sarah | Global II Teacher | sarah.sullivan@... |
| Taveras | Amaris | School Secretary & Testing Assistant | amaris.taveras@... |
| Toback | Jeffrey | US History Teacher | jeff.toback@... |
| Todic | Radomir | Facilities Manager & Ops/Finance Associate | rad.todic@... |
| Torres | Pablo | Director of Student Affairs, Family and Community Engagement | pablo.torres@... |
| Varnell | Brian | Chemistry / Physics Teacher | brian.varnell@... |
| Vega | Gerardo | Culinary Arts Teacher & CARTS Program Manager | gerardo.vega@... |
| Warren-Cham | Kamona | Health / Yoga Teacher | kamona.cham@... |
| Welch | Richard | Earth Science Teacher | richard.welch@... |
| Williamson | Dwaine | Physical Education Teacher | dwaine.williamson@... |
| Wu | Chao An | Algebra I Teacher | joanna.wu@... |
| Yasbin | Ira | Assistant Principal | ira.yasbin@... |
| Zabrocki | Lori | Composition and Rhetoric Teacher / Language Dept. Chair | lori.zabrocki@... |

ADHERENCE TO REGULATIONS

The policies and guidelines designed in Innovation's E-Learning plan were made after careful analysis of the guidance provided by USDOE and NYSED for school's distance learning plan

This guide is modified from the "Flexible Plan for Instructional Continuity" from Sacred Heart Preparatory, Atherton, CA (tinyurl.com/instructionalcontinuity). The lead writers are Diana Neebe (@dneebe, dneebe@shschools.org) and Joy Lopez (@technomaven, jlopez@shschools.org). If you adapt or build on their work, they would appreciate hearing from you so they can continue to revise the plan that is being made stronger each day by talented educators around the world.