

Dear Families:

I hope you are all doing well. Thank you for your patience as we plan our Remote Learning Program – **BOOKER Tech**. We are getting new information each day and like you have many unanswered questions.

The teachers were in school today planning and training. We have begun to set up Booker Tech, but this requires planning, so we will officially begin on Monday, March 23, 2020.

All students MUST use their ms54 email address. For the most part, that is firstname.lastname@ms54.org. If students do not know their email or have an issue accessing their account, they should contact Mr. Armstrong at armstrong@ms54.org.

Our Plan is as follows

PHASE ONE (Between today and Thursday)

Between today and tomorrow your children will hear from their teachers as they set up their Google Classrooms (online classrooms.) Many of your children have already been invited to join their various classes. At this point, we are just in the set-up phase. You children should join by tomorrow at noon.

Between tomorrow and Sunday, teachers may be posting some enrichment and/or reading assignments, but actual curriculum and teaching will not begin until Monday.

We will assume that by tomorrow afternoon anyone who has not responded does not have internet access. If that is not an accurate reflection of your situation, please email your homeroom teacher with your specific technology needs. The homeroom teachers are keeping track of this information. We have not received yet received information from the DOE about devices and internet.

Students will be able to come to school on Thursday, March 19th, between 10AM and 2PM to pick up materials and instruments. This is MANDATORY for students who do not yet have a device and/or internet. For students who have internet access and a device, this is not necessary unless they are coming to get an instrument. (The music teachers have already reached out to their students.)

PHASE TWO

Teachers will begin posting assignments and communicating with students about assignments beginning on Sunday evening and Monday.

Each child will have a schedule that we expect them to follow, both for “classes” and for work time. This will help them organize their days and their work. A sample schedule is below:

		DAY A (Monday and Thursday)	DAY B (Tuesday and Friday)	DAY C* *Classwork Day (WED - EA)	
1	10:00-10:50	HUM	Math	Early Academy Science	Related Services
2	11:00-11:50	HUM	Music	Early Academy Math	
Break	12:00-12:50			School-Wide Assembly	
3	1:00-1:50	Language/Reading	Science	Early Academy Humanities	Related Services
4	2:00-2:50	Health/Wellness	Art	Early Academy Electives/Language	
After-School		Enrichment and other Programs (More Coming!)			

In Phase Two, we expect students to do their work for the particular class during the scheduled time. This will help structure their day.

PHASE THREE

Teachers will be holding classes during the scheduled time. We will use Zoom, an online and app meeting platform. Students can also dial into a Zoom meeting using a phone. We will also use Zoom to hold grade assemblies, related services (counseling, OT, ENL, speech services.)

We are definitely in uncharted waters, so please be patient with us.

FAQ

1. How does my child access the Booker Tech platform and Google Classrooms?
Your child should use their Booker T. (ms54.org) email address. They will not have access with a personal email address.
2. Why can't my child use their personal email address?
We want students to separate their personal and their "work" email. We also will be monitoring their online content and conduct.
3. Will the school have access to my child's email?
Yes. Your child should not assume they have any privacy. All work and correspondence can and will be monitored to ensure that it follows are expectations for online behavior.
4. Will parents have access to Google Classroom?
If you would like to see your child's assignments and work, you should log into their account. (Their password is their student ID number.) You will not be given separate access. There should be no expectation of privacy on this account – either from parents or the school.
5. What happens if there are issues with inappropriate online behavior?
We will handle them as we would if your child was in school. Ms. Orcher, our Dean will be in touch and there will be consequences.
6. Will there be tech help available?
Yes. Mr. Armstrong, our technology coordinator and the teachers will be able to help.
7. What if I want to meet with a member of the faculty?
Email the person to set up a meeting. All staff will be in email contact.
8. How will grades be given?
Teachers will still be assigning, collecting and assessing students. Class rubrics have been adjusted. While we are not exactly sure what will happen to the third marking period grades, it is possible that they will be combined with the fourth marking period grades, to form a trimester grade. More information will be forthcoming.
9. What is the new class rubric?

The tentative rubric is as follows:

Participation/Attendance	Measured by logging into and attending classes	20%

Formative Assessments	Assignments such as homework, smaller scale projects, writing etc.	50%
Summative Assessments	Tests, Quizzes, Large Projects	30%

10. How will my child get a device and internet?

We are still waiting to hear from the DOE how that will work.

11. Where do I find the teachers' email addresses?

You can find that information on the school website.

www.ms54.org

We will do our best to have some community meetings. The first will be the seventh grade high school meeting. That will take place virtually on Thursday evening. More information will follow.

I will do my best to keep you updated regularly. Please feel free to reach out to me if you have any questions.

Elana Elster