

**Booker T Town Hall with Dr. Elster**  
**Thu. March 19, 2020**

The following are notes from Dr. Elster's report and responses to questions.

**GOOGLE CLASSROOM**

Every teacher is setting up a **google classroom**. Students should have already received invitations to join their google classrooms.

**CLASS SCHEDULE**

**Each student will receive their schedule from their homeroom teacher via Jupiter.**

You can review the sample schedule below (which was sent out earlier this week).

		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!)			

Each class will meet 2x/week. There are four 50 min. periods per day with an hour break in the middle. Classes will start using Google Classroom and will eventually use Zoom as well. Zoom will allow the students to see their teacher and peers.

Monday at 10 am students will log in to their first-period class and get their work for the day.

The school does not want the students on a device all day. Everyone is aware of the fact that students are having to manage their work at home with their families in small spaces.

Although our online teaching won't officially begin until Monday, some teachers have already sent students a list of missing assignments so that they can turn in that work. Other teachers have started to give their students assignments to work on.

For students who may not have internet on Monday, there is a dial-in option from a phone.

Each week will have two "A" days and two "B" days. Monday and Thursday will be "A" days. Tuesday and Friday will be "B" days. Wednesdays will be "C" days and used for assemblies, early academy or small group work, counselors, etc.

**Device cameras** will need to be on for attendance. On the first day that Zoom is used, teachers will review the Zoom rules and expectations.

## COMMUNICATION

**All communication to students is via their MS54 email address.** Parents will not be cc'd on communication regarding assignments. Parents can log into their student's email accounts if they wish to see the assignments. Students need to know that communication using their school email accounts is not private.

Teachers are doing different things with the new technology platform. Some teachers are videotaping themselves and others are sharing links.

## TECHNOLOGY

**Tech support** - Mr. Armstrong will provide support and can be reached via email at [PArmstrong@schools.nyc.gov](mailto:PArmstrong@schools.nyc.gov). All devices that have been borrowed from school have had Zoom loaded onto them. Anyone having issues with Zoom not working on their borrowed devices should reach out to Mr. Armstrong.

## TOOLS AND RESOURCES

**Planners** - it is recommended that students continue to use them. There is a benefit to having students write down their work so that they have a visual of their assignments for the week.

**Resources for student learning at home** - Many resources are out there. Some teachers will embed resources into their lessons. Reach out to individual teachers if your student needs more. Check out our Facebook page for ideas parents have shared.

**Books** - Ms. Goldfarb, our librarian is putting together resources for books

## **RUBRICS AND GRADES**

**Grading rubrics** are changing. Attendance will be based on participating in Zoom classroom sessions and turning in assignments at designated times.

**Grades** - no decision has been made yet regarding the 3rd marking period. There is a possibility of combining the grades or the 3rd and 4th marking periods.

**Rules for Zoom** will be sent in writing and include things like students cannot be in their pajamas or in bed.

## **STATE TESTS AND REGENTS**

**State Tests** - Students are missing the ELA State Tests scheduled this month. There is no information at this time about what is going to happen with the state tests. (Parents looking for practice tests can find them online at <https://www.engageny.org/>)

**Regents Exams** - we are still working on the assumption that they will be given. If not in June, maybe at the end of the summer.

## **MISCELLANEOUS SUBJECT QUESTIONS**

**Gym/Wellness/Health** - all students will continue to have a gym class. Health will be folded into the wellness period.

**6th Grade Music and Language** - the rotation to another music and language class is happening

## **AFTER SCHOOL ACTIVITIES**

**After school groups** - a few have gotten started online already (Model UN and GSA - Gender Sexuality Alliance). Many more will be set up online as well.

## **SERVICES**

**Services** such as speech therapy, occupational therapy, English Language Learner, and counselor meetings will take some time to get right. You can reach out to Ms. Orcher (Dean) - [DOrcher@schools.nyc.gov](mailto:DOrcher@schools.nyc.gov), Ms. Lynch (Asst Principal) - [LGeraghty2@schools.nyc.gov](mailto:LGeraghty2@schools.nyc.gov) or Ms.

Williams (Student Coordinator) - [EWillia72@schools.nyc.gov](mailto:EWillia72@schools.nyc.gov) if you are not hearing from the people you need to hear from.

**Nurses** have contacted the families that had medicine at the school.

**Meals** - Booker T. will continue to provide meals next week but not sure beyond that - families may need to go to the nearest enrichment center.

**District 3 Enrichment Center locations** - There will be three schools serving as enrichment centers in our district: PS180, Joan of Arc Complex, and PS191. Dr. Elster will try to get more information about them.

## **SCHOOL STAFF**

**School staff** such as the Dean, Student Coordinator, Parent Coordinator, and Counselors will still be working and can be contacted via email (see [staff directory](#) on our school website).

Please give the teachers time to respond to email. Remember to have realistic expectations, teacher communication will occur during normal school hours. Understand that everyone is having to establish a work/life balance at home.

## **NOTE FOR PARENTS**

**Parents** will need to help monitor their students especially those who were in small classes. Our paraprofessionals will be reaching out to these students and as well as those students who have been informed that they are “promotion in doubt”.

Try to keep your children on a schedule. A structured day is really beneficial to the students, even if not online, doing work for classes during the assigned time.

Provide a place for your student to work - do what you can. Headphones would be helpful. We know that it is hard to focus when working from home. Be patient, it will take time to figure out.

Homerooms might try to acclimate your students to Zoom, but teachers won't start using Zoom until later in the week.