

## **CAS Family Guide to Remote Learning (revised 4/8/20)**

As we come together during this unprecedented challenge, we want to take the opportunity to thank you for working alongside our staff and community to continue to provide the best education possible for our students in a remote learning environment. Our strong partnership and effective communication will be essential throughout this time. We have revised our remote learning plan to better meet the needs of all students. The new plan will go into effect on Monday, April 13th.

**Thank you all for your ongoing flexibility and patience!!!**

Following is a guide with essential information and protocols that will support us all in creating structures for a remote learning environment at home.

### **To maintain fluid communication we ask that you check daily:**

- Google Classroom (a helpful guide is available on the CAS website)
- Community Action School Website for updates ([www.communityactionschool.org](http://www.communityactionschool.org))
- Kinvo ([www.kinvolved.com](http://www.kinvolved.com))

### **What to You Will Need At Home:**

- **In-Home WiFi-** remote learning requires access to the internet. If you are in need of internet access, please reach out to Sarah Manzano and she will connect you with providers in the city who are offering free support during this time. Sarah can best be reached at [smanzano@communityactionschool.net](mailto:smanzano@communityactionschool.net)
- **Web-Accessible Device-** all students need regular access to a computer, laptop, or tablet. If you are still in need of a device, or the one you have stops working, please contact Sarah Manzano and she will give you next steps in securing one. Sarah can be reached at [smanzano@communityactionschool.net](mailto:smanzano@communityactionschool.net)
- **A DOE Schools Account** created here: <https://mystudent.nyc> Please contact Karla Fittipaldi if you need assistance. [kfittipaldi@communityactionschool.net](mailto:kfittipaldi@communityactionschool.net) or [kfittipaldi@schools.nyc.gov](mailto:kfittipaldi@schools.nyc.gov)
- **A Designated Learning Space-**students will be able to focus and learn best in an area of your home that is clean and free of distractions such as television, video games, and maybe even other humans. Establishing learning and working hours during the day and maintaining a daily routine such as waking up at the same time,

eating at the same time, and taking breaks at the same time will help to create a sense of normalcy for you and your student.

**What You Can Expect on a Daily Basis:**

- **Student Engagement-** similar to monitoring attendance, the school will be tracking daily participation and expect meaningful engagement from every student. Your student will receive a morning email from an Advisor and should respond letting them know they are online and ready to learn. If we do not receive an email or observe active engagement with daily assignments, this will count as no engagement and we will reach out to find out why, just as we would in the event your student is absent from school.
- **Daily Lessons and Assignments-** All students should be working on assignments and lessons daily. A schedule for the daily flow of each class is as follows:

## 6th Grade

6A					
	Monday	Tuesday	Wednesday	Thursday	Friday
	<b>ELA Social Studies</b>	<b>Math Science</b>	<b>ELA Social Studies</b>	<b>Math Science</b>	<b>Check in with Advisor Make-up assignments Art assignment IXL, iReady, IR</b>
10:00- 10:30	ELA McCarthy	Math Seidenberg/ Portillo	ELA McCarthy	Math Seidenberg/ Portillo	ENL Phelan
10:30- 11:00	Social Studies Osleeb	Science Kennedy	Social Studies Osleeb	Science Kennedy	PE/Health Labott (all 6th grade sections)
11:00- 11:30	ELA Piccinonno		ELA Piccinonno		
11:30- 12:00					
6B					
	Monday	Tuesday	Wednesday	Thursday	Friday
	<b>ELA Social Studies</b>	<b>Math Science</b>	<b>ELA Social Studies</b>	<b>Math Science</b>	<b>Check in with Advisor Make-up assignments Art assignment IXL, iReady, IR</b>
10:00- 10:30		Science Kennedy		Science Kennedy	ENL Phelan
10:30- 11:00	Social Studies	Math Seidenberg	Social Studies	Math Seidenberg	PE/Health Labott

	McCarthy		McCarthy		(all 6th grade sections)
11:00-11:30	ELA Lovejoy		ELA Lovejoy		
11:00-11:30					
11:30-12:00					
<b>6C</b>					
	Monday	Tuesday	Wednesday	Thursday	Friday
	ELA Social Studies	Math Science	ELA Social Studies	Math Science	Check in with Advisor Make-up assignments Art assignment IXL, iReady, IR
10:00-10:30	ELA Piccinonno		ELA Piccinonno		
10:30-11:00	Social Studies DeWolf	Science Maddock	Social Studies DeWolf	Science Maddock	PE/Health Labott (all 6th grade sections)
11:00-11:30		Math Seidenberg		Math Seidenberg	
11:30-12:00					

**7th Grade**

<b>7A</b>					
	Monday	Tuesday	Wednesday	Thursday	Friday
	ELA Social Studies	Math Science	ELA Social Studies	Math Science	Check in with Advisor Make-up assignments Art assignment IXL, iReady, IR

10:00-10:30	ELA Brawner	Math Grimm	ELA Brawner	Math Grimm	PE Labott (all 7th grade sections)
10:30-11:00	Social Studies Brawner	Science Grimm	Social Studies Brawner	Science Grimm	ENL Phelan
11:00-11:30			Health Labott (all 7th grade sections)		
11:30-12:00	ELA Flagg		ELA Flagg		
<b>7B</b>					
	Monday	Tuesday	Wednesday	Thursday	Friday
	ELA Social Studies	Math Science	ELA Social Studies	Math Science	Check in with Advisor Make-up assignments Art assignment IXL, iReady, IR
10:00-10:30	ELA Lovejoy	Math Flatgard	ELA Lovejoy	Math Flatgard	PE Labott (all 7th grade sections)
10:30-11:00					
11:00-11:30		Science Maddock	Health Labott (all 7th grade sections)	Science Maddock	
11:30-12:00	Social Studies DeWolf		Social Studies DeWolf		

7C					
	Monday	Tuesday	Wednesday	Thursday	Friday
	<b>ELA Social Studies</b>	<b>Math Science</b>	<b>ELA Social Studies</b>	<b>Math Science</b>	<b>Check in with Advisor Make-up assignments Art assignment IXL, iReady, IR</b>
10:00- 10:30	ELA Flagg		ELA Flagg		PE Labott (all 7th grade sections)
10:30- 11:00		Science Reid-Bah		Science Reid-Bah	
11:00- 11:30		Math Flatgard	Health Labott (all 7th grade sections)	Math Flatgard	
11:00- 11:30	Social Studies D'Auria/ Metzler		Social Studies D'Auria/ Metzler		

### 8th Grade

8A					
	Monday	Tuesday	Wednesday	Thursday	Friday
	<b>ELA Social Studies</b>	<b>Math Science</b>	<b>ELA Social Studies</b>	<b>Math Science</b>	<b>Check in with Advisor Make-up assignments Art assignment IXL, iReady, IR</b>

10:00-10:30	ELA Metzler	Math Conlin	ELA Metzler	Math Conlin	
10:30-11:00	Social Studies Foster	Science Conlin	Social Studies Foster	Science Conlin	
11:00-11:30					ENL Phelan
11:30-12:00			Spanish Garris (all 8th grade sections)	PE/Health Labott (all 8th grade sections)	

**8B**

	Monday	Tuesday	Wednesday	Thursday	Friday
	ELA Social Studies	Math Science	ELA Social Studies	Math Science	Check in with Advisor Make-up assignments Art assignment IXL, iReady, IR
10:00-10:30		Math Fazio		Math Fazio	
10:30-11:00	Social Studies D'Auria		Social Studies D'Auria		
11:00-11:30	ELA Foster	Science Osleeb	ELA Foster	Science Osleeb	
11:30-12:00	ELA Garris		Spanish Garris (all 8th grade sections)	PE/Health Labott (all 8th grade sections)	

**8C**

	Monday	Tuesday	Wednesday	Thursday	Friday
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	ELA Social Studies	Math Science	ELA Social Studies	Math Science	Check in with Advisor Make-up assignments Art assignment IXL, iReady, IR
10:00- 10:30	ELA Garris	Science Reid-Bah	ELA Garris	Science Reid-Bah	
10:30- 11:00					
11:00- 11:30	Social Studies D'Auria	Math Fazio	Social Studies D'Auria	Math Fazio	
11:30- 12:00			Spanish Garris (all 8th grade sections)	PE/Health Labott (all 8th grade sections)	

- All core subjects will be providing lessons and giving assignments in Google Classroom following the schedule above. Subjects such as Art, Physical Education, Spanish and Health will be doing weekly assignments. Every grade has compiled a helpful “one pager” with specific guidelines that is available on the CAS website under the tab, “Remote Learning Resources”.
- **Regular Feedback from Teachers:** to help students stay on track, teachers will be giving feedback on assignments and lessons.
- **Grading Policy for Quarter 4:**

Engagement	30%
Classwork	30%
Assessments	40%

**Required Class Meetings:**

- This is when the bulk of instruction will be delivered and students will receive assignments and information from their teachers in real-time. If a student misses this meeting, all assignments are posted and available in Google Classroom.



### **Support for Students with IEP's:**

All Special Education teachers have created a Remote Learning Plan that has been shared with families. The plan includes specific supports related to remote learning and all mandated services will continue to happen at regularly scheduled times. Please contact Ms. Sinnott at [jsinnott@communityactionschool.net](mailto:jsinnott@communityactionschool.net) with any questions or concerns.

### **Support for ENL Students:**

All students receiving this service will continue to do so through Ms. Phelan via Google Classroom. Any questions please reach out to Ms. Phelan at [mphelan@communityactionschool.net](mailto:mphelan@communityactionschool.net).

### **Social/Emotional Supports and Services:**

Your student's emotional health remains a top priority. We have counselors and supports readily available should anything arise. Feel free to bring up any concerns to your child's advisor or contact Ms. Ramirez directly at [cramirez@communityactionschool.net](mailto:cramirez@communityactionschool.net).

### **CAS Support Contacts**

If you need help or support in any of the following areas, please contact the following:

**Technology-** Sarah Manzano [smanzano@communityactionschool.net](mailto:smanzano@communityactionschool.net)

**Academics-** Jill Sinnott [jsinnott@communityactionschool.net](mailto:jsinnott@communityactionschool.net)

**Special Education-** Jill Sinnott [jsinnott@communityactionschool.net](mailto:jsinnott@communityactionschool.net)

**ENL-** Mary Phelan [mphelan@communityactionschool.net](mailto:mphelan@communityactionschool.net)

**Social/Emotional-** Caroline Ramirez [cramirez@communityactionschool.net](mailto:cramirez@communityactionschool.net)

For all other questions please try and reach us in the following order:

- 1) Your student's advisor  
-via email or Kinvo
- 2) Parent Coordinator:

-Karla Fittipaldi at [kfittipaldi@communityactionschool.net](mailto:kfittipaldi@communityactionschool.net) or [kfittipaldi@schools.nyc.gov](mailto:kfittipaldi@schools.nyc.gov)

3) Administration:

-Jill Sinnott, Assistant Principal at [jsinnott@communityactionschool.net](mailto:jsinnott@communityactionschool.net)

-Andrew Sullivan, Principal at [asullivan@communityactionschool.net](mailto:asullivan@communityactionschool.net)