

## STUYVESANT HIGH SCHOOL

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### **Fall 2020 Instructional Expectations**

As we prepare to start the semester, it is more vital than ever that Stuyvesant establish a clear set of expectations surrounding instruction. The policies below are intended to promote learning and support academic integrity, to minimize stress for both students and staff, to establish clear communication protocols, and to create consistency, transparency, and equity for all members of the Stuyvesant community.

#### ***Expectations for teachers:***

1. Teachers will schedule live class meetings (on DOE Zoom, Google Meets, or Microsoft Teams) during each class's designated fifty-five minute period whenever it is scheduled (so each section will meet five times every two weeks). Teachers may create learning tasks for students to complete independently or in groups during the period, but must offer live instruction for at least twenty-five minutes<sup>1</sup> each period and must remain available and attentive for synchronous supervision, help, and/or questions for the entire period. Teachers will turn their cameras on during all live sessions.
2. Teachers will restrict their live sessions to their scheduled periods, and will not extend their classes beyond the allotted time, schedule live sessions (or assessments) for times other than their assigned periods, nor let students miss other classes to attend their live sessions.
3. Teachers will create a Google Classroom for each class and will use it to post course syllabi, policies, lessons, assignments, instructions, other materials, and links to other online platforms used in the course.
4. Teachers may communicate with their classes through Google Classroom on non-instructional days, but all homework must be posted to Google Classroom by 3:30 pm on the day that class meets, and may not be due earlier than the start of the class's next live session (i.e. no evening, weekend, or "off" day deadlines). Student participation grades will be determined through engagement in both live sessions and online platforms.
5. Teachers' lessons should be well-scaffolded, and should be guided by and show evidence of Stuyvesant's instructional goals: purposeful planning, active intellectual engagement, formative assessment (checking for understanding), and knowledge of students.
6. Teachers will maintain a student/parent-facing online gradebook (either Jupiter or Skedula) that they will update with any new grades at least once every week.
7. Teachers will provide their supervisors full access to their Google Classrooms and online gradebooks.
8. Teachers will check their DOE and Stuy.edu emails each day, and will respond clearly, courteously, and professionally to all school-related emails within 48 hours.
9. Teachers will use Talos to communicate with families (and school counselors) of underperforming students if -- and as soon as -- their average drops below an 80 and again (if their average remains below an 80) two weeks before the end of each marking period. Teachers will also use Talos to communicate with families and counselors if a student displays any other concerning behavior (i.e. poor attendance, missed assignments, etc.).

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<sup>1</sup> Total time may be adjusted as per labor negotiations.

10. Teachers will adhere to all school and departmental policies (grading, testing, homework, etc.). The homework policy for the 10-period day remains in effect, so teachers may assign up to an hour of homework between live sessions in non-AP classes, and up to two hours of homework between live sessions in AP classes.

***Expectations for students:***

1. Students will attend all scheduled live classes<sup>2</sup>.
2. Students are expected to turn their cameras on during live sessions, and should be prepared to answer questions and participate in daily discussions and activities.
3. Students will complete all assignments posted on Google classroom (or a linked online platform).
4. Students are strongly encouraged to attend teachers' office hours for additional support.
5. If, for any reason, a student cannot meet any of the above expectations, they will inform the teacher and explain the issue, so that the teacher can propose a reasonable accommodation.
6. Students will not record live class sessions unless the teacher has given them permission to do so.
7. Students will adhere to Stuyvesant's Academic Integrity Policy and all classroom codes of conduct, whether live or remote.

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<sup>2</sup> School/college counselors will schedule meetings during students' free periods, office hours, or teacher planning time. In the event of an emergency that necessitates a student missing class, the counselor will notify their teachers as quickly as possible.