City School of the Arts Remote Learning Plan

City School of the Arts is determined to ensure continuity, personal connection, meaningful learning, and community amongst students and teachers during this period of remote learning.

To meet these goals, CSA has clear expectations for academic, core art, and ensemble classes. Teachers will be following the curriculum and units as planned, to ensure that instructional rigor is maintained throughout the remote learning period. Students will be provided with the structures, materials, and personalized attention they need to make progress toward mastering state standards in ELA, math, and science as well as achieve arts and music standards. Deliberate protocols have also been created to meet the needs of students who require specific services. Clear, frequent communication with constituents is essential and multiple methods of connecting with our community have been established.

CSA will follow Governor Cuomo’s recent order that mandated that all schools remain closed until April 1st, although we are prepared to extend remote learning should the mandate change. The leadership team will closely monitor rapidly changing developments and will inform SUNY of the proposed reopening date once more information is available.

Goals of remote learning at CSA:
1. Students continue to stay engaged and motivated in learning
2. Families have support as partners in remote learning
3. Our staff members are supported as they transition to a new approach to teaching while balancing their own needs of health and safety

Training and Preparation
In preparation for the potential of remote learning, CSA staff participated in extensive training in the first two weeks of March in remote learning tools including Google Classroom, Google Hangouts Meet, and Zoom and have also learned how to screencast using Quicktime. In addition, our current instructional approach already makes frequent use of digital learning tools and teachers are already familiar with using them. Further, teachers have also been able to bring hardware home, such as Wacom tablets and document cameras, if they feel these devices are essential to create meaningful, engaging lessons. Departments will have ongoing biweekly virtual meetings to provide additional professional development sessions on remote learning.

Access to Technology and Support for Online Learning
After surveying families’ access to laptops, CSA lent out sixty-two Chromebooks. We are aware of a few students without access to WiFi, and the Director of Operations is referring their families to free Internet providers. A dedicated email remoteteachinghelp@cityschoolofthearts.org, which is closely monitored by the Operations Department, has been created so that CSA can be quickly responsive to students’ and families’ questions. A responsive technology information website, https://sites.google.com/cityschoolofthearts.org/csa-remote-learning/home for families and students has also been created in order to provide instructions for the various programs utilized for remote learning. We plan to add a resource page for useful educational sites and apps so that students and families have access to additional activities.

Remote Learning Schedule
A schedule has been created and shared with students and families so that it is clear when students should be engaging in synchronous and asynchronous lessons as well as independent work. Please see examples of schedules in Appendix A.

Communication
Multiple methods of communication will be used to connect with families and students:
- Community videos to bookend the week; sent on Monday morning and Friday afternoon
Given the developing executive functioning skills in this age group, and steep learning curve with technology, a daily emailed schedule will be sent to students so that all Zoom meeting invitations and Google class codes can be found in one location and will be easier for students and families to access.

- Weekly Semicircle (advisory) live meetings
- Office hours with teachers
- Office hours with the Head of School
- Google Meet Family Association meetings

**Tracking and Attendance**
It’s essential that CSA monitors synchronous communication with each student as well as his or her completion of assigned work. Tracking students ensures that CSA is overseeing how students are faring academically and socioemotionally. The Dean of Students is responsible for reviewing daily a quantitative tracking system and contacting students and families if minimal work is completed or children are not attending live classes.

**Academic Expectations**
All students have three core academic classes, Math, Science, and Humanities. Teachers for these academic classes are required to:

- Post daily assignments to their Google Classes
- Assign five hours of independent work a week
- Conduct at least one synchronous class a week for first two weeks which will increase in frequency after this initial period
- Hold synchronous office hours, for one hour, twice a week, in which students are able to ask teachers for assistance on their assignments
- Lead one thirty-minute semicircle (advisory) synchronous check-in per week
- Grade two assignments a week
- Attend a department meeting once a week
- Grade level meeting once a week
- Instructional leader meeting once a week
- All staff meeting once a week
- Assistant Head and Head will monitor synchronous classes and office hours

**Core Art Expectations**
Core Art class is unique to each grade at CSA: 6th grade students have Piano class; 7th grade students have Visual Art, and eighth grade students have Creative Connections. All core art teachers attend a weekly art department meeting and the whole school staff meeting. Expectations for each class include:

**6th Grade Piano**
- Three assignments per week on Breezin’ Thru Theory online music course
- Additional remote assignments posted on Google Classroom that require reading, listening, and writing
- Remote private lesson check ins where possible
- One effort-based grade per week
- One mastery-based grade every two weeks

**Visual Art**
- A weekly drawing assignment on which students are expected to work a total of three hours a week
- Resources including video instruction, links to online videos, reference visuals and other supports on Google Classroom
● Students will be expected to upload three photographs of drawings to Google Classroom per week reflecting ongoing artistic effort and growth
● Remote private lesson check ins where possible
● One effort-based grade per week
● One mastery-based grade every two weeks

Creative Connections
● A weekly assignment connected to ongoing Art Activism unit on which students are expected to work a total of three hours a week on research, design, and a written artist’s statement
● Resources including video instruction, links to online videos, reference visuals and other supports on Google Classroom
● Remote private lesson check ins where possible
● One effort-based grade per week
● One mastery-based grade every two weeks

Ensemble Expectations
Students have unique Ensemble classes three times a week in the following disciplines. All ensemble teachers attend a weekly art department meeting and the whole school staff meeting. Expectations for each class include:

7th and 8th Grade Piano
● Three assignments per week on Breezin’ Thru Theory online music course
● Additional remote assignments requiring reading, listening, and writing
● One effort-based grade per week
● One mastery-based grade every two weeks

Music Tech
● One project every two weeks in Soundtrap online music production software
● Three technical lessons per week in google classroom
● One directed listening assignment per week
● Individual check-ins via Soundtrap chat window
● Available for online feedback/assistance in google classroom and email
● One effort-based grade per week
● One mastery-based grade every two weeks

Strings
● One composition project every 2 weeks in Noteflight online music composition site
● Three lessons per week in theory, music history, or directed listening
● Remote private lesson check ins where possible
● Available for online feedback/assistance in google classroom and email
● One effort-based grade per week
● One mastery-based grade every 2 weeks

Vocal: 8th Grade
● One Songwriting Milestone project per week
● One theory assignment per week
● Recorded vocal warmup routines in Google classroom
● 30 minute private lesson per week via Facetime, Google Chat, or Zoom
● Weekly practice log
- Available for online feedback/assistance in google classroom and email
- One effort-based grade per week
- One mastery-based grade every two weeks

**Vocal: 6th and 7th Grade**
- One weekly recording of selected vocal repertoire submitted
- One theory assignment per week
- Recorded vocal warmup routines in Google classroom
- 20-25 minute private lesson per week via Zoom
- Weekly practice log
- Available for online feedback/assistance in google classroom and email
- One effort-based grade per week
- One mastery-based grade every two weeks

**Theater: 6th Grade**
- Two weekly assignments in Google Classroom involving reading, script analysis and written reflection
- One directed viewing assignment per week with links to videos of scenes from movies and plays
- Individual check-ins via Zoom when possible
- One effort-based grade per week
- One mastery-based grade every two weeks

**Theater: 7th Grade**
- Ongoing Musical Theater research assignment in Google Classroom broken down to reflect weekly goals
- Project requires daily work including involving reading, research, directed viewing, script analysis and written reflection
- Individual check-ins via Zoom when possible, possible whole-class Zoom at culmination of research project to share out work
- One effort-based grade per week
- One mastery-based grade every two weeks

**Theater: 8th Grade**
- Ongoing Musical Theater leadership work on Footloose (CSA’s Spring Musical) via Google Classroom broken down to reflect weekly goals
- Project work is highly individual and requires daily work which may include reading, research, directed viewing, sketching, costume design, sewing, set design, script analysis, musical analysis, choreography, solo singing, group singing, stage management, directing, acting, peer feedback, and written reflection
- Individual check-ins via Zoom at least once weekly, whole-class Zoom once weekly on Mondays and Fridays.
- One effort-based grade per week
- One mastery-based grade every two weeks

**Studio Art**
- A weekly drawing assignment on which students are expected to work a total of three hours a week
- Resources including video instruction, links to online videos, reference visuals and other supports on Google Classroom
- Students will be expected to upload 3 photographs of drawings to Google Classroom per week reflecting ongoing artistic effort and growth
- Remote private lesson check ins where possible
- One effort-based grade per week
● One mastery-based grade every two weeks

**Dance**
● Daily dance assignments including warm-up, choreography review, new choreography and cool down
● Weekly choreography assignments to be uploaded via video to Google Classroom
● Weekly journal writing assignment to be complete in Google Classroom
● Resources available through Google Classroom including instructional videos, links to online videos, music links and journal prompts
● One Zoom class weekly for live instruction and peer feedback
● One effort-based grade per week
● One mastery-based grade every two weeks

**Creative Writing**
● Daily writing assignments responding to prompts in Google Drive, using system students already use in class
● Resources available through Google Classroom including instructional videos, links to anchor texts and online texts and prompts
● Individual and/or small-group check-ins once weekly via Zoom
● One effort-based grade per week
● One mastery-based grade every two weeks

**Digital Art**
● Daily assignments including photography and writing work responding to prompts in Google Classroom (assignments adjustable to suit technology students may have available and adapted to those who do not have access to devices that can capture images)
● Resources available through Google Classroom including instructional videos, links to anchor texts and online texts and prompts
● Small-group instruction via Zoom once weekly for those students focused on yearbook design
● Individual and/or small-group check-ins once weekly via Zoom as needed
● One effort-based grade per week
● One mastery-based grade every two weeks

Special Services
● IEPs
  ○ ICT Teachers are expected to:
    ● Hold remote weekly check-in with the General Education teacher around lessons, plans, and possible differentiation
    ● Office hours five times a week for one hour. Case managers will reach out to the kids on their caseload to ensure students know when their office hours are.
    ● One individual check in with caseload students
  ● Weekly email to Special Education Coordinator with progress of students on caseload
● Counseling
  ○ Social Workers are expected to:
    ■ Create a one-pager of parent resources for all families to be sent out by Elisa with mental health care notes and city-wide resources
    ■ Hold phone or Zoom check ins with clients once a week
● CSA is waiting for guidance for the city-provided services such as speech and Occupational Therapy.
Homeless Students
The McKinney-Vento Liaison will assist students in temporary housing by emailing and/or calling their guardians by 3/20/20. Liaison will address

- Students having adequate technology to engage remotely in their school work
  - Chromebooks that can be borrowed from CSA
  - Referrals to free internet providers
  - Needed school supplies (i.e. pencils, paper, art supplies) that can be shipped to student's homes
- Access to food
  - Referrals to food pantries, soup kitchens, and Grab & Go meals

Meals / Care for Vulnerable Populations
Despite multiple emails to the community, no family has asked for assistance with childcare or access to healthy meals. We are informing families about the “grab and go” program available to any child every weekday from 7:30 to 1:30 at the entrance of any school building near their houses. We will also let families know about the Regional Enrichment Centers that will open March 23rd that serve children of first responders, healthcare workers, transit workers, and vulnerable populations.

Contingency Plans
In light of the potential health risks to staff, CSA has a plan in place to mitigate staff illness. If the Head of School (HOS) is sick, the Assistant HOS will assume leadership responsibilities. The AHOS is currently working closely with the HOS so that responsibilities and information is shared.
Appendix A

Sample 6th Grade Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Check Daily Schedule- Log in to Google Classroom</td>
<td>Check Daily Schedule- Log in to Google Classroom</td>
<td>Check Daily Schedule- Log in to Google Classroom</td>
<td>Check Daily Schedule- Log in to Google Classroom</td>
<td>Check Daily Schedule- Log in to Google Classroom</td>
</tr>
<tr>
<td>9:00</td>
<td>Guided Reading via Zoom</td>
<td>Piano via Google Classroom</td>
<td>Piano via Google Classroom</td>
<td>Math via Google Classroom</td>
<td>Science via Google Classroom / Available Office Hours</td>
</tr>
<tr>
<td>10:00</td>
<td>Independent Work Time or Fitness</td>
<td>Science via Google Classroom</td>
<td>Math Class via Zoom</td>
<td>Independent Work Time or Fitness</td>
<td>Piano via Google Classroom</td>
</tr>
<tr>
<td>10:30</td>
<td>Semi-Circle via Zoom</td>
<td></td>
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</tr>
<tr>
<td>11:00</td>
<td>Humanities Class via Zoom</td>
<td>Math via Google Classroom</td>
<td>Science Class via Zoom</td>
<td>Humanities via Google Classroom / Available Office Hours</td>
<td>Math via Google Classroom / Available Office Hours</td>
</tr>
<tr>
<td>12:00</td>
<td>Lunch</td>
<td>Lunch</td>
<td>Lunch</td>
<td>Lunch</td>
<td>Lunch</td>
</tr>
<tr>
<td>1:00</td>
<td>Science via Google Classroom; Available Office Hours</td>
<td>Ensemble via Google Classroom</td>
<td>Ensemble via Google Classroom</td>
<td>Ensemble via Google Classroom</td>
<td>Independent Work Time or Fitness</td>
</tr>
<tr>
<td>2:00</td>
<td>Math via Google Classroom / Available Office Hours</td>
<td>Humanities via Google Classroom</td>
<td>Humanities via Google Classroom</td>
<td>Science via Google Classroom</td>
<td>Humanities via Google Classroom</td>
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<tr>
<td>3:00 - 3:30</td>
<td>Independent Reading</td>
<td>Independent Reading</td>
<td>Independent Reading</td>
<td>Independent Reading</td>
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Sample 7th Grade Schedule

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<th>Thursday</th>
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<tbody>
<tr>
<td>8:45</td>
<td>Check Daily Schedule- Log into Google Classroom</td>
<td>Check Daily Schedule- Log into Google Classroom</td>
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<tr>
<td>9:00</td>
<td>Fitness via Google Classroom</td>
<td>Visual Art via Google Classroom</td>
<td>Visual Art via Google Classroom</td>
<td>Fitness via Google Classroom</td>
<td>Visual Art via Google Classroom</td>
</tr>
<tr>
<td>10:00</td>
<td>Science Class via Google Classroom</td>
<td>Science Class via Google Classroom</td>
<td>Science Class via Zoom</td>
<td>Science Class via Google Classroom</td>
<td>Science Class via Google Classroom</td>
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<tr>
<td>11:00</td>
<td>Math Class via Google Classroom</td>
<td>Math Class via Google Classroom</td>
<td>Math Class via Zoom</td>
<td>Math Class via Google Classroom</td>
<td>Math Class via Google Classroom</td>
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<tr>
<td>12:00</td>
<td>Lunch</td>
<td>Lunch</td>
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<tr>
<td>1:00</td>
<td>Independent Work Time</td>
<td>Fitness via Google Classroom</td>
<td>Independent Work Time or Fitness</td>
<td>Independent Work Time or Fitness</td>
<td>Independent Work Time or Fitness</td>
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<tr>
<td>2:00</td>
<td>Humanities Class via Google Classroom</td>
<td>Humanities Class via Google Classroom</td>
<td>Humanities Class via Zoom</td>
<td>Humanities Class via Google Classroom</td>
<td>Humanities Class via Google Classroom</td>
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<tr>
<td>3:00</td>
<td>Semi-Circle</td>
<td>Ensemble</td>
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<td>Check Daily Schedule- Log into Google Classroom</td>
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<tr>
<td>9:00</td>
<td>Fitness via Google Classroom</td>
<td>Visual Art via Google Classroom</td>
<td>Visual Art via Google Classroom</td>
<td>Fitness via Google Classroom</td>
<td>Visual Art via Google Classroom</td>
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<tr>
<td>10:00</td>
<td>Science Class via Google Classroom</td>
<td>Science Class via Google Classroom</td>
<td>Science Class via Zoom</td>
<td>Science Class via Google Classroom</td>
<td>Science Class via Google Classroom</td>
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<tr>
<td>11:00</td>
<td>Math Class via Google Classroom</td>
<td>Math Class via Google Classroom</td>
<td>Math Class via Zoom</td>
<td>Math Class via Google Classroom</td>
<td>Math Class via Google Classroom</td>
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<tr>
<td>12:00</td>
<td>Lunch</td>
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<tr>
<td>1:00</td>
<td>Independent Work Time</td>
<td>Fitness via Google Classroom</td>
<td>Independent Work Time or Fitness</td>
<td>Independent Work Time or Fitness</td>
<td>Independent Work Time or Fitness</td>
</tr>
<tr>
<td>2:00</td>
<td>Humanities Class via Google Classroom</td>
<td>Humanities Class via Google Classroom</td>
<td>Humanities Class via Zoom</td>
<td>Humanities Class via Google Classroom</td>
<td>Humanities Class via Google Classroom</td>
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<tr>
<td>3:00</td>
<td>Semi-Circle</td>
<td>Ensemble</td>
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</table>
Sample 8th Grade Schedule

### Mercury

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<tr>
<th>Time</th>
<th>Monday</th>
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<td>8:45</td>
<td>Check Daily Schedule - Log in to Google Classroom</td>
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<td>9:00</td>
<td>Humanities Class via Google Classroom</td>
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<td>Humanities Class via Zoom</td>
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<tr>
<td>10:00</td>
<td>Science Class via Google Classroom</td>
<td>Science Class via Google Classroom</td>
<td>Science Class via Zoom</td>
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<tr>
<td>11:00</td>
<td>Math Class via Google Classroom</td>
<td>Math Class via Google Classroom</td>
<td>Math Class via Zoom</td>
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<td>12:00</td>
<td>Lunch / Ms.T Office Hour</td>
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<td>1:00</td>
<td>Independent Work Time - or fitness</td>
<td>Creative Connections via Google Classroom</td>
<td>Independent Work Time - or fitness</td>
<td>Creative Connections via Google Classroom</td>
<td>Independent Work Time - or fitness</td>
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<tr>
<td>2:00</td>
<td>Semi-Circle 2:00 - 2:30 via Zoom</td>
<td>Artistic Majors</td>
<td>Artistic Majors</td>
<td>Artistic Majors</td>
<td>Artistic Majors</td>
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### Teacher Office Hours

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<tr>
<td>9:00</td>
<td>Corona Office Hours</td>
<td>Humanities Office Hours</td>
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