



**TAPCo.**  
**Student & Parent**  
**Remote Learning**  
**HANDBOOK**  
**March/April 2020**

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Demetri Nicolopoulos, Assistant Principal  
Mark Schaudt, Assistant Principal  
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## **Tips for Success**

- 1) Create a workspace at home; try to find a quiet space for your virtual classes  
Use a planner or create a weekly schedule to plan out your week
- 2) Review each of your teacher's weekly calendars
  - a) Write in assignments you have due each day of the week
  - b) Write down meeting times for each day of the week
- 3) Before entering your virtual classes, organize all your notebooks and folders in order to have access to your materials before the class begins
- 4) Check your TAPCo Google email three times a day (8:00am; during lunch; 2:45pm)
- 5) Visit [www.tapcony.org](http://www.tapcony.org)
  - a) Directions to access Google Classroom, secure internet access and or a computer (Fedexed directly to your home).
  - b) New York City Resources for Families
  - c) Up-to-date information on Covid-19

## **Academic Classes**

- 1) Students must join each Google Classroom for their classes
- 2) Assignments must be submitted on time in order to prepare for the virtual classes
- 3) Attendance will be taken by your teacher by:
  - Student submission of an assignment
  - Student completion of an online assessment
  - Documented student participation in an online forum, chat log, or discussion thread
  - Student-initiated email or responses to teacher email
  - Phone communication with teacher or other school staff
  - Other evidence of participation as determined by the principal
- 4) If you are struggling with material or need to speak with your teacher, you can reach out to them during posted office hours:
  - a) Teacher office hours are indicated in the schedule below in addition to your Google Classroom course profile.
  - b) Students can sign up for office hours using a system that your teacher determines.
  - c) Students can also use PupilPath to send an email to their teachers.

5) Below is the structure for our remote learning school days:

### REMOTE LEARNING SCHEDULE

Pd./TIME		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		<b>ONLY these subjects may post today (due Wed): Math + History</b>	<b>ONLY these subjects may post today (due Thurs.): ELA + Science</b>	<b>ONLY these subjects may post today (due Mon.): Math + History + Arts</b>	<b>ONLY these subjects may post today (due Tues.): ELA + Science</b>	<b>ONLY these subjects may post today (due Friday): Health + Phys-Ed + Foreign Language + Arts</b>
1	9:00-9:30	SCIENCE OFFICE HOURS	SPANISH OFFICE HOURS	PE/HEALTH OFFICE HOURS	MATH OFFICE HOURS	ELA OFFICE HOURS
2	9:35-10:05	SOCIAL STUDIES OFFICE HOURS	SCIENCE OFFICE HOURS	SPANISH OFFICE HOURS	PE/HEALTH OFFICE HOURS	MATH OFFICE HOURS
3	10:10-10:40	ARTS OFFICE HOURS	SOCIAL STUDIES OFFICE HOURS	SCIENCE OFFICE HOURS	SPANISH OFFICE HOURS	PE/HEALTH OFFICE HOURS
4	10:45-11:15	ELA OFFICE HOURS	ARTS OFFICE HOURS	SOCIAL STUDIES OFFICE HOURS	SCIENCE OFFICE HOURS	SPANISH OFFICE HOURS
5	11:20-11:50	MATH OFFICE HOURS	ELA OFFICE HOURS	ARTS OFFICE HOURS	SOCIAL STUDIES OFFICE HOURS	SCIENCE OFFICE HOURS
6	11:55-12:55	<b>LUNCH</b>	<b>LUNCH</b>	<b>LUNCH</b>	<b>LUNCH</b>	<b>LUNCH</b>
7	1:00-1:30	PE/HEALTH OFFICE HOURS	MATH OFFICE HOURS	ELA OFFICE HOURS	ARTS OFFICE HOURS	SOCIAL STUDIES OFFICE HOURS
8	1:35-2:05	SPANISH OFFICE HOURS	PE/HEALTH OFFICE HOURS	MATH OFFICE HOURS	ELA OFFICE HOURS	ARTS OFFICE HOURS
9	2:10-2:40	OPEN OFFICE HOURS: Students can use this time to reach out to teachers as needed				

### Grading Guidelines

- 1) Each teacher will submit a grade for your assignments on Skedula by Monday by 9:00 am.
- 2) Grading policies for formative and summative assessments still apply

## **Communication**

- 1) Communicate with your teachers via email, PupilPath, or their Google Voice, Google number only
- 2) Check your Tapco Google email three times a day (8:00am; lunch period; 2:45pm)

## **Social-Emotional Support**

- 1) Students and parents can contact their counselor via email to set up a conference via phone call or video chat. Please provide a working phone number and the times and days you are available. We will respond ASAP via email to confirm an appointment.
  - a) Ms. Del Los Santos-Grades 9-12, plus mandated counseling students, 8:00 a.m. to 3:20 p.m.- [mdelossantos12@schools.nyc.gov](mailto:mdelossantos12@schools.nyc.gov)
  - b) Ms. Vargas - Grades 9-12, academic counseling students, 8:00 a.m. to 3:15 p.m. - [nvargas@schools.nyc.gov](mailto:nvargas@schools.nyc.gov)
  - c) Mr. Acevedo - Grades 6-8, academic and mandated counseling students, 8:00 a.m. to 3:15 - [racevedo@schools.nyc.gov](mailto:racevedo@schools.nyc.gov)
  - d) Ms. James-College Counselor-8:00 a.m.-4:00 p.m. [kjames@newyorkedge.org](mailto:kjames@newyorkedge.org)

## **Student Code of Conduct**

- 1) Academic Honor Code - Trust is the foundation of distance learning. The only way for you to learn is by doing your own work, supported by your teachers. We expect you to conduct yourself with the utmost honor, integrity, and honesty. Your teachers will know immediately if the work you do is your own. Similarly, any exam that you take at home will be graded by your classroom teacher who knows your capability and work style. We hope you will give yourselves the opportunity to maximize your learning by adhering to this honor code. That will enable you to ensure you have the strongest academic foundation when classes resume at TAPCo. or in college.
  - a) If a student violates the honor code, academic dishonesty policy will apply
- 2) Appropriate Behavior in Virtual Classes
  - a) Students must wear appropriate clothing and look presentable
  - b) Students must use appropriate language
  - c) Disciplinary action may be taken if you do not adhere to the above policies

## **For Parents**

For administrator support, please reach out to Middle School Parent Coordinator Rafael Cruz, [rcruz3@schools.nyc.gov](mailto:rcruz3@schools.nyc.gov) or to High School Parent Coordinator Roque Bonilla, [rbonilla@schools.nyc.gov](mailto:rbonilla@schools.nyc.gov) who will directly relay your questions or concerns to Principal Link, Assistant Principal Demetri Nicolopoulos (Math, ELA, ENL) Assistant Principal Mark Schaudt (Special Education, Guidance) or Assistant Principal Peter Volkert (Physical Education, Inappropriate Online Behaviors).

We adhere to the New York City Department of Education's [Parents' Bill of Rights for Data Privacy and Security](#)