



NORTHSIDE
CHARTER HIGH SCHOOL

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Remote Instructional Day Policy

Dept / Team	IT Department
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Table of Contents

SOP Scope Statement	2
Recommended MOSA	2
I. Purpose and Scope	2
II. Digital Platform Standards a. Authorized Accounts and Hardware b. Accessing Instruction	2-3
III. The Remote Bell Schedule	3
IV. Instructional Expectations	4
V. Attendance and Accountability	4
VI. Code of Conduct in Virtual Spaces	5



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SOP Scope Statement:

Reference: NYSED Memo re: Remote Instruction & 180-Day Requirement

Recommended MOSA:

Manager	Owner	Contributor	Approver
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I. Purpose and Scope

(Reference: NYSED Memo re: Remote Instruction & 180-Day Requirement)

This document outlines the policy for NorthSide Charter High School remote teaching days, ensuring continuity of rigorous instruction during emergency closures (e.g., inclement weather, facilities maintenance). These days are **not** "days off"; they count toward the statutory 180-day instructional requirement.

Below you will find expectations and guidelines for use of school-issued technology and standard procedures for remote attendance.

II. Digital Platform Standards

To ensure security, accountability, and seamless instruction, the following digital protocols are mandatory:

A. Authorized Accounts & Hardware

- **Google Ecosystem:** All synchronous instruction, assignment distribution, and communication will occur exclusively via the Google Workspace ecosystem (Google Classroom & Google Meet).
- **Identity Security:** Students are expected to use Google Meet in conjunction with their school-issued email.



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- **Strict Access Control:** Students **will not be allowed** to enter Google Meetings or Google Classrooms with any email other than the one provided by NorthSide (e.g., @northsidecharter.org / @students.northsidechs.org). Personal Gmail accounts will be blocked from entry to protect the digital classroom environment.
- **Device Readiness:** Students are responsible for ensuring their school-issued Chromebook is charged and accessible. Issues with devices must be reported to the IT Help Desk immediately upon discovery.

B. Accessing Instruction

- **Class Codes:** Google Classroom codes and invitations will be issued and managed by individual teachers.
- **Meeting Invites:** Links to live sessions will be posted to the student's **Google Calendar** or sent via **school email**.
- **Student Responsibility:** It is the student's responsibility to confirm with their advisor before an anticipated remote day (e.g., when a storm is forecast) where specific links will be posted if they are unsure.

III. The Remote Bell Schedule

Note: Students are expected to be logged into Advisory via Google Meet **promptly at 8:15 AM**. Lateness to Advisory counts as lateness for the school day.



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IV. Instructional Expectations

A. Live Instruction (Synchronous)

- **Teacher Presence:** Teachers will remain live on camera for the duration of the period.
- **Instructional Mix:** Each period will include at least **20 minutes of direct, live teaching** (lecture, guided discussion, modeling). The remainder may be used for guided practice where students work independently while the teacher remains available for live questions.

B. Camera & Microphone Policy

- **Engagement:** To simulate the in-person experience, students are strongly encouraged to have cameras on.
- **Assessment:** Cameras **must** be on during any graded quizzes or tests administered remotely to ensure academic integrity.
- **Equity:** Outside of assessments, students will not be penalized for keeping cameras off, provided they are responsive via audio or the chat function when called upon.

V. Attendance and Accountability

Attendance is critical for school funding and student grading.

1. **Daily Attendance:** Taken during Advisory (8:15 AM).
2. **Period Attendance:** Taken at the start of every class period.
3. **"Present" Definition:** Mere presence in a digital waiting room does not count. Students must be logged in with their NorthSide email and respond to the "Do Now" or roll call to be marked Present.
4. **Absences:** If a student cannot log in due to illness or **verified** technical failure, the parent/guardian must email the Attendance Office by **9:00 AM**.



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VI. Code of Conduct in Virtual Spaces

The NorthSide Code of Conduct applies fully to the digital environment:

- **Professionalism:** Students must be dressed appropriately for a public setting.
- **Cyberbullying:** Harassment via chat, muting other students, or unauthorized recording of sessions will result in immediate disciplinary action.
- **Academic Integrity:** The use of unauthorized AI tools or plagiarism during remote work is prohibited.