

**Public School 5 The Huguenot School
348 Deisius Street S.I., N.Y. 10312
(718) 668-3270 Fax (718) 668-3278
Lisa Arcuri, Principal
Jennifer Fioribello, Assistant Principal
"Everyone Learns Every Day"**

Parent Handbook for the 2020-2021 School Year

Welcome Parents,

This is your 2020-2021 Blended Learning Parent Handbook for returning to school Fall 2020. This handbook includes COVID 19 addendums. Please read it over carefully as many policies have been updated or changed for the 2020-2021 school year. You will not have to print and return the handbook since you will be acknowledging that you have read and agree to the policies online.

The entire Parent Handbook and COVID 19 addendums will be on the school website www.ps5si.org (under Parents Place).

We look forward to your continued cooperation and support of your children's goals for a successful school year and I welcome you back!

Sincerely,

Mrs. Arcuri
Principal

Dear Parents/Guardians,

Welcome to a new school year. Since the Mayor has announced the delay of school opening, schools will open on September 21, 2020 and each cohort will report to school on the following days:

COHORT “A” The first day of in school learning will be: **Monday, September 21, 2020**

COHORT “B” The first day of in school learning will be: **Tuesday, September 22, 2020**

COHORT “C” The first day of in school learning will be: **Friday, September 25, 2020**

On Wednesday, September 16, Thursday, September 17, and Friday September 18, 2020 all students will have Instructional Orientation. On these days all students will:

- Reconnect to their school community
- Learn the health and safety procedures
- Check technical connectivity
- Have wellness checks with their teachers and guidance staff

Monday-Friday are remote learning days when your child is not at PS 5. School starts on all days regardless of remote or in person at **8:30 am**. School hours for September 2020 are 8:30am-2pm. After 2:00 pm all families must leave the school yard promptly after dismissal. No one is allowed to use the school yard to play as per DOE policy.

Attendance will be taken every day for in-person learning as well as Remote Learning. Children who do not log in on time will be marked late. Please arrange for your child to start setting up for remote learning prior to 8:30 am.

Our breakfast program (free to all students) will be “Grab and Go”. Students will take it at the door in which they enter if they choose to and eat it in their classroom.

As of September 2, 2020, the Chancellor has stated that any student who does not wear a mask will have to switch to a Fully Remote learner. Students who would like to wear a face shield can do so IN ADDITION to a mask, but NOT INSTEAD of a mask. There will be NO mask breaks.

Code of Behavior – Children in school are expected to behave in a respectful and courteous manner. In the event a student is disruptive, appropriate disciplinary action will be taken in accordance with the Student Discipline Code which is distributed annually. Teachers will review the code and standards of behavior in class and parent/child discussions at home are required. Please do not ask teachers or administrators what consequence a child other than your own has received as this is personal information and will not be shared with you even if your child is involved in an incident with the other child.

PS 5 Remote Learning Norms & Expectations

For the sake of having the most productive and structured remote learning experience, we, the School Leadership Team, have established some norms and expectations for when your child is learning **live** remotely.

- **Every day is a school day**, whether your child is learning in person at PS 5 or at home; therefore, the students should follow the same standards as when they are in school. This means arriving/logging in on time remotely, ensuring that your child has eaten and used the bathroom prior to logging on, and being appropriately dressed for school (no pajamas or hats).
- Please designate a workspace for your child with the least amount of distractions and where there are no other people in the background. Please realize that all students in the lesson can see and hear the other members of your household. We will be giving you a more specific time when your child will be on for live instruction each day so that you can ensure that your child will not be distracted during those times.
- Your child should not be eating during live instruction. Please keep in mind, your child will only be on live for a limited part of the day. The rest of the day when your child is engaged in asynchronous learning (videos, working on assignments, etc).
- Please understand that we are trying to create an environment that is the most conducive for learning. We are doing this to help create a sense of structure and routine that the students greatly need.

PS 5 Arrival & Dismissal Protocols

To maintain in-school health and safety for our community members, we will be modifying our Arrival Procedures while engaged in the Blended Learning model. The Chancellor has designated 30 minutes each morning for teacher collaboration between teachers who teach remotely and those who teach in person. As a result, students will be allowed to enter the building starting promptly at **8:30am**. Students must be wearing a mask prior to entering the building and while they are waiting outside to enter the building. Parents who wait with their children **MUST** have a mask on as well. Students will have their temperatures scanned to ensure their temperature is less than 100 degrees. After passing the temperature scan, students will be sent directly to their classrooms. Staff will be placed by the arrival entrances and throughout the hallways to ensure that the students are walking within social distancing guidelines. All staff will be utilized during the arrival process in some capacity. **Please inform your children before the first day of school that they will have their temperature scanned (on the forehead) so that they are not surprised by this.** If you have multiple children,

it might be best to stand with the youngest one. Do not worry there are many staff members there to help the children. Your patience and cooperation are greatly appreciated!

For the **first day of school (only) Kindergarten students will start at 9 am.**

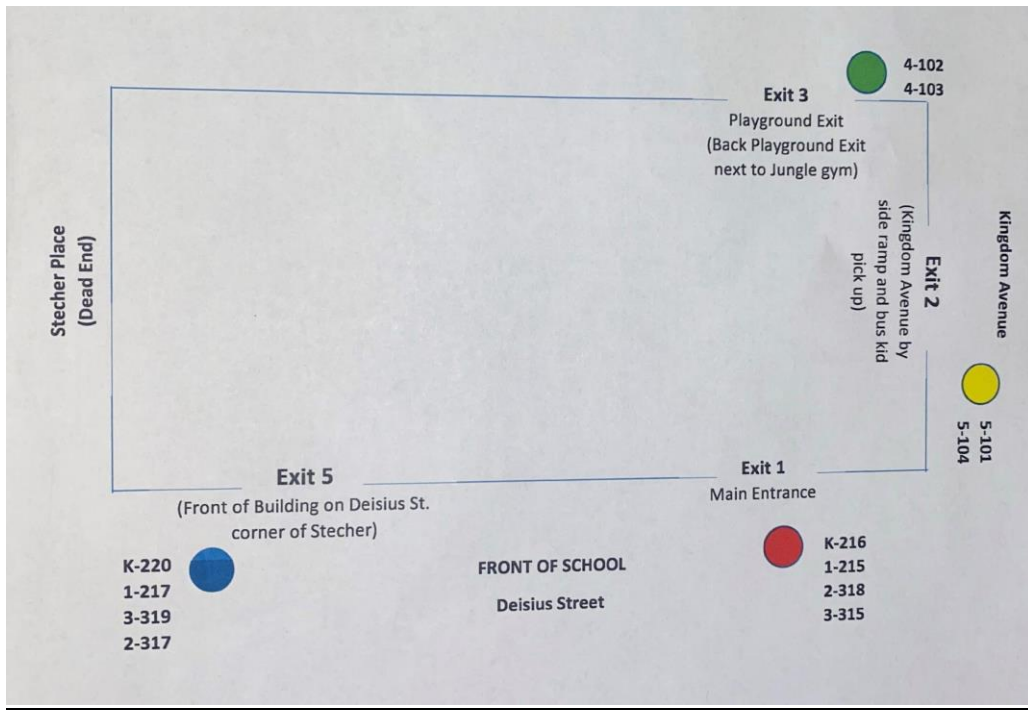
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Kindergarten parents and students may stand together on the same floor marking outside (see the diagram below) while your child waits to be greeted by a staff member with a happy face tag who will ask your child to come in. Your child will then be escorted up to class by a staff member and you must allow this to happen as quickly as possible to avoid any crying situations that will hold up the arrival of the other children.

EXIT	CLASS	FLOOR	DOT COLOR
Exit 1 (Main Entrance)	K-216	1 st	RED
Exit 1 (Main Entrance)	1-215	1 st	RED
Exit 1 (Main Entrance)	2-318	2 nd	RED
Exit 1 (Main Entrance)	3-315	2 nd	RED
Exit 5 (Front of Building on Deisius Street corner of Stecher)	K-220	1 st	BLUE
Exit 5 (Front of Building on Deisius Street corner of Stecher)	1-217	1 st	BLUE
Exit 5 (Front of Building on Deisius Street corner of Stecher)	2-317	2 nd	BLUE
Exit 5 (Front of Building on Deisius Street corner of Stecher)	3-319	3 rd	BLUE
Exit 3 (Back Playground Exit next to Jungle gym)	4-102	Main	GREEN
Exit 3 (Back Playground Exit next to Jungle gym)	4-103	Main	GREEN
Exit 2 (Kingdom Avenue by side ramp and bus kid pick up)	5-101	Main	YELLOW
Exit 2 (Kingdom Avenue by side ramp and bus kid pick up)	5-104	Main	YELLOW



P.S. 5 General Student Entry Procedures

- P.S. 5 will utilize multiple points of entry (which will be outlined below).
- Each point of entry must be supervised by a “Team” to ensure that students are supported in maintaining physical distancing. Each team will be made up of 3 members. You will recognize team members by the orange vests and/or school shirts they will be wearing.
 - i) One team member (**Perimeter Manager**) will be responsible for maintaining appropriate Social Distancing distances amongst families as they wait, outside, to be scanned before entering. They will organize and monitor single file lineup with six feet markers and identified traffic patterns with directional markings (provided by DOE).
 - ii) The remaining two members (**Temperature Scanner** and **Student Manager**) will be responsible for scanning, guiding, and managing any parent/student needs before the students are en route to their intended destination. The **Temperature Scanner** will scan each individual (child and adult) upon entering the building. A child with a fever over 100.0 will be brought back over to their parent in order to go home. If the parent has already left, the child will be escorted by an adult to the isolation room until he/she is picked up. The **Student Manager** will be responsible for managing student emotional needs as they enter, directing them to the appropriate Hallway Monitors, and assisting with any parent questions or concerns.
 - iii) Multiple **Hallway Monitors** will be assigned to the Main Floor, First Floor, Second Floor, and Annex. After the students have passed through the Temperature Check entry point, **Hallway Monitors** will direct them to their classrooms while ensuring that each student maintains a 6-foot distance between one another.
 - iv) Jessica Lanza, our Guidance Counselor, will be accessible for any extenuating circumstances involving students feeling apprehensive about entering the building.
 - v) A paraprofessional along with Mrs. Apostolopoulos, our parent coordinator, will supervise bus entry through the side annex entrance located on Deisius Street with their designated team. The same procedures will be applied to bus students as they gain access into the building. Each bus will be unloaded, one at a time, with the students lining up six feet apart as they wait to receive a temperature check.
- Students are recommended to arrive with their own face coverings.
- Signage identifying the morning entry protocols and outlining the four DOHMH core actions must be conspicuously posted at points of entry and within the lobby. Signage will be available in multiple languages.
- Upon entry to the building, students will be directed to their assigned classrooms (six feet from one another) and can collect breakfast (“Grab and Go”) at entry. Grab and Go breakfast stations will be established at each Entry/Arrival location.
- Upon entering the classrooms, all individuals must clean hands with sanitizer or with soap and water.

PS 5 Policy Regarding Visitors

Minimizing opportunities for spread is a necessary component for maintaining health and safety in NYCDOE schools. At this time, all schools must cancel/limit on site student assemblies, athletic events/practices, performances, and school-wide parent meetings.

Since we must limit visitors to the building, as recommended by the CDC, we will address all visitor and family concerns by phone or computer. Administrators and teachers will conduct meetings remotely where it is possible to do so.

- Parents will not be permitted to walk their child into the building.
- If any parent is called to the school to pick up their child, the child will be brought to the security agent's desk to meet the parent.
- No parents will be permitted to enter the building to drop off forgotten items such as the child's lunch, books, or instruments. If you forget to send your child to school with lunch, he/she will be given a Grab & Go lunch.
- Non-essential individuals will not be allowed to enter school buildings.
 - All packages are to be delivered to the main lobby in a manner consistent with physical distancing protocols, or to another location if proper physical distancing cannot be met with lobby deliveries.
- The DOE will notify the DOHMH immediately upon being informed of any positive COVID-19 diagnostic test result by an individual within school facilities or on school grounds, including visitors pursuant to New York City test and trace protocol. In the case of an individual testing positive, the DOE has developed plans to support local health departments in tracing all contacts of the individual, in accordance with the protocols, training, and tools provided through a partnership with the DOH and Test + Trace Corps.
- When it is essential to hold an in-person meeting, all visitors are required to follow the following visitor control protocols:
 - Visitors must wear a face covering that covers the nose and mouth before entering the school building.
 - Visitors will stand at the designated floor marking when they enter the building and wait for the safety agent to call the visitor over to the safety agent's desk.
 - At that point, the school safety agent will call a staff member to come to the desk to take the visitor's temperature. The visitor will not be permitted into the building if he/she has a temperature of more than 100.0 degrees.
 - Visitors must have photo ID ready and in hand so they can quickly give it to the safety agent upon request. The visitor will then sign into the building.
 - The visitor must receive a visitor's pass, which must be returned upon exiting the building.
 - All visitors must be escorted to and from the meeting destination by a designated staff member to prevent visitors from accessing unauthorized areas, limiting the possibility of exposure.

PS 5 Emergency Home Contact Instructions

September 2020

Dear Parents/Guardians:

Emergency Contact Cards –This year emergency cards will be done electronically on a Google Form (attached to this email). Your **immediate** attention to this matter is important for the safety and well-being of your child.

Please email Mrs. Apostolopoulos & call Mrs. Ingrassia, our secretary if you need to update your electronic Emergency Card at any point this year. Please include only the names of those emergency contacts that are available to pick up your child in the event we cannot reach you. If a person's name is NOT on the Emergency Contact Card, we cannot release your child to that person without your written permission.

Since we have no way of verifying the identity of a person calling the school, we **WILL NOT** honor telephone requests by you to release your child to a person not listed on the emergency form. In the event of an emergency we must have written permission signed by you, to release your child to someone other than those listed on the Emergency Home Contact Information form.

No Access: This is a person that you do not want your child released to, for example, if you are divorced or separated and you have **COURT PAPERS** that indicate one, or in some cases both parents cannot have access to the child, please indicate that. In addition, you must provide the school with a copy of those papers to keep on file. The school maintains a confidential Custodial Rights file that we refer to when necessary. A letter from you or your attorney denying access of a spouse to a child is not considered a legal court document and we cannot comply with such requests.

Thank you for your cooperation.

Mrs. Arcuri
Principal

Absence Procedures

Dear Parents:

The following is a reminder about student absences:

- When your child is absent, it is necessary for you to inform the school's general office. Please call no later than 8:15am. We will need a note to the teacher explaining why your child was not in school.
- If you would like the homework to be sent home or picked up for your child, you must make this request prior to 10 am. If you make this request later than 10 am you will not be guaranteed the homework will be sent home and you will have to call another child in the class.
- If your child suffers an injury and is unable to walk, climb stairs or write, a note by your physician is mandatory. Explicit instructions from your doctor as to the prognosis and duration of injury should be given to the nurse and general office.
- If your child will be out for an extended period due to personal reasons, a note from you stating where the child is going and for how long, is required. If a student will be traveling by plane, we ask that you give us a copy of your itinerary. If your child will be traveling **out of the country**, we ask that a copy of their airline ticket be supplied to the office.
- Students with 100% attendance at the end of the year receive a special award at a school ceremony. Classes with the best attendance rate every month receive a certificate to display on their door. At the end of the year the class/classes with the best rate of attendance have a pizza party. **Students with 100% attendance are also invited.**
- **Every student is required to maintain a 95% attendance rate or better. A 90% attendance rate means that your child is still missing a full month of school each year, which can affect promotion to the next grade. Please plan vacations when school is not in session.**

Thank you for your cooperation.

Mrs. Arcuri
Principal

PS 5 Food & Allergy Protocols during Remote Learning

Students will be eating lunch in their classrooms. There is limited space for social distancing; therefore, we will NOT be any allergy tables in the classrooms and will NOT ALLOW peanut butter to be brought into school for students' lunch due to the number of students with this airborne allergy.

COVID-19 Isolation Room Protocols

To protect students and staff members from potential exposure to COVID-19, every building **must** have an Isolation Room. Students who are at school and show symptoms of COVID-19 will be escorted to the building's Isolation Room, which at PS 5, is our auditorium located next to the nurse's office. The child with suspected COVID-19 symptoms can be safely isolated in the building with a staff member and seen by a healthcare professional which may result in being picked up by a parent/guardian. The nurse will evaluate the student for symptoms of COVID-19, such as fever, cough, shortness of breath, sore throat, lack of sense of taste or smell, and other symptoms.

Should the nurse/health professional be unavailable to examine the student, the student must wait in the Isolation Room with a staff member until he/she is picked up by a family member or guardian as listed on the Blue Emergency Contact Information card. **Any individual – student or staff member showing signs of COVID-19, can only return to school when all the following conditions are met:**

- Received a positive COVID-19 test AND
- Isolated for 10 days AND
- Presents clearance from a healthcare provider AND
- The individual has been symptom free for 24 hours without the use of medication.

OR

- Received a negative COVID-19 test AND
- Presents clearance from a healthcare provider AND
- The individual has been symptom free for 24 hours without the use of medication.

OR

- Never got a COVID-19 test AND
- At least 10 days since symptoms started AND
- Presents clearance from a healthcare provider AND
- The individual has been symptom free for 24 hours without the use of medication.

Positive Covid-19 Case Protocols

In the case of a positive COVID-19 test of someone in a school building, the following protocol will be followed:

- All students and teacher(s) in class(es) with a confirmed case are assumed close contacts and are instructed to quarantine for 14 days since their last exposure to that case.
- In schools where students travel between classes, the school will require quarantine for individuals in all classes attended by the confirmed case.
- Families of students who are confirmed close contacts of the positive case will receive a letter stating that their child has been in close contact with a COVID-19 positive individual; this letter gives clear direction to quarantine for 14 days, get tested for COVID-19, and see a medical professional.
- Families of students who are not considered close contacts will receive a letter stating that there was a confirmed case of COVID-19 at the school, but that their child is not considered a close contact and therefore there is no need to quarantine.
- Learning will continue remotely for all students who are in quarantine due to this incident.

Two or More Confirmed Cases Within the School

- The school is closed for a minimum of 24 hours while the DOHMH investigation is underway. The NYC Test + Trace Corps and DOHMH will determine whether the school needs to remain closed beyond the minimum 24 hours.
- School moves immediately to remote learning mode during temporary closure.
- Students on split schedules return for in-person learning on the next assigned day following reopening.
- Two or more confirmed cases within the same class triggers a classroom quarantine, but the school stays open.

PS 5 Photo/Video Permission

September 2020

Dear Parent/Guardian:

There are many occasions during the school year when students may participate in activities which are preserved in photographs, videotapes, or power point presentations.

Please fill out the google form and indicate whether you do or do not consent for your child to appear in photographs, videos, etc. which are related to school activities including, but not limited to, the following:

- Class activities, trips, assemblies, yearbook (whether in person or virtually)
- Awards, student recognition, attendance (whether in person or virtually)
- Publications – school newsletters, school website (www.ps5si.org) local newspapers (Staten Island Advance), Penny Harvest, Junior Achievement, Arts Publications and other articles related to school activities.

Sincerely,

Mrs. Arcuri
Principal

September 2020

Below you will see the **PS 5 Dress Code Policy** created by the School Leadership Team. The SLT is a team of PS 5 constituents consisting of equal numbers of parents and school staff members. You must sign the bottom of the letter to acknowledge that you have received the Dress Code Policy.

PS 5 In Person Dress Code Policy^[1]_{SEP}

1. The following shoes are not permitted in school due to safety on the stairs, at gym and at recess: flip flops, sliders, backless shoes, and wheelies.
2. Students may not wear mid-drift shirts, backless shirts, or camisoles.
3. Students may not wear shirts with inappropriate or offensive words or images.
4. Students who wear basketball style jersey shirts should wear a tank top/shirt underneath.
5. The length of shorts or skirts should be around the mid-thigh.
6. Since there is daily instruction on the carpet, students who wear skirts or dresses must wear shorts underneath them.
7. Students are not permitted to wear hats inside the building.

Please understand that if your child does not follow the dress code, you will be contacted and asked to bring appropriate attire. Your child will not return to class until he/she is able to change his/her clothes.

September 2020

Dear Parents,

In accordance with the reform of Chancellor's Regulations **A-413 - USE OF CELL PHONE AND OTHER ELECTRONIC DEVICES IN SCHOOLS**, our School Leadership Team has developed a School Cell Phone Policy that works best for our school community. Please understand that this policy created by the SLT, is designed to keep our children out of trouble. When children use technology that is not filtered by the DOE, students can be exposed to inappropriate material.

Below you will see the Cell Phone Policy for PS 5. You must sign the bottom of this letter to acknowledge that you have had a discussion with your child regarding our Cell Phone Policy. Please note that Chancellor's Regulation A-413 allows us the flexibility to not only create the policy but also enforce the consequences when the policy rules are broken.

I thank you in advance for your cooperation.

Sincerely,
Mrs. Arcuri

PS 5 Cell Phone Policy

PS 5 does not have any fiscal responsibility for any broken, lost, or stolen cell phone device brought to school.

- 1) Cell phones may not be visible and must be turned off during school time, test prep classes, UAU and anytime in our schoolyard including after dismissal. Violating this will result in a lunch detention for the first offense and consequences will escalate accordingly.
- 2) Cell phones are only allowed on school trips outside the borough of Staten Island. On such trips, cell phones may not be visible and must be muted or silenced. Students will not be able to answer the phone or receive/respond to text messages. Please do not cause your child to violate the cell phone policy by calling or texting them. If any adult sees a student's phone out, it will be confiscated immediately and the student will not be permitted to attend the next school trip which may include the following year.
- 3) Cell phones may not be used or visible on the bus whether it is in the morning or when traveling home.
- 4) Devices such as iPads, personal laptops, Ipods, MP3 players, V-tech/apple watches, PSP, Nintendo DS and any device that can record or take videos may not be brought to PS 5. Please note that the above-mentioned devices are just examples and that no type of electronic devices other than a cell phone is allowed at school.
- 5) All devices will be confiscated and may also include a disciplinary action.

I know that if I take my phone out on a school trip, I am not able to go on the next trip. If I take my phone out during school, it will be taken away and I will have a lunch detention.

PS 5 Social Media Policy
Developed by SLT (School Leadership Team)

September 2020

We understand that social media is a valuable tool for communication. Therefore, we developed the following guidelines for you to abide by when posting on social media:

- Be respectful, credible, and truthful. Please do not spread rumors about staff or other P.S. 5 families.
- **Do not use social media to express concerns or make negative comments about P.S. 5 teachers or staff. We encourage you to discuss any issues directly with a teacher or administrator.**
- Any posting of an inappropriate nature, including threats and harassing or derogatory statements toward a staff member will be taken seriously and are subject to consequences that may lead to legal action.

Any parent holding the position of Class Parent and violates any of the bullets listed above will lose their position as class parent. The above was discussed and voted on by our SLT which consists of parents and staff members.

We appreciate your cooperation with this matter.

School Nurse Protocols

Telephone Calls from the Nurse – The nurse will try to contact all parents when their child is seen in the medical room. However, sometimes this is not always possible. You will be called if your child gets a serious head or facial injury, severe cut, or illness (vomiting, temperature, rash, etc.) If your child gets a minor scrape or cut, or has a nonspecific complaint and appears well, you may receive a note instead. Due to the number of children using the medical room or the severity of an illness or injury, it is not always possible to call every parent.

Medication – No medicine can be dispensed by the nurse unless there is an approved 504 order on file. A 504 order is a doctor's written order on a form provided by the N.Y.C. Department of Health and is used for the administration of medications and treatments for children with long-term (chronic) health problems. Therefore, antibiotics, cough/cold medications, medicated skin creams, etc. will not be approved by the Department of Health medical doctor. DO NOT send your child to school with any of these items to self-administer. They can easily be lost or picked up by another child who could be harmed. If you need more information on 504 services, please contact me at **718-668-3270, press 3**, Monday through Friday.

The following **Clues for Keeping Your Child Home** can be used to help parents in their decisions about school attendance:

- Evidence of infection-red or sore throat, swollen glands
- Temperature of 100 degrees or more (hot and flushed) within 24 hours before that school morning. (your child should be fever free for 24 hours before returning to school)
- Rash of any kind not identified by your doctor (please bring doctor's note) except poison ivy
- If a child is asthmatic – wheezing that continues one hour after medication is taken
- Vomiting within the last twenty-four hours
- Child is too weak to take part in routine daily activities

5. Asthma – As you know, asthma has become quite prevalent among young children.

If your child has been diagnosed with asthma, let me the nurse and the teacher know right away . You may also want to have your doctor complete a 504 for medication kept at school if one has been prescribed.

6. New Admissions for Kindergarten– If you have not already done so, please submit your child's physical exam form (issued to you at registration) as soon as possible. Forms are also available in my office if you need one.

7. Head Lice - Pediculosis is a serious problem. It is much more common in children than in adults. Lice spread from one person to another by personal contact, or easily pass through hats, caps, scarves, etc., from one child to another in schools or places where children congregate.

PTA Information

Parent Teacher Association – P.T.A. Co-Presidents are Sandee Campanella and Michelle Carlini.

Becoming active in the P.T.A. provides an opportunity to be informed and become involved in the educational process.

- Monthly P.T.A. meetings will be announced. Our P.T.A. is very active. Throughout the year many educational, fun-filled and money raising events take place. All parents are welcome and are encouraged to join.
- Executive Board officers and members of various committees meet monthly.

School Leadership Team - The **SLT** is a collaboration of parents, staff, and administration. This team meets monthly to discuss educational matters and creates school wide goals and policies.

Report Cards - Report cards inform the parents of the child's progress in academics and social development. Distribution: Grade K through 5 – 3 times per year – December, March, June.

School Safety - To ensure the safety of all children, fire drills and bus safety drills and Soft Lock Down drills are conducted as per the regulations of the NYC Department of Education. A school safety officer is assigned to the main entrance. **All visitors must show identification and sign in at the security desk in the presence of the school security officer.** However, please note in our Visitor Policy (part of this packet) that there will be no visitors at this time.

- The crossing guard is present on the corner of Kingdom Avenue and Deisius Street. The crossing guard will cross the children and parents. Parents driving children to school in cars must also follow directions from the school crossing guard. This year when bringing your child to school please follow the arrival procedures (part of this packet).
- The NYPD will enforce all traffic and vehicle laws pertaining to parking. Until further notice “Stop and Drop” will be cancelled. Please see the Arrival & Dismissal policy (part of this packet).

Food Services - Free lunch is served daily to all students. Lunch may be brought from home if you choose. **Please note that glass containers and hard metal lunch boxes are not permitted in school. All school lunch will be in the classrooms until further notice.** School lunches are provided at no cost. Each September, a lunch form will be sent home with students. **Every family must submit a lunch form completed and signed regardless whether you are having hot lunch or not.**