

Public School 154

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Access Creates Opportunity

PARENT HANDBOOK **SCHOOL YEAR- 2020-2021**

We want to ensure all parents and families are informed, engaged, and empowered during these unprecedented times. There have been many changes in our school because of the Covid-19 Pandemic of 2020. While there are many changes, we at PS154Q still have many consistent practices and structures. These standard operating procedures will support cohesion and transparency. *Please note this document is subject to change based on information we receive from the Department of Education.* When there are revisions, you will receive updates in real time. This document can be found at our school website: <http://www.ps154queensny.org/>

This document will serve as an addendum to our 2020 Parent Handbook.

In all we do for our children, our actions are directly aligned with our School's Mission, Vision, and Values. The mission, vision, and values were co-authored by our SLT, student government, and staff.

Mission

Our mission is to engage all students in a learning environment that fosters a love for learning, teaches students to develop a passion and understanding for their community and provides students with the knowledge to be future leaders. We do this by embracing our cultural differences, supporting one another's creativity, developing ones self-awareness and employing a multitude of teaching strategies to help students become critical thinkers and life-long learners. By working collaboratively with parents, we will ensure that each child develops a love and a desire for reading, is able to write for multiple purposes, develops the ability to understand and solve mathematical problems, is capable of using and integrating technology into his/her work and experiences the Arts.

Vision for Learning

At PS 154, our vision for learning is that all of our students feel empowered and confident as they embark on their journey to become independent readers, mathematicians and writers. Students will apply reading strategies in order to deepen their understanding of texts/topics. Daily exposure to key reading skills and strategies will allow for students to reflect on their reading, participate in meaningful conversations and synthesize information to formulate ideas. Through immersion in content, students will write for multiple purposes. They will develop, cultivate and transform their ideas into written work. Working both independently and collaboratively, students are making decisions, demonstrating their understanding of mathematical concepts and engaging in meaningful problem-solving investigations. In all disciplines, students will be exposed to a variety of strategies to guide them to think strategically and reflect upon their work. Ultimately this will lead students to make their thinking visible.

Values

Be responsible – Be respectful – Be kind

Facilities

The building of PS 154 stands tall and is in wonderful condition. The school is properly ventilated and has the following systems:

- Supply and exhaust fans
- Windows and air conditioning window units

The custodial team cleans each classroom every night in addition to disinfecting the entire building nightly. The team is led by Carmine Passaggio – the Custodial Engineer.

Due to the pandemic, all classrooms have a hand sanitizer dispenser.

In every classroom there are sinks for students to wash their hands with hand soap.

During the day the custodial team will wipe down high touch areas such as light switches, door handles, handrails, faucets, water fountains and elevator buttons.

Signage is posted to display walking directions and six feet distance.

The walls have signs to highlight proper hand hygiene.

First Day of School Date Changes:

- **Blended Learning** for **Pre-K students** begins on **Monday, September 21st** for **Cohort A**.
- **Grades K-5 students** will continue remote learning until **Friday September 25th**.
- **Blended Learning** begins for **Grades K-5 Blended Learning students only** on **Tuesday, September 29th** with **Cohort A**.
- **Remote Learning** will continue for **Remote Students only** on **Tuesday, September 29th**.

September				
Monday	Tuesday	Wednesday	Thursday	Friday
	1	2	3	4
7	8	9	10	11
14	15	16 REMOTE LEARNING	17 REMOTE LEARNING	18 REMOTE LEARNING
21 Pre-K- Cohort A Gr. K-5 Remote Learning	22 Pre-K- Cohort A Gr. K-5 Remote Learning	23 Pre-K- Cohort B Gr. K-5 Remote Learning	24 Pre-K- Cohort A Gr. K-5 Remote Learning	25 Pre-K- Cohort B Gr. K-5 Remote Learning
28 No School	29 A	30 B		

Arrival and Dismissal

Due to COVID-19, grades will each have a designated school door. This door will be the **same** for both arrival and dismissal. Dismissal and arrival times will also be staggered to allow for safe social distancing. Please see below chart for each grade’s assigned door and arrival/dismissal time. **It is imperative that families adhere to the assigned doors and times.** If you have multiple children in different grades, please ensure that they are each entering the building through their assigned door. Siblings must use their designated door to enter the building and receive a temperature check from a staff member.

Please note that during arrival:

- Each student’s temperature will be taken before they enter the building (using a no-touch thermometer and by a staff member wearing gloves).
- If a student’s temperature is 100.0 degrees F or above, the student will be assessed by the school nurse. Students exhibiting COVID-19 symptoms will be escorted to the isolation room and parents will be immediately contacted.
- All students and families are expected to follow social distancing guidelines when entering or leaving the building or being in its vicinity.
- **All people entering the building must wear face coverings.**
- **Only Pre-K** parents will be allowed to enter the building during the first 3-4 weeks of school in order to drop off their Pre-K children in their classrooms.

Grades/ Classes	Door/Sign Color	Location	Arrival Time	Dismissal Time
Pre-K-117	Pre-K/Brown	PK playground	8:30am	1:58pm
K/1-207, K-218 and K-219	Exit 6/ Blue	75 th Avenue – Auditorium Red doors	8:30am	1:55pm
1-213 and 1-215	Exit 5/ Orange	Back doors leading to the main yard	8:30am	1:55pm
2-203 and 2-212	Exit 4/ Beige	75 th Road – Enter by Pre-K playground and wait by steps	8:30am	1:58pm
2/3-210, 3-319 and 3-214	Main Entrance/ Yellow	75 th Avenue	8:30am	1:58pm
4-312, 4-313 and 4/5-206	Main Entrance/ Yellow	75 th Avenue	8:30am	1:52pm
5-200, 5-201, 5-317 and 5-318	Exit 4/ Beige	75 th Road – Enter by Pre-K playground and wait by steps	8:30am	1:52pm

Please note: It is imperative to adhere to pick-up times in order to ensure the health and safety of all children. Any families who exhibit frequently late pick-ups, we have to submit names to the district office which may result in being encouraged to go full-remote.

SCHOOL FORMS –Blended Learning Students Only

Please be sure to complete the attached forms as they pertain to school and DOE policies.

- Cellphone Policy
- Email Communication & NYC School Accounts Letter
- Allergy Letter
- Language Preference
- Photo Consent
- Walker Permission Slip – Grades 4 & 5 Only

Blue Emergency Cards –Blended Learning Students Only

Each student must have (1) BLUE CARD and (1) GREEN CARD completed with current contact information. They are kept on file in the Main Office and with the School Nurse. Your privacy is respected and no information is given out from this card without the Principal's knowledge and consent. The EMERGENCY CARDS are our first source of information in case of any emergency. If your child becomes ill while in school, he/she will be checked by our school nurse who will determine what course of action is required. Your child will only be released to a parent/guardian or authorized adult as specified on the EMERGENCY CARD. Please update contact information whenever necessary to the Main Office.

Children Arriving Late –Blended Learning Students Only

Students arriving late will enter through the main entrance (while adhering to social distancing guidelines), receive a temperature check, be given a late pass, and then walked to their classrooms.

Health and Safety

PS 154 will implement enhanced cleaning and disinfection of surfaces to ensure the health and safety of staff and students. Throughout the school year, PS 154 will continue rigorous practices used to prepare the building for reopening, including:

- Providing adequate cleaning and disinfection supplies

- Requiring deep cleanings to be completed on a nightly basis, including the use of electrostatic sprayers
- Setting up enhanced cleaning in classrooms, bathrooms, and for high touch areas such as light switches, door handles, handrails, faucets, water fountains, elevator buttons, door knobs and equipment such as laptops.
- Providing teachers with cleaning supplies for the classroom
- Explicit regular instruction for all students on healthy hand hygiene, wearing of masks, and social distancing and explaining to all students the **why** of these behaviors.

If a student gets sick while in class, the procedures are:

Students showing symptoms of COVID-19 will be escorted to the nurse's office by a staff member. The nurse will assess the student and then determine next steps.

If a staff member gets sick while at work, the procedures are:

School-based staff members showing symptoms of COVID-19 will be directed to leave the building. They will also follow the DOE guidelines in terms of next steps.

Family Income Inquiry Form

Please complete the Family Income Inquiry Form online at nyc.applyforlunch.com. This used to be the Lunch Forms. It is important that all families complete this form because your response are used to calculate how much Title 1 funds a school will receive. **All students will receive free breakfast and lunch.**

Food

Students will eat breakfast and lunch in their classrooms. These will be grab-and-go meals (hot food will not be served). Breakfast and lunch are now considered instructional times. Students will not lose any time learning. As always, students have the opportunity to bring their own lunches in.

All PS 154 students (whether in person, blended remote or 100% remote) will have access to breakfast and lunch. Students will have both a grab-and-go breakfast and lunch. Any students not attending in-person learning will be able to pick up grab-and-go meals daily from **Exit 3** on 75th Road – enter the Pre-K playground and wait by the ramp. Breakfast and lunch will be given out at the same time from 9:00-12:00pm.

If Children Come to School on the Wrong Day

Children who come to school on the wrong day and they are not with a parent, a staff member will walk the child into the school building, contact the parents and ask them to pick up the child. A staff member will watch the child as she/he waits to be picked up. **We need to be very careful to keep children in their correct cohorts in order to adhere to health and safety guidelines.** The school will remind families of the cohorts. The cohorts will also be color coded – **Cohort A-yellow** and **Cohort B is green**. Staff members at the door will have lists of children in each cohort during arrival.

Instruction (in person, blended remote, and 100% remote learning)

A traditional school day for children in the brick and mortar building is **5 ½ hours** (8:30-2:00) including having an instructional lunch.

For the remote aspects of instruction, we must have clear expectations in terms of the amount of time children should be in front of a screen, and what teaching and learning should look like and feel like.

Synchronous instruction is defined as live interaction between the teacher and a student. Daily synchronous instruction can be offered to the whole class, in small groups, or with individual students and when appropriate may include engaging caregivers to help students participate.

Daily synchronous instruction may include but is not limited to the use of Google Meet, Microsoft Teams, Zoom, other DOE approved and school-determined online video conferencing platforms, and phone conferences to provide synchronous instruction in the following areas:

- Whole class, small group and/or individual live instruction

- Regular, dedicated time during which students and/or families can connect with teachers and get help with instructional activities (“Office Hours”)
- Daily activities that promote students’ social and emotional wellness
- Feedback on student learning and work progress check-ins with students
- Conferences with students or families

Asynchronous instruction occurs daily and serves as a compliment to daily synchronous instruction. Asynchronous learning refers to instruction and learning opportunities that **do not** feature students and teachers interacting at the same time. Asynchronous learning activities enable students to work at their own pace so they can learn the same material at different times independently.

Daily asynchronous instruction may include, but is not limited to, the following approaches:

- Video lessons or recorded presentations
- Activities, assignments or tasks, guided by digital curricula
- Collaborative documents
- Discussion boards
- Email communication
- Feedback on student learning

All students will have a mix of both synchronous and asynchronous teaching.

Students work remotely will **not** be expected to be in front of a screen for 5 1/2 hours. Teachers will share a **schedule** that includes synchronous and asynchronous instruction. **The amount of screen time varies because of student age and stage.**

We will reference the instructional recommendations from the DOE that was published on August 26, 2020.

Total Educational Screen Time Per Day (Inclusive of synchronous and asynchronous activities)				
Grade Level	September	October	November/ December	January-June
3-K	15-20 minutes	15-20 minutes	15-20 minutes	15-30 minutes
Pre-K	20-30 minutes	20-30 minutes	20-60 minutes	20-60 minutes

Sample of the potential minimum ranges of daily synchronous students may experience each day. Delivered in short grade-appropriate, intervals throughout the day with gradual increase until schools fully reopen.

Grade Level	September	October	November/ December	January-June
K	65-75 minutes	70-80 minutes	80-90 minutes	120 minutes
1	75-85 minutes	80-90 minutes	90-100 minutes	120 minutes
2	80-95 minutes	90-100 minutes	95-110 minutes	130 minutes

Sample of potential minimum ranges of daily synchronous students may experience each day. Delivered in short, grade-appropriate, intervals throughout the day with gradual increase until schools fully reopen.

Grade Level	September	October	November/ December	January-June
3-5	90-110 minutes	100-120 minutes	100-150 minutes	150-210 minutes

We have teachers working in teams/partnerships to enhance instruction. We have in-person teachers, blended remote teachers, and 100% remote teachers.

Teachers have time in their **daily** schedules 8:00-8:30 to plan and collaborate with the partner teachers to ensure continuity of instruction.

Students will have the following specials offered this year: Physical Education, Music and Art

100% Remote Learning students will have an opportunity to pick up materials to support and enhance instruction while they are working remotely. Guidance for distribution of materials is forthcoming. Students will have digital access to the curriculum remotely.

Students in the blended learning model will receive materials when they enter the building the first few days of school.

Managing Student Behavior

As a school, we support, encourage and coach children around appropriate behaviors. As such, we will support, encourage, and coach children around why and when we wear masks. We will utilize our strong Social Emotional Learning (SEL) work in order to accomplish this goal. Our 3 “Bees” (Be Kind, Be Respectful and Be Responsible) are the guiding principles of our school culture.

Managing student behavior is something teachers will focus on both in the brick and mortar building and during remote instruction. As a reminder, we will continue to utilize the Citywide Behavioral Expectations in order to support student learning. See link below for this document.

<https://www.schools.nyc.gov/docs/default-source/default-document-library/discipline-code-kindergarten-grade-5-english>

Social Emotional Supports

The pandemic has impacted everyone on many levels. PS 154 has one Guidance Counselor, two Social Workers, a Youth Development Counselor and an administrative team to support children and families as they transition to the new school year. These members of our school community will have office hours and virtual classrooms to offer support to all students.

Both in person and remote instruction will start and end the day with SEL supports. This work has been part of PS 154 as SEL work is a priority at our school. Please see a few of the resources for our social emotional learning.

<https://casel.org/resources-support/>

<https://www.sanfordharmony.org/>

<http://www.p12.nysed.gov/sss/sel>

As always, if you have any questions please feel free to contact your child’s teacher or the school.

Phone: (718)591-1500

Email: 25Q154@schools.nyc.gov