

School for Global Leaders
Middle School 378
Leadership Handbook
2020—2021



“Learning to Change the World!”

...From Principal Ricks

September 2020

Dear Parents and Guardians,

Welcome to the School for Global Leaders! I am excited and honored to provide an education for students so they will have the academic, social and leadership skills to succeed in all of their endeavors.

In collaboration with our dedicated partners, we at the School for Global Leaders seek to provide a challenging and rewarding experience for each student. The handbook you are receiving will provide you with information and guidelines to ensure a successful year. We are committed to upholding the leadership expectations of our school community while adhering to the regulations and policies set forth by the NYC Department of Education.

Please take the time to review the handbook carefully. If you have any questions, please feel free to contact me at the school or email kricks@schools.nyc.gov.

As the year progresses we will also be posting important events, news, and announcements on our school website: www.SGL378.org.

We strongly believe that your involvement and commitment to the school will support and enrich student achievement. If you would like to join our Parent Teacher Association, please contact us at (212) 260-5375 or email the PTA at PTA@sgl378.org. I am looking forward to a productive school year.

Lastly, follow us on twitter @SGL378 and @SGL378PTA.

Respectfully,

Keri Ricks

Keri Ricks, Principal



... Our Dedicated Staff

Administration

Ms. Ricks, Principal
Ms. Campos, Asst. Principal
Ms. Flynn, Business Manager
Ms. Rios, Parent Coordinator

SPED Lead Teacher

Mrs. Cruz

Dean

Ms. Finkle

Guidance Counselor

Mr. Goodwin

ESL Coordinator

Ms. Huang

Dual Language Coordinator

Ms. Wang

Technology Department

Mr. Kriakos
Ms. Weinberg

Speech Teacher

Ms. Glenn

Paraprofessionals

Mr. Goldart
Ms. Goris
Ms. Rojas
Ms. Rosado
Ms. Santaliz

Teachers

Ms. Almonte
Ms. Alvarez
Ms. Brannon
Ms. DiMura
Mr. Freehill
Mr. Heslop
Mr. Jackson
Ms. Killeen
Ms. Larocchia
Ms. Lin
Mr. Nowak
Mr. Pasco
Ms. Perales
Ms. Pezza
Ms. Rhoads
Ms. Wang
Ms. Wehren
Ms. Whitfield



Who do you contact for...

Queries	Direct To	Contact Info
Attendance, Student Lateness, Uniforms, Official School Letters, Metrocards, General Inquiries	Ms. Rios, Parent Coordinator	x2421
School Culture and Student Discipline	Ms. Finkle, Dean	x2281
Classwork, Homework and Student Progress	Ms. Pezza, 6th Grade Ms. Bragin, 7th Grade Ms. Rhoads, 8th Grade	Dial 0 from the main menu and ask for the corresponding Grade Team Leader that corresponds with your child's grade.
<u>Curriculum</u> ELA, Humanities, Art, Native Language Arts	Ms. Campos, Assistant Principal	ccampos@sgl378.org
<u>Curriculum</u> Math, Science, Phys Ed/Health, Electives	Ms. Ricks, Principal	kricks@sgl378.org
Guidance	Mr. Goodwin, Counselor	x2381
Restorative Practices	Mr. Nowak, Restorative Practices Coordinator	x2071
Special Education	Mrs. Cruz, Lead SPED Teacher	X2243
SONYC After school	Mr. V. Munoz, Director	Dial 4 from Main Menu or email vmunoz@grandsettlement.org
SGL Clubs	Ms. Ricks, Principal	kricks@sgl378.org
SGL Sports	Mr. Nowak, Athletic Director	x2071
Saturday Academy	Ms. Campos, Asst. Principal	ccampos@sgl378.org

Mission Statement

School for Global Leaders is a nurturing and academically challenging learning environment for all. Alongside families, community members and international organizations, our students engage in authentic, relevant and rigorous interdisciplinary learning opportunities that help them evolve into open minded, reflective, and joyful life-long learners.

With a strong foundation in intercultural understanding, compassion, and respect, Global Leaders advocate for change and promote peace in the world.

Integrated Projects Week (IPW)

In collaboration with Columbia University's Center for Environmental Research and Conservation, students at the School for Global Leaders will participate in four Integrated Projects Week sessions. IPW is an opportunity for students to utilize and strengthen their learning through participation in interdisciplinary service learning projects. Integrated Projects Week allows students to discover the profound effects that they can have on the local and global community. Previous projects have included a puppet show about local poverty, a food drive benefiting City Harvest, simulated news broadcast regarding world diseases, online public service announcement videos, the relighting of a community apartment building with energy efficient light bulbs, and a photography gallery.

Arrival Routines

Due to COVID-19 NYCDOE regulations, the following protocol's will be in effect for the 2020-2021 school year.

8:20am: Students line up by grade at the entrance doors indicated below.

Entry Doors According to Grade:

6th Grade- Students will line up outside and enter the school door located on Suffolk Street closer to Stanton Street. Students will be asked to stand on a designated Covid floor graphic that will be 6ft apart and be required to wear a mask while waiting for entry into the school building. Social distancing will be monitored by a staff member.

7th Grade- Students will line up and enter through the parking lot gate located on Norfolk Street, closer to Rivington Street. Students will be asked to stand on a designated Covid floor graphic that will be 6ft apart and be required to wear a mask while waiting for entry into the school building. Social distancing will be monitored by a staff member.

8th Grade- Students will line up and enter through the parking lot gate located on Suffolk Street, closer to Rivington Street. Students will be asked to stand on a designated Covid floor graphic that will be 6ft apart and be required to wear a mask while waiting for entry into the school building. Social distancing will be monitored by a staff member.

Prior to entering the school, the following will take place:

- Students will have their temperature checked before entering the school building. If a student has a temperature of 100.00 fahrenheit or higher parents/guardians of these students will receive a courtesy phone call informing them that their child has a temperature and will be sent home.
- Students entering the school will be provided a wrist band indicating that they have been temperature screened. Students will be required to wear only that day's wristband during the entire school day.
- Attendance will be taken as students receive their wristband and enter the school
- Students are required to have a mask upon entering the building and based on federal and state guidelines masks must be worn by students at all times (except when eating lunch). Students are encouraged to bring their own mask, but masks will be provided to students, if necessary. The school will be given a limited supply so mask distribution cannot be guaranteed.

Erroneous Arrival:

If a student arrives on school grounds when they should be remote learning from home they will be sent home. A courtesy phone call will be given to the parent/guardian. (Form on file)

Students who are not attending school on the specified day will not be allowed on school grounds at all, including dismissal.

Late Arrivals:

The school day begins at 8:30am. Students entering the building after 8:30am are considered late.

Students arriving after 8:35am will enter through the main school entrance and go directly to the Main Office on the first floor to be screened for temperature and receive their wrist bands. Students will need to have a wristband on in order for 1st period admittance. Please note that breakfast is from 8:30am-8:40am. If you would like your student to eat breakfast in school they must arrive on time no later than 8:30am.

Dismissal Routines

Due to COVID-19 NYCDOE regulations, the following protocol's will be in effect for the 2020-2021 school year.

- Students will be dismissed and exit via the door they entered in the morning according to grade.
- To promote social distancing, students will be dismissed by grade and class using the following time frame.
- Students will immediately leave the school grounds and not congregate around the perimeter of the school building.

Dismissal times are outlined below*:

COHORT A

Dismissal Time	Teacher/Grade
1:44pm	8 th Grade Exit D
1:47pm	8 th Grade Exit D
1:50pm	8th grade ELL Exit D
1:53pm	7 th Grade Exit C
1:56pm	6 th Grade Exit F
1:59pm	6 th Grade Exit F

Dismissal times are outlined below*:

COHORT B

Dismissal Time	Teacher/Grade
1:44pm	8 th Grade Exit D
1:50pm	7th grade Exit C
1:53pm	7 th Grade ELLS Exit C
1:56pm	6 th Grade Exit F
1:59pm	6 th Grade Exit F

Please note:

- ❖ To ensure your child's safety, if you are picking your child up, please do so from their specific dismissal exit on time.
- ❖ Those students who attend after school programs may not leave the building and will be informed by SONYC as to where they meet. They will report to that specified designated area.

2020-2021 Attendance Policy

All students are required to be in attendance each school day.

Please note:

In SY 2020–21, the DOE will track and follow up upon the attendance for every student every day (Monday through Friday), regardless as to whether those students are engaged in remote or in-person learning.

The definition of “present” is as follows:

- In Person: Student is physically present in the classroom / school learning environment for instruction during the scheduled school day.
- Remote: Student is virtually present in a virtual learning environment for **synchronous LIVE instruction** during the scheduled school day.

****Students learning remotely should turn on their video camera during the first 10 minutes of live instruction so that attendance can be taken.****

Student IDs

All SGL students will have Student ID cards that must be used to swipe into school on a daily basis so that attendance can be recorded. Students are responsible for keeping their card in a safe space and swiping in each morning. The School for Global Leaders will not be responsible for inaccurate attendance keeping if a student does not use their Student ID to swipe into school on any given day. Incoming 6th grade students and newly admitted students will be provided with a Student ID card to free of charge. However, lost cards must be replaced at a cost of \$2.00 per card. Returning students are expected to use the Student ID card that was issued to them last year. If a returning student has lost his or her ID, the cost of replacement is \$2.00. All students are expected to be using their Student ID cards to document their presence at school.

Breakfast and Lunch

Students will be provided with Grab and Go cold breakfast and lunch during the school day during designated times; both will be eaten in the classroom. Breakfast is daily from arrival to 8:40am. If you would like your child to eat breakfast in school (provided or brought from outside) they must be in school on time.

Students may bring their own breakfast and/or lunch with them to school, however, there will not be a place for students to warm up food so please pack food accordingly.

Outside food deliveries are not permitted.

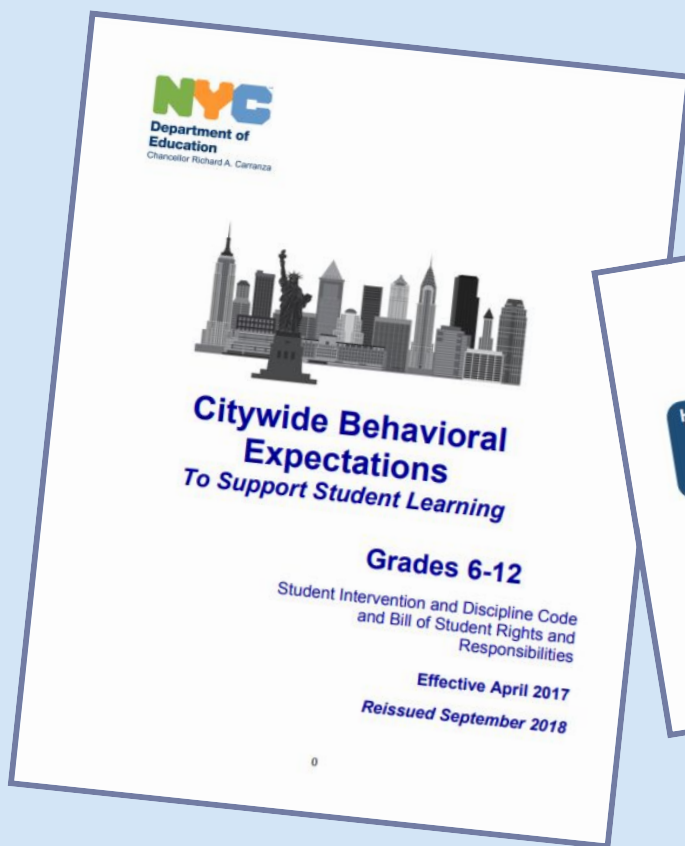
Masks must be worn when students are done eating.

Expectations for Students

1. Attend school daily and on time.
2. Turn on your camera if you are learning from home so that we can mark your attendance.
3. Follow health and safety rules for your well being as well as the well being of other community members.
4. Daily checks of SGL email for learning assignments and important updates.
5. Communicate with your teachers if you need more help, information or have any questions.
6. Speak at appropriate times with appropriate language, volume and tone.
7. Set a good example for the school by adhering to the rules and policies.
8. Respect yourselves, your peers and the school.
9. Take care of school and personal belongings.
10. Keep your workspace clean and tidy.
11. Come to school organized, prepared to learn and with a positive attitude.
12. Be active learners and listeners.
13. Dress for success, adhering to the dress code policy.
14. Thoughtfully respond to the ideas and contributions of others.
15. Manage time effectively in order to reach your goals.
16. Be mindful of the feelings of others.
17. Ask for help when necessary.

Parent Involvement to Support Learning

1. Join our PTA! Some specific roles within the PTA might include, but are not limited to, fundraising, field trip organization and chaperoning, facilitating relationships with our partnerships, and organizing school wide events.
2. Be proactive about contacting your child's teachers. Teachers have daily office hours for parent communication.
3. Check your email and student calendars daily.
4. Communicate with your child about what they are learning. Ask guiding questions about content to further challenge and support student learning.
5. Read with your child and talk to them about what they are reading.
6. Encourage your child to read 30 to 45 minutes daily.
7. Attend parent conference sessions.



New York City Department of Education Discipline Code

In accordance with the [DOE Framework for Great Schools](#), schools must be culturally-responsive spaces where students feel safe to be themselves and develop confidence. To help provide students with a safe, supportive, and inclusive learning environment, the Chancellor's [Citywide Behavioral Expectations to Support Student Learning](#) (including the discipline code) outlines the guidelines and expectations for student behavior in school. The grades K–5 and 6–12 discipline codes for 2019–20 remain in effect for the 2020–21 school year, and apply to all students for both in-person and remote instruction.

A copy of this document is in our virtual main office and lives here:<https://www.schools.nyc.gov/docs/default-source/default-document-library/discipline-code-grade-6-12-english>

Your cooperation in reading these documents and discussing them with your child/ren is therefore greatly appreciated.

Student Contract

Name of Student

Date of Birth

Class

I know that I have a right to:

- be in a safe and supportive learning environment, free from discrimination, harassment and bigotry;
- know what appropriate behavior is and what behaviors may result in disciplinary actions;
- be counseled by members of the professional staff in matters related to my behavior as it affects my education and welfare within the school;
- due process of law in instances of disciplinary action for alleged violations of school regulations for which I may be suspended or removed from class.

I agree to:

- come to school on time and swipe in using my Student ID to document my attendance;
- appear for each of my classes at the start time, ready to begin work;
- be prepared with appropriate materials and assignments for all classes;
- show respect to all members of the learning community;
- resolve conflicts peacefully, and avoid fighting inside or outside of the school or at program sites;
- behave respectfully, without arguing, and cooperate when a staff member gives direction or makes a request. I understand that I will be given an opportunity to voice my concerns at an appropriate time if I do not agree with the request;
- take responsibility for my personal belongings and respect other people's property;
- dress appropriately in the school uniform;
- refrain from wearing clothes which have any signs of gang affiliation (e.g. scarves, bandanas) and refrain from using gang signs, calls, chants, movements, handshakes;
- refrain from bringing weapons, illegal drugs, controlled substances and alcohol to school;
- refrain from bringing personal possessions that are disruptive (e.g., cell phone, beeper, pager) in school;
- share information with school officials that might affect the health, safety or welfare of the school community;
- keep my parents/guardians informed about school-related matters and make sure I give them any information sent home;
- follow all rules in the Discipline Code;
- behave responsibly as described in the Bill of Student Rights and Responsibilities. I have received a copy of the Discipline Code and Bill of Student Rights and Responsibilities, and understand this contract.

I agree to follow the rules of behavior.

Student Name: _____

Student Signature: _____ Date: _____

Student Contract

(Grades 6 - 8) Parent / Guardian Section

Name of Student

Date of Birth

Class

I have received a copy of the Discipline Code and Bill of Student Rights and Responsibilities and understand the behavior that is required of my child. I agree to help my child follow this agreement by:

- encouraging my child to be a respectful and peaceful member of the school community;
- discussing the contents of the Discipline Code and the Bill of Student Rights and Responsibilities with my child;
- participating in any discussions and decisions concerning my child's education;
- attending scheduled appointments with school staff;
- assuring that my child attends school dressed appropriately in his/her uniform;
- providing the school with current telephone numbers and emergency contact information;
- alerting the school if there are any significant changes in my child's health or well-being that affects his/her ability to perform in school.

Parent/Guardian Name: [Please Print] _____

Parent/Guardian Signature: _____ Date: _____



Emergency Contact Cards

Every student is given an Emergency Contact Card to complete. As the name indicates, this card is essential and helps us contact someone in case of emergency (i.e., illness, injury, etc.). This card must be filled out completely with information that is accurate and up-to-date. Students will not be released to the care of any adult unless his/her name is explicitly listed on the emergency contact card. Only relatives 18 years or older, who present proper identification, can sign out a child. Written correspondence (i.e. e-mail, letter or fax) are not accepted to sign a child out. Please notify the school immediately if any contact information changes.

Dress Code

The School for Global Leader's student dress code supports equitable educational access and is written in a manner that does not reinforce stereotypes. It does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size. In alignment with the guidance below, students have the right to determine their own manner of dress except where such dress creates a safety issue, distraction, or interferes with the teaching and learning process. The principal has the discretion of determining what creates a safety issue, distraction, or interferes with the teaching and learning process.

Our expectation is that parents and guardians are responsible for ensuring student compliance with the school's dress code, and students are responsible for knowing the student dress code and for complying during school hours and school activities. The dress code is in compliance with New York City's [Department of Education's Discipline Guidelines](#).

Students Must Wear:

- Clothing including both a shirt with pants or skirt, or the equivalent, and closed toe shoes during the entire school day
- Shirts and dresses with fabric in the front, the back, and on the sides
- Clothing that covers all undergarments and the midriff
- Skirts, shorts, and dresses must be a minimum knee length
- Fabric that is not see-through
- Clothing suitable for all scheduled classroom activities including physical education, science labs, and other activities where unique hazards exist

Students May Wear:

- Religious headwear

Students May Not Wear:

- Hats, hoods or other headgear that obscure the student's face and/ears
- Footwear that exposes any part of the foot
- Non prescription sunglasses
- Earbuds or headphones
- Pajamas
- Clothing depicting, advertising or advocating for the use of alcohol, tobacco, marijuana or other controlled substances
- Clothing depicting nudity or sexual acts
- Clothing promoting violence, including gang identifiers or weapons
- Clothing with inappropriate language
- Clothing depicting hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected groups

Show school spirit by wearing **Swag Items**, available for purchase. All adult sizes.

- Black polo t-shirt with school's logo [Sizes XS – XXL: \$10; Size 3XL: \$12]
- Black polo shirt with logo [Sizes XS – XXL: \$15; Size 3XL: \$17]
- Black pullover sweatshirt with SGL Logo [Sizes XS – XXL: \$20; Size 3XL: \$22]

Cell Phone / Electronics Policy

Students who bring cell phones or other non learning related technology to school are required to keep them powered off and in a secure location for the duration of the school day.

A student who repeatedly refuses to keep their personal technology off and away will have the technology confiscated and a parent or guardian will have to make an appointment to pick the device up at the school.

School for Global Leaders is not responsible for any lost, stolen, damaged, etc. phones or electronics that are brought to school.

Fire Drills and Emergency Evacuations

An emergency evacuation plan is posted near the door in each room in the building. Teachers will review this plan with students. When the emergency alarm or fire alarm rings, students should immediately stand and form two lines to exit the room under the direction of the teacher. Running and talking are not permitted. Teachers will take students' attendance once they have reached their designated emergency location outside the school building. Teachers will indicate when students should return to class. Teachers should be in the lead and silence should be maintained.

DOE Communication in the Event of an Emergency

The School for Global Leaders has a safety plan in effect in case of an emergency. In the event of an emergency, the Department of Education will make information available for students and parents as quickly as possible in the "News and Information" section of the Department of Education's website at <http://www.nycenet.edu>. The information will also be available on the

City's Government Services and Information phone line (accessible by dialing 311 from any of the five boroughs, or by dialing 212-NEW-YORK from outside of the five boroughs).

These communication mechanisms will provide you with up-to-date information about your child and our school throughout the course of an emergency. They will be used when our school is evacuated during the school day and students are not expected to return to the building before the end of the school day. Thus, you will know where to locate your child. They will also be used when school is closed at the start of the school day in the event of inclement weather or any other unusual circumstance, in which you were not given prior notice of the closing.

Internet Usage

Our classrooms will be equipped with computers for student use. Students will have opportunities to use the Internet for research on a variety of projects and topics. Please know that the use of the Internet is a privilege. The privilege will be revoked if students violate the Department of Education policies regarding its use. These policies include specific prohibition against the following:

- Sending or receiving personal messages
- Accessing pornographic or obscene materials
- Sending or receiving messages that are racist, sexist, inflammatory, hateful or obscene
- Vandalizing data, software or equipment
- Sending or receiving another person's messages without authorization

School Email

Each student will be issued an email address. Email from these addresses will be strictly monitored and flagged for inappropriate use/content. Email is to be checked daily.

Medical Needs

Parents must notify the school administration if a student has a special medical condition or need. School personnel cannot administer any type of medication to students. Parents must provide the school with a doctor's note that includes dosage, storage instructions, and the original prescription bottle/container for those students who must take prescribed medication during the day. Students must report to the nurse's office with a valid pass to receive medication. Health personnel will log all administered student medication. If your child has a medical condition, or requires special services, contact the Department of Education at (212) 374-6097. Provide the child's name, school, class and a description of your child's special needs. An evaluation of your request will then be performed by the Department of Health and the Department of Education. A decision will be made as to whether your child qualifies for Section 504 services of the Rehabilitation Act, the Americans with Disabilities Act, and various New York City and State laws. You will be informed of the decision within 30 days.

Child Custody

Our school recognizes that issues related to legal custody of students are complex and can impact a student's educational experience. Parents and legal guardians are strongly encouraged to stay abreast of their children's academic progress. Parents may review their child's records. Requests to review should be made to the school administration, and will be granted within 45 days, according to New York City law. If a non-custodial parent requests access to a child's records, the school will notify the legal parent, guardian, or institution where the child resides. Unless the custodial parent informs the school of a legal document or court order revoking the non-custodial parent's rights of access within 45 days, the record will be made available to the non-custodial parent. Official notices and report cards will be sent to the parent or legal guardian with primary physical custody of the student during the school year. It is the responsibility of the parent or legal guardian with primary physical custody to provide current copies of court orders to the school. Child visitation and exchange of custody should not take place during school hours or on school property.

Additional Covid 19 Policies

Please visit <https://www.schools.nyc.gov/school-year-20-21/return-to-school-2020> for all Citywide 2020-2021 school reopening policies and protocols.

Indicating Learning Preference

This fall, your child's school plans to offer blended learning, a mix of in-person days at school and remote-learning days at home. The default for all students is to participate in their schools' blended learning schedules.

The blended learning model at School for Global Leaders is below:

	COHORT C: FULL REMOTE				
Week	Mondays	Tuesdays	Wednesdays	Thursdays	Fridays
1	Group A	Group A	Group B	Group A	Group B
2	Group B	Group A	Group B	Group A	Group B

Please note that Mondays alternate In-Person and Remote; all other days remain the same regardless of the week.

At any time of year, for any reason, you can choose fully remote learning for your child. This means they would learn 100% remotely (all online, from home). Remote learning includes live interaction with teachers every day, and every class includes live instruction.

- To choose fully remote learning for your child, fill out and submit this form: <https://www.nycenet.edu/surveys/learningpreference>
- If you have difficulties completing this form online, call 311.

How Blended Learning Works

Cohorts A & B

Blended learning combines in-class instruction and at-home learning. This allows us to limit the number of students in the building each day for safe social distancing, while still ensuring that students can benefit from direct interaction with teachers and peers.

- During days in class, teachers will provide direct whole-class instruction and small-group instruction. These days will be used primarily to introduce new topics, provide small group and one-on-one instructional support, and conduct assessments to monitor student progress towards standards.
- On remote learning days, students will engage in live instruction. Different amounts of live video instruction are appropriate for different age groups. Live video instruction should be delivered in short intervals (15-20 consecutive minutes) throughout the day for young learners, and can increase based on developmental appropriateness and grade-level. Students will also be assigned additional activities to work on independently for their at-home learning days. These activities will allow students to apply and practice what they learned in class. There may be a combination of technology-based learning activities and offline projects, and writing assignments. At-home learning activities are an important part of the learning process and will be graded.
- Teachers and intervention specialists will have Parent Engagement and Student Support office hours Monday – Friday
- Students with IEPs or 504 plans, or who have been identified as at-risk for not meeting academic standards, may have additional one-on-one intervention provided either virtually or in person.

Remote Learning Expectations

During hybrid or 100% remote learning, your child is expected to complete all assignments provided by the teacher. At the same time, we recognize that working independently at home is different and difficult for many students, so we want to provide flexibility.

- Students and families should check Google Class daily for important updates from their teachers.
- At-home assignments for the week will be posted in Google Class
- During remote learning, your teacher will conduct live classes via Google Meet or Zoom.
- Live class schedules will be posted on the SGL website
- When signing in for virtual classes or meetings, students are expected to be on time, and ready to learn. We suggest signing in 5 minutes before class starts.
- Reduce background noise and distractions as much as possible.
- Students are expected to be appropriately dressed for virtual classes and meetings.

Tips for Successful At-Home Learning

At-home learning will look different than a typical school day. The amount of time your child should be expected to engage in learning activities will vary by age and grade level. The expectations below are guidelines. If your child is not able to complete at-home learning assignments within the time periods recommended below, contact your child's teacher.

- Make sure your child has a quiet place to work (ideally a desk or table) and the school supplies they need. Try to remove distractions like the television or other technology not needed for learning.
- Students will receive a schedule and flow of the day for their remote learning days. They will have a schedule for whole group live instruction, small group or perhaps one on one. Their independent tasks will be posted as well as pre-recorded video resources.
- Maintain communication with your child's teachers.

Transitioning from Remote Learning to Blended Learning

If you initially choose fully remote learning for your child, you will have the option to change back to blended learning at a few specific times during the school year as outlined below:

October 26 – 30	Blended Learning Opt-In Window for Quarter 2
Week of November 9	Schools inform students newly opted in to Blended Learning of their schedule
January 11 – 15	Blended Learning Opt-In Window for Quarter 3
Week of January 25	Schools inform students newly opted in to Blended Learning of their schedule
March 22 – 26	Blended Learning Opt-In Window for Quarter 4
Week of April 5 OR April 12	Schools inform students newly opted in to Blended Learning of their schedule

Health and Safety

Our protocols to keep school communities healthy include:

Prevention: Starting with the first day of the 2020-21 school year, if a student or staff member is feeling sick, they are required to stay home. Additionally, if their symptoms are consistent with COVID-19, they will be asked to get tested.

Feeling Sick in School: If a student begins experiencing symptoms in school, they will be isolated and monitored by a school staff member until they are picked up by their parent or guardian. Staff members who become symptomatic at school must notify administration and immediately leave the building.

Testing: All school staff members are asked to get tested for COVID-19 in the days leading up to the beginning of school, and will be prioritized for expedited results at the 34 City-run testing sites. All school staff are also asked to get tested monthly during the school year. This free testing is also available for families citywide.

Tracing: In the event of a confirmed COVID-19 case in a school, NYC Test + Trace and NYC Health will investigate to determine close contacts within the school. All students and teachers in the classroom with the confirmed case are assumed to be close contacts and will be instructed to self-quarantine for 14 days since their last exposure to that case. In older grades where students may travel between classes, this applies to all classes that the confirmed case was in.

If there's more than one case in a school, and it's not in the same classroom, learning will continue remotely and the school building will close for at least 24 hours while NYC Test + Trace and NYC Health investigate. Depending on the outcome of the investigation, affected classrooms or the whole building will remain closed for 14 days for quarantine. Students will continue their learning remotely during any necessary quarantine periods.

Communication: Whether symptoms begin at home or in school, there will be a clear flow of information to facilitate fast action and prevent spread. If a COVID-19 case is confirmed, schools will communicate to all families and students at school. Overall Health and Safety Protocols for Every School Testing and tracing are part of several strict health protocols designed to keep our school communities healthy.

Here are the key things that you and your family should know about NYC Department of Education (DOE) health and safety practices, policies, and protocols as we reopen our school buildings in September:

- At all times, students and staff must wear face coverings protecting their nose and mouth while at school or on their way to school. Exceptions will be made for children who can't wear a face covering for medical reasons, and for younger children who aren't developmentally able to wear a face covering.
- Students and staff must maintain six feet of physical distancing throughout the school day, anywhere on school grounds and to and from school.
- Schools will be cleaned throughout the day and disinfected each night, with special attention to high-touch areas.
- Face coverings, hand sanitizer, and cleaning supplies will be readily available throughout every school.
- Every school will have a school-based team ready to respond in the event that there is a health concern in a school.
- Every school will have a designated isolation room for use in the event that a student becomes ill during the school day.

Please refer to the NYCDOE Website for frequent updates on Health & Safety procedures related to Covid 19

Cleanliness

- The school building will be cleaned nightly. Cleaning and disinfection will include all high touch surfaces: classrooms, desks & chairs, conference tables, drinking fountains, door handles and push plates, conference tables, light switches, restroom fixtures, partitions and hardware, buttons on hardware, buttons on vending machines, elevator buttons, gym padding, and physical therapy equipment.
- All school buildings will be given one Electrostatic Backpack Disinfectant.
- We are asking the custodial staff the clean high traffic areas, like restrooms multiple times throughout the day.
- The DOE is supplying school with Masks, PPE, hand sanitizer and Clorox wipes.
- The custodial staff is asking for limited personal items in the classroom

Restrooms and Hallways

- All students outside of their designated classroom will need a valid pass with the teachers initials, time and destination recorded on the pass.
- All restroom and hall passes will be disposable, one time uses paper passes.
- In efforts to keep all students and teachers safe only one student will be allowed in the restroom at a time. When possible there will be a teacher attendant outside the bathroom to manage overflow and remind students to properly wash and sanitize their hands.
- We ask that students remain 6ft apart when in the hallways.

Student Outerwear and Supplies

- Due to the proximity of the lockers and social distancing guidelines, students will not have individual lockers this school year. Students will need to place all outerwear on the back of their chair for the school day. If students can fit their coats, gloves and other belongings in their backpacks that is highly recommended. Students will not be sharing supplies or materials with others . Students are responsible for sanitizing their own belongings and keeping supply storage baggies sealed and stocked (see supply list) throughout the year.
- Non digital independent reading books will be kept in book bags for individual students . All books will be “quarantined” after student use to ensure they are safe for the next reader.

- All electronics, calculators and other classroom equipment will be assigned to students daily and students will be responsible for sanitizing/cleaning them after use each day.

Protocol for Student Illness

- If your child experiences any symptoms of being sick, no matter what the symptoms may be, please keep your child home and make the decision to take your child to the doctor. ***You must submit a doctor's note to the school informing us that it is permissible for your child to continue with in-person learning and that your child has been symptom free without medication for at least 24 hours.***
- If your child gets sick while in the school building, your child will be sent to the nurse's office. The nurse will evaluate your child and/or the main office will contact you letting you know of the situation.
- If the school contacts you to pick up your child, please make arrangements to have someone pick up your child within the hour of getting the phone call. Any person picking up your child must be on the blue card. If the person is not on the blue card, you must email the school informing us of whom you are allowing access to your child. You may email Ms. Rios at DRios@SGL378.org, Ms. Flynn at DFlynn@SGL378.org, Ms. Ricks at KRicks@SGL378.org or Ms. Campos at CCampos@SGL378.org.
- Anyone picking up students must:
 - fill out the NYCDOE Health Screening form at <https://healthscreening.schools.nyc/> and have proof of submission to show to school safety upon arrival
 - be 18 years or older with a valid ID to present to the school safety and the main office.
- Individuals picking up students will remain outside the school building, standing at the main entrance [through the courtyard]. Students and the sign-out book will be brought outside to you. Valid IDs must still be shown to school personnel.

An ill student may return to school only when:

They received a **positive COVID-19** test and

- Quarantined 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

They are **negative for COVID 19** and they

- Present clearance from a healthcare provider **AND**
- The individual has been symptom-free for 24 hours without the use of medication

*If the child feels well enough, they should participate in remote learning while at home.

Staff Illness

Staff members who become symptomatic at school are asked to immediately leave the building.

Whether symptoms begin at home or in school, there will be a clear flow of information to facilitate fast action and prevent spread. A positive confirmed case will trigger an investigation by NYC Test + Trace and DOHMH to determine close contacts within the school. Schools will communicate to all families and students at school once a case is laboratory confirmed

Visitor Policy during COVID-19

Before Your Visit

All visitors **MUST** make an appointment in order to enter the school.

To make an appointment, you may choose any of the following:

1. Call the school at 212.260.5375.
2. Request an appointment online on our website and wait for a confirmation of your appointment day/time. Our website is www.SGL378.org.
3. Email SGL's main scheduler, Ms. Flynn, at DLYNN@SGL378.ORG.
4. The morning of your appointment and prior to entering the building all building visitors must fill out the NYCDOE Health Screening at <https://healthscreening.schools.nyc/> and have evidence of submission available on a personal cell phone.

During Your Visit

- All Global Leaders' visitors **MUST** enter through the main entrance, through the courtyard.
- All visitors **MUST** be wearing face masks upon entering the building and during the entire time in the building.
- All visitors must show proof having had filled out the NYCDOE Health Screening <https://healthscreening.schools.nyc/> on their personal cell phone.
- Visitors **MUST** report directly to the main office to sign in and out. No one is allowed in any part of the building until they sign in thru the Main Office.
- Only one family member is allowed inside the building at a time.

- Main Office will seat no more than two [2] visitors at a time.
- Visitors will have a 10-minute time limit in the waiting area in the Main Office.
- Visitors must wash and/or sanitize their hands upon entering the Main Office.

After Your Visit

Stop by the Main Office to sign out. This allows us to keep track of what day and time visitors were in the building in case this data is needed to trace COVID-related matters.

Picking Up Your Child Early (Non Illness)

- Prior to coming to pick your child up you must fill out the NYCDOE Health Screening form online at <https://healthscreening.schools.nyc/> and be prepared to show evidence of having filled it out to school safety.
- You will not enter the building to pick-up your child. Call 212- 260-5375 when you are DIRECTLY OUTSIDE IN THE MAIN COURTYARD. A staff member will meet you outside with your child and the student sign-out book.
- You must show ID and sign the book acknowledging you picked up your child. All persons must be on the Blue Card. Persons must be 18 years and older to pick up a student.

Videotape and Photo Consent Form

From time to time, our school may be showcased in a variety of educational magazines, newspapers, websites, etc. Teachers and students might be included in photographs, videotapes and/or films. Your child will NOT be videotaped, photographed or filmed without your written consent.

Please read the following form carefully. Sign and return the form to school if you are giving permission for your child to be photographed, videotaped or filmed.

THE NEW YORK CITY DEPARTMENT OF EDUCATION
Richard Carranza, Chancellor
Office of Communications & Media Relations
52 Chambers Street, New York, NY 10007
Tel.: 212-374-5141 | Fax: 212-374-5584

CONSENT TO PHOTOGRAPH, FILM OR VIDEOTAPE A STUDENT FOR NON-PROFIT USE (e.g.: educational, public service or health awareness purposes)

Name of Student: _____

School: **School for Global Leaders**

Class: _____

I, [Parent or Guardian's Name] _____, hereby consent to the participation in interviews, the use of quotes, and the taking of photographs, movies or video tapes of my son/daughter and his/her school-related work by [school or company's name] _____.

I also grant to [school or company's name] _____ the right to edit, use and reuse said products for non-profit purposes. I also hereby release the New York City Department of Education and its agents and employees from all claims, demands, and liabilities whatsoever in connection with the above.

Signature of Parent/Guardian

Date

School for Global Leaders
145 Stanton Street, 2nd Floor
New York, NY 10002

Tel: 212.260.5375 | Fax: 212.432.5586

Website: www.SGL378.org

Twitter: @SGL378

