

Family Handbook Blended Learning 2020-2021

Revised 9/24/20

We will continue to update this document as we receive new information.

Communication with Families

Our families are our partners as we chart this new path forward, and we will be in communication with you through the REMIND app, our PS/MS 114 website, Zoom, and Google Classroom.

- Remind: Text @psms114q to 81010
- School Website: www.psms114.org

Contacting the School

Parents are encouraged to contact the school (718) 634-3382 whenever they have questions or concerns. If you desire to schedule a conference with a specific teacher or administrator, you must call/email in advance and arrange for an appointment.

- Teacher (All emails are listed on our school website)
- Parent Coordinator, Kathy Meade Kmeade@schools.nyc.gov
- Guidance, Ms. Weiss cweiss8@schools.nyc.gov
- Assistant Principal, Ms. Folchetti dfolchettipugli@schools.nyc.gov
- Principal, Elizabeth Welsome ewelsome@schools.nyc.gov

Arrival and Dismissal Procedures

**All family members must wear a face covering when on school property
Including the schoolyard and on all sidewalks around the school building.**

Families must follow all guidelines and directives in order to maintain social distancing.

Please park and walk to drop off and pick up students.

Staff members will be at all entrances to supervise students entering the building.

Elizabeth Welsome, Principal

Deana Folchetti-Puglin, Assistant Principal

Arrival 8:30-8:45 Daily				
Doors will open at 8:30 (not before)				
Pre-K 8:40 am Arrival through exit 6 (school yard) One family member is allowed to escort student to class for the first month of school. Family member must have temperature checked.	Kindergarten 8:30 arrival by class in schoolyard. Teachers will meet students in the yard through October 9th. Beginning October 13 th , students will proceed directly to classrooms. Staff will be in stairwells to support and supervise students.	Grades 1-2-4 Arrival 8:30-8:45 using 134 th Street Main Entrance. Students go directly to classrooms.	Grades 3-5 Arrival 8:30-8:45 using 135 th Street Alcove Entrance (To the left of the main entrance on 135 th). Students go directly to classrooms.	Middle School Arrival 8:30 using 135 th Street Alcove Entrance #7 (To the right of the main entrance on 135 th). Students go directly to classrooms.
Dismissal 1:50-2:00 Daily				
Ms. Russo's Pre-K 1:50-2:00 pm Dismissal in the Pre-K yard.	Kindergarten 1:50-2:00 pm dismissal in the schoolyard. Teachers will dismiss students at marked location by class	Grades 1-3 2:00 pm dismissal in the schoolyard. Teachers will dismiss students at marked location by class	Grade 4 2:00 pm Dismissal using 134 th Street Entrance. Students are escorted to exit and dismissed (Not a face to face dismissal)	Grades 5-8 2:00 pm Dismissal using 135 th Street Alcove Entrance #7 (To the right of the main entrance on 135 th). Students are escorted to exit and dismissed (Not a face to face dismissal)
If a student comes to school on the wrong cohort day				
Please check our website daily to see our calendar for a reminder of what cohort is in school on that day. However, if a student comes to school on the wrong day, the student will be supervised in the auditorium until we can contact a family member to pick them up.				
Breakfast and Lunch in School				
Grab-and-go meals will be "cold" and prepared by our cafeteria staff and will be available for breakfast and lunch each day. Students will also be permitted to bring their own lunch if preferred. Breakfast and Lunch will be in classrooms to minimize interaction between groups of students.				
Students may not come early for breakfast as was offered in the past.				

PS/MS114Q
 THE BELLE HARBOR SCHOOL
 400 Beach 135TH Street
 Belle Harbor, NY 11694
 Telephone: (718)634-3382 Fax: (718)945-4510

Elizabeth Welsome, Principal

Deana Folchetti-Puglin, Assistant Principal

Student Time Schedule	
Arrival	8:30-8:45 Daily
Period 1	8:30-9:17
Period 2	9:17-10:04
Period 3	10:04-10:51
Period 4	10:51-11:38
Period 5	11:38-12:25
Period 6	12:25-1:12
Period 7	1:12-2:00
Dismissal	1:50-2:00 Daily
Students who arrive after 8:45 should proceed to the main entrance on 134 th Street.	
Uniform Policy	
PS/MS 114 remains a uniform school. However, during this period of Blended Learning, students are permitted to wear their gym uniform daily if they choose to do so.	
Supplies	
Amended supply lists by grade band can be found on our website. Students will utilize their own supplies and supplies will not be shared with the class. Teachers on a grade may ask for additional supplies as needed.	
Busing	
Busing is slated to begin on September 29 th . Please see busing information on our website, psms114.org	
Learning Platform	
PS/MS 114 will continue to use google Classroom as our main learning platform. We will also utilize Zoom and Google Meets for whole and small group virtual teaching and learning.	
Health and Safety	
<p>Capacity: PS/MS 114 will operate at significantly reduced capacity for in-person instruction, with, on average, one third of the student population attending at one time.</p> <p>Visitors: Minimizing opportunities for spread is a necessary component for maintaining health and safety in NYCDOE schools. In an effort to limit the number of visitors in a school at any given time, we will attempt to address all visitor and parent concerns by phone or virtually.</p> <p>When it is essential to hold an in-person meeting, all visitors are required to follow the visitor control protocols, including undergoing a temperature check, completing a health screening form, complying with physical distancing requirements and wearing a face covering. All visitors will receive a visitor's pass, which must be returned upon exiting the building. All visitors will be escorted to and from the meeting destination, in order to prevent visitors from accessing unauthorized areas and limiting the possibility of exposure. If a parent is called to the school to pick up their child, the child will be escorted to the main entrance to meet the parent.</p>	

Social Distancing: PS/MS 114 will comply with the COVID-19 health and safety protocols including maintaining at least six feet of physical distancing. Signage will be posted, including but not limited to signs to remind individuals to remain six feet apart, signs to support appropriate movement protocols, and floor markers that show six feet in distance.

Face Coverings: Face coverings are a proven effective tool in preventing the spread of COVID-19 and are a necessary component for school reopening and for ensuring the safety of students and staff. As face coverings contribute to slowing the transmission of COVID-19, face coverings will be required inside PS/MS 114 at all times except while eating or drinking. Families are encouraged to send their own face coverings. However, PS/MS 114 will provide face coverings for any student who comes to school without one. We also encourage all students to have an extra mask in their book bags at all times.

Hand Sanitizing: Hand sanitizing dispensers were installed in all classrooms and throughout co-located spaces and high traffic areas.

Hand Washing: There will be increased access and regular opportunities for students and staff to wash hands or use hand sanitizer throughout the day.

Classroom and Stairwell Doors: Doors within the school building will remain open to the greatest extent possible to reduce the amount of contact on shared surfaces.

Wellness Barriers: Wellness barriers will be placed in the general office, and at the main school safety desk.

Sanitizing the School Building: Custodians will sanitize school building on a nightly basis with an electrostatic sprayer that is CDC approved. 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.

Student Circulation: To reduce movement throughout the building, teachers will travel from class to class, with students remaining in the same room throughout the day to the extent possible. If students have to travel, proper social distancing protocols will be followed.

Monitoring for COVID-19:

Screening: DOE employees are encouraged to pre-screen themselves before heading to a DOE building using an online application. If DOE employees/visitors are not able to pre-screen themselves using the application, they will be asked to complete a screening assessment in-person at any DOE building prior to entering. Any staff/visitor who fails or does not complete their health screening will be refused entry to the building by the School Safety Agent/DOE Special Officer. All staff members will have temperature screenings upon entrance to school building.

Daily Health Screenings for Students (As per DOE Policy):

We all have a part to play in keeping our school communities safe. We are asking you to do your part by making sure your children have completed their health screenings (including temperature checks) before they enter school buildings.

We encourage you to use our Online Health Screening Tool each day that your child is scheduled to attend in-person learning.

- You can find the online health screening at healthscreening.schools.nyc. When you do the screening at home, you or your child just need to provide the results of the screening either by showing the email on a smartphone or a printout of the results before entering the school building. All students will receive an oral thermometer in their first week of in-person instruction in case they need one to check their temperature.
- If you or your child is not able to pre-screen using the online tool, you may use the Paper Health Screening Questionnaire and have your child bring the completed form to school and show it upon entry. Your school will provide you with printed copies so you can complete the questionnaire at home. *The printable version can be found on our website in the Daily Health Screening Tab.*
- If you or your child forgets or is unable to pre-screen, someone will be available at your school's entrance to assist your child in completing the form and checking your child's temperature.
- In order to keep everyone healthy and slow the spread of COVID-19, students will not be able to attend in-person classes if they have: Experienced any symptoms of COVID-19, including a fever of 100.0 degrees F or greater, a new cough, new loss of taste or smell, or shortness of breath within the past 10 days; Received a positive result from a COVID-19 test that tested saliva or used a nose or throat swab (not a blood test) in the past 10 days; Been in close contact (within 6 feet for at least 10 minutes) with anyone who tested positive for COVID-19 or who has or had symptoms of COVID-19 in the past 14 days; or Traveled internationally or from a state with widespread community transmission of COVID-19 per the New York State Travel Advisory in the past 14 days. As always, please keep your child home if they are sick.

Random Temperature Screenings: In addition to Daily Health Screenings completed at home, PS/MS 114 staff will perform random samplings of temperatures of students. Any staff taking temperatures will wear face coverings and gloves. Schools cannot record or track student or staff temperatures.

Testing and Tracing Protocols:

We must use every effort to prevent the spread of infection in schools if a student or staff member is feeling sick or has a confirmed case of COVID-19. Please visit this link <https://www.schools.nyc.gov/school-year-20-21/return-to-school-2020/health-and-safety> to see the specific guidelines for symptoms, criteria for returning, and confirmed cases in a school building.

Personal Health Measures:

Please be proactive and use the personal health measures below to reduce the spread of COVID-1

- Physical Distancing
All individuals in school buildings should remain at least 6 feet apart.
- Face coverings will be required inside school buildings. Exceptions will be developmentally- and age-appropriate, consistent with guidance of health agencies, and paired with increased Personal Protective Equipment (PPE) for staff. NYCDOE is procuring and distributing appropriate PPE for students and staff to use when inside school buildings.
- Handwashing and Hand Sanitizing Often
- Stay Home if You are Sick

HVAC Protocols

In preparation for the reopening of school in September, the DOE is implementing a comprehensive and strategic approach to ensure every building has proper ventilation that is operating as designed. Our custodial staff are performing regular maintenance of all heating, ventilation and air conditioning (HVAC) systems to ensure the maximum amount of outside air is entering the school building.

Our custodial staff will begin operating all applicable HVAC equipment and ventilate school buildings, two (2) hours prior to building occupancy at the start of the school day, and one (1) hour after the school session has ended at a minimum. All HVAC equipment will be inspected daily by custodian engineers (CEs) and will receive regular maintenance, if needed.

We are fortunate that our rooms have operable windows and all classrooms used for instruction have been inspected and have working exhaust fans. In addition, all exhaust fans will be inspected daily maintained as needed.

- Buildings that have operable windows and exhaust fans are in compliance with New York City building-code ventilation requirements. Windows will remain open when spaces are occupied and building exhaust systems are operating.
- Our classrooms also have air conditioners, which bring in outside air into the classrooms when they are on. Air conditioner filters will also be cleaned and maintained on a continual basis.

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