

# P.S./I.S. 95

## The Gravesend School

*LEADIng Together... Soaring to Success!*

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Brooklyn, New York 11223

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Website: [www.PS95bk.org](http://www.PS95bk.org)



# Parent Handbook

## *Policies and Procedures*

**2020 – 2021**

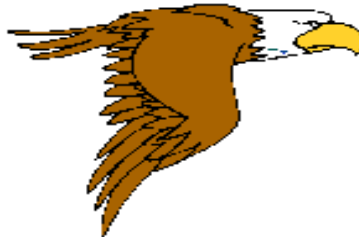
***Janet Ndzibah***  
***Principal***

Yolanda Roberts  
Parent Coordinator

## **Our School Mission**

We believe that every child is capable of great success. We believe in maintaining high expectations for all students, parents and staff by providing a safe, respectful environment that will nurture and guide all members towards becoming self-motivated learners and inspiring leaders. Through this balance, each child will be encouraged to achieve excellence in the academic, physical, emotional and social realms. We believe that by working and LEADing together, we can accomplish this goal for all students.

**P.S. / I.S. 95 "Eagles"**



School Mascot.....

**Eagle**

School Colors.....

**Carolina Blue and Navy Blue**

School Motto.....

***LEADing Together, SOARing to Success!***

**S – Successful Students**

**O – On Time and Prepared**

**A – Attitude Towards Excellence**

**R – Respect Ourselves, People and Property**

### **A Message from the Principal**

Dear Families,

Welcome Back to School! I hope all families had a safe and enjoyable summer, filled with memories that you will cherish for many years to come. At P.S. /I.S. 95 we work collaboratively to provide all members of our school community with a warm and nurturing environment. As a team, we will reinforce the importance of excellence both academically and socially for all students whether they are learning in a blended setting or remotely.

This handbook has been prepared to provide you with a brief summary of our school's procedures, regulations and policies. Please keep it as a reference to assist in maintaining an effective home- school line of communication. You can also find copies of all of the Chancellor's Regulations on the following website:

<https://www.schools.nyc.gov/school-life/policies-for-all/chancellors-regulations>

P.S. /I.S. 95 needs all members of our community to participate in the educational journey of our students! Everyone can contribute to our positive learning community. This year all events will be conducted virtually. Please join us for monthly PTA meetings, and various school functions and activities. Volunteers are always welcome and needed! Be sure to email our PTA President and our Parent Coordinator for more information.

We look forward to working collaboratively to provide our children with a strong foundation upon which they will utilize towards achieving excellence and SOARing to success!

Sincerely,  
Janet Ndzibah

### School Staff

Principal .....	Janet Ndzibah -	jndzibah@schools.nyc.gov
Assistant Principals .....	Cecile Jamir	cjamir@schools.nyc.gov
	George Kakalos	GKakalo@schools.nyc.gov
	Angela Colaianni	AColai@schools.nyc.gov
	Dana Sivio	DSivio@schools.nyc.gov
Guidance Counselors.....	Kimberly Dowd	KDowd2@schools.nyc.gov
	Marilyn Ferraioli	MFerraioli@schools.nyc.gov
Dean/Crisis Intervention.....	Agnese D'Istria	ADistri@schools.nyc.gov
School Psychologist.....	Dr. Rochelle Kreisler	RKreisler@schools.nyc.gov
Bilingual School Psychologist.....	Maria Perez	MPerez35@schools.nyc.gov
Principal/Pupil Secretary.....	Jacqueline Rosales-Cappucci	jRosales3@schools.nyc.gov
Payroll Secretary.....	Nancy Suarez	NSuarez2@schools.nyc.gov
Custodial Engineer .....	Kevin McCormick	ck095@schools.nyc.gov
Parent Coordinator.....	Yolanda Roberts	YRoberts@schools.nyc.gov
PTA President .....	Ellie Guzman	psis95pta@gmail.com

### Parent Coordinator

Our Parent Coordinator, Mrs. Yolanda Roberts, is committed to you and your child. Mrs. Roberts is also responsible for creating a welcoming environment and is here to support the PTA and broaden parental involvement. Mrs. Roberts is available to meet with parents as well as address and support family's needs as they may arise during the school year. Due to the COVID Pandemic she will meet with parents virtually and through her Google Classroom. Her Google classroom code is [4xic4u5](#). In order to log on to her Google Classroom you must use your personal email account. Our Parent Coordinator will host workshops throughout the year with helpful information for families using this platform. She can be reached also be reach at 917-628-3431.

### Parent Teacher Association

All parents and guardians of our school community are encouraged to become an active member of the Parent Teacher Association (PTA.). The PTA is always looking for members to assist with school events and fundraisers. Please contact the PTA if you are interested in lending a helping hand. This year the PTA will also hold virtual meetings and events.

### P.S. / I.S. 95 - Official School Hours and Schedule – 2020 - 2021

#### **Pre-K – Grade 8 -MONDAY- FRIDAY 8:30 AM-2:00 PM**

Our Model for Blended Learning is as follows:

Week	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Green Group D – Remote Only</b>					
1	Red Group B	Blue Group A	Blue Group A	Red Group B	Yellow Group C
2	Red Group B	Yellow Group C	Blue Group A	Red Group B	Yellow Group C
3	Yellow Group C	Blue Group A	Blue Group A	Red Group B	Yellow Group C

- Students will be provided with color-coded tags to match the day that they are scheduled to be in school to support parents and students in remembering which day they are to be in school.
- Parents are asked to keep this schedule in a prominent place in their home as a reminder.
- A monthly calendar will be sent home at the beginning of each month with color coded days to assist families with planning ahead.
- Students are only to attend class in the school building when they are scheduled. If they arrive at the school building on the wrong day, you will be called to pick up your child.

## On-line Instructional Platform



We are using Google Classroom as our platform to teach our fully remote students and our blended students when they are learning from home. Our school website ([www.ps95bk.org](http://www.ps95bk.org)) provides instructions and videos on how to log on to and access your child's Google classroom. When students log on to their Google Classroom the following should be in place:

- Your child should have a quiet place to learn. It is preferable that children are sitting at a table.
- Your child should come on-line dressed appropriately for school (no pajamas)
- Your child should be prepared with all their materials, ready for learning
- Your child should join their class on-time and follow their daily schedule
- Cameras should always be turned on
- Children should attend alone -without a parent or sibling. In Pre-K and Kindergarten it may necessary for a parent to assist their child but please do so off camera.
- Your child should do their best work and ask for help when needed.

## School and Home Communication

**Do you have a question or concern? It is important that you first speak with your child's teacher. After speaking to the teacher, the following staff members are always available to assist you:**

Staff	Title/Responsibility	Email
Ms. Roberts	Parent Coordinator – all grades	Yroberts@schools.nyc.gov
Ms. Distria	Dean - all grades / conflict resolution	ADistri@schools.nyc.gov
Ms. Dowd	Guidance Counselor – Grades K – 4	KDowd2@schools.nyc.gov
Ms. Ferraioli	Guidance Counselor – Grades 5-8	MFerraioli@schools.nyc.gov
Mrs. Jamir	Assistant Principal, Grades Pre-K – 1, Attendance & Health	cjamir@schools.nyc.gov
Mr. Kakalos	Assistant Principal, Grades 2 and Clusters and Safety	Gkakalo@schools.nyc.gov
Ms. Colaianne	Assistant Principal, Grade 3 and the Special Education and ESL Department	AColaia@schools.nyc.gov
Mrs. Sivio	Assistant Principal, Grades 5 – 8 and iReady	DSivio@schools.nyc.gov
Mrs. Ndzibah	Principal- All Grades	JNdzibah@schools.nyc.gov

We are excited to advise you that we are adopting a new system named Operoo. Some people may have already used this system, previously known as Care Monkey. The Operoo system makes it very easy for you to respond to field trip consent forms, emergency contact cards and other consent forms using your mobile phone, tablet or PC. No more paperwork! No more lost forms or notes, no more concerns about children missing out on information when they are absent. **All information on Operoo can be seen in the preferred language that you choose.** Operoo will greatly reduce the burden on you to provide information that is repetitive. For example, it will allow you to keep you or your child's emergency contact and medical information up to date; so you don't need to repeat this information again whilst your child is at PS/IS 95. It also puts you in control of this data so you will always know what emergency contacts and medical information is shared with PS/IS 95.

We will need each parent to keep their Operoo account up to date. If there is a change in your email, contact number, or emergency contact information you should make that change through your Operoo account. This will allow you to get the latest news and information from the school as well as keep us informed of important changes regarding your child.

Important notices and directions and **how to videos** such as how to log on to navigate Google Classroom are also posted on our PS 95 website, [www.PS95bk.org](http://www.PS95bk.org).

The home-school network consists of students, parents, teachers, administration and support staff working together to educate our students. It is vital to the progress and success of every student that communication is established and maintained. Please check your child's morning message folder on Google Classroom as well as Operoo, every day for important communication and notices that need your attention or response.

It is necessary for parents and teachers to confer. Progress Reports and Report Cards are issued several times during the year. Please make every attempt to attend parent-teacher conferences held in November and March. Conferences will likely be conducted virtually or via telephone. At times, teachers or parents may need to address an issue immediately. In such a case, a written note or email should be sent to the teacher, which may be followed up by a telephone call, virtual conference, letter or conference. Please feel free to make an appointment to discuss your child's progress throughout the year during this time. Due to the COVID Pandemic and CDC Health protocols meetings with teachers will be conducted on-line. Please note that all staff members have daily parent engagement time from 2:00 pm – 2:20 pm.

## **Marking Periods / Report Cards for 2020 - 2021**

Adjustments have been made to our marking period to assist the school in having enough time to collect meaningful data to accurately provide grades for students. Our revised Marking Periods and Progress Report / Report Card Distribution Schedule was discussed, developed and approved by the School Leadership Team. Below please find our revised marking periods and report card/ progress report schedule for the 2020 – 2021 school year. Please note that all reports will be emailed to families.

Marking Period	Time period	Progress Report / Report Card Distribution
09/21/2020 – 11/30/2020	45 days	1. November Progress Report/Parent Teacher Conferences. 11/05/2020 2. December Report Card - 12/18/2020
12/1/2020 – 2/28/2021	52 days	3. March Report Card - Parent Teacher Conferences. 03/04/2021
03/01/2021 – 06/15/2021	66 days	April Progress Report Distribution - April 30, 2021 June Report Card distribution - last day of school – 06/25/2021

## **Health and Safety Policy**

Below you will find the Health and Safety Protocols that will be in place during for the 2020-2021 school year in order to ensure the health safety of all our students and staff. Please pay careful attention to the items highlighted in blue as they require your diligent cooperation.

## **COVID-19 Health Policy**

The health and safety of students and staff are of the utmost priority. We will therefore strictly adhere to the state and city guidelines to prevent the spread of the COVID-19 virus and to keep our PS/IS 95 school family safe. Please note the following:

- In order for schools to reopen and stay open, the percentage of positive tests in New York City must be less than 3% using a 7-day rolling average. Schools will need to close if the percentage of positive tests in New York City are equal to or more than 3% using a 7-day rolling average.
- **Face coverings must be worn by students and staff at all times except while eating or drinking. Parents are encouraged to send students to school with 2 face coverings per day so that if one is soiled, they will have a replacement. Cloth face coverings should be washed daily and disposable ones changed daily.**
- Social distancing will be implemented throughout our school building according to CDC and state guidelines.
- **Daily health screenings, including temperature checks, must be completed at home by families and by school-based staff. Children or staff must not report to school if they are ill or symptomatic.**
- The number of visitors to the school building will be limited to only essential visitors. All other business will be conducted virtually. 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 staff, students and essential visitors must complete a health screening form daily using this link. <https://healthscreening.schools.nyc/>. This screening result must be shown every morning in order to enter the school building. It can be shown either on your mobile device or with a printed copy.
- PS/IS 95 will have an Isolation Room. This is a place where a student with suspected COVID-19 symptoms can be safely isolated in the building until they can be picked up by a parent/guardian.
- Any student exhibiting a fever from a random temperature check must be evaluated by the nurse or health professional in the Isolation Room. **The student must stay in the building's Isolation Room until picked up by a parent or guardian.**
- Students showing symptoms of COVID-19 will be escorted to the Isolation Room by a designated staff member wearing appropriate PPE. The parents will be notified and the student must be picked up by the parent or guardian.
- Students being picked up will be escorted to the lobby to meet their parent or guardian.
- The nurse/health professional and school staff will strongly advise the family to visit a doctor and get the student tested for COVID-19. Testing locations will be made available to the parent.
- School-based staff members showing symptoms at COVID-19 will be directed to leave the school building.
- The area where students or staff were exhibiting symptoms will be cleaned and disinfected immediately.

## **Hand and Respiratory Hygiene**

- Students and staff will need to thoroughly clean their hands as soon as possible upon entry to the school building.
- In addition, students will be expected to clean their hands repeatedly throughout the day, including but not limited to, between classes, before and after physical education, and before and after meals/snacks.
- Hand Sanitizers will be provided to classrooms and offices
- Sanitation stations will be created in each classroom
- Hand sanitizing dispensers were installed throughout co-located spaces, high traffic areas and classrooms.
- Signs are placed around the school and in the bathrooms to remind students and staff how to effectively wash their hands to prevent Transmission of COVID-19
- The DOE and the Department of Health will use trace monitoring procedures to determine when or if a designated area in a school or a school building should be closed due to COVID-19 cases. Please see the chart below.

## **NYC Test & Trace Corps and DOHMH Investigation Conclusions:**

## **NYC COVID-19 School Health Policy**

<b>One confirmed case</b>	Close classroom, transition to remote learning	Classroom remains closed for 14 days; Students and staff in close contact with positive case quarantine for 14 days
<b>At least two cases linked together in school, same classroom</b>	Close classroom, transition to remote learning	Classroom remains closed for 14 days; Students and staff in close contact with positive case quarantine for 14 days
<b>At least two cases linked together in school, different classrooms</b>	Close school building, transition to remote learning	Classrooms of each case remain closed and quarantined for 14 days Additional school members are quarantined based on where the exposure was in the school (e.g., the locker room)
<b>At least two cases linked together by circumstances outside of school (e.g., acquired infection by different setting and source)</b>	Close school building, transition to remote learning	School opens after investigation; Classrooms remain closed for 14 days
<b>At least two cases, not linked but exposure confirmed for each outside of school setting</b>	Close school building, transition to remote learning	School opens after investigation; Classrooms remain closed for 14 days
<b>Link unable to be determined</b>	Close school building, transition to remote learning	Close school for 14 days



## **Criteria for Returning to School After Showing Symptoms**

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 have passed 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.

**If DOHMH or NYC Test & Trace Corps determine the individual is considered a close contact of a positive case, the individual can only return to school when all the following are met:**

- The individual has completed a 14-day quarantine regardless of symptoms or COVID-19 test results since their last exposure to that case AND
- Presents clearance from a health care provider evaluation AND
- The student has been symptom free for 24 hours without the use of medication.
- Students in quarantine should participate in remote learning if feeling well enough.

## **Symptoms of COVID-19 are:**

- Fever of 100.0°F or higher or chills,
- Cough, shortness of breath or difficulty breathing,
- Fatigue,
- Muscle or body aches,
- Headache,
- Loss of taste or smell,
- Sore throat, congestion or runny nose,
- Nausea or vomiting,
- Diarrhea.

## **COVID-19 Safety Policy**

### **Social Distancing & Capacity**

Safely reopening schools for in-person learning means significant changes to classroom capacity. In order to fully comply with the CDC and New York State's physical distancing requirements that reduce the spread of COVID-19, we will operate at significantly reduced capacity for in-person instruction, with, on average, between one third and half of the student population attending at one time. In order to provide the maximum number of students access to in-person instruction at our school while following health and safety plans, students will rotate in groups between in-person and remote learning.

Every school within DOE will be required to ensure that all individuals stay at least six feet apart at all times, including at building entry, during movement through hallway and stairwells, while in classrooms and shared spaces. We will continue to support and ensure that conditions make physical distancing possible. Signage will be displayed, 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.

We redesigned movement protocols within a building to minimize congestion, including but not limited to designating one-way direction stairwells, single file routes, and requiring students to stay in the classroom during lunch periods. This includes larger shared spaces (e.g.: gyms, cafeterias, auditoriums, school-yards) and protocols on entrance and departure from the building.

## **Shared Spaces**

### **Student Circulation**

- Travel areas will be appropriately staffed to support students with physical distancing guidelines.
- 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 should be followed.
- Students will remain with the same group of students, in a cohort, throughout the day.

### **Bathroom Usage**

- Bathroom use must not exceed established cap (based on physical distancing guidelines) at any given time.
- Bathrooms are used to accommodate for physical distancing requirements, e.g., use of alternate stalls and/or sinks.
- Appropriate signage regarding hand washing and physical distancing will be displayed.
- A staff member will be assigned to monitor social distancing by each bathroom.

### **Public Assembly Spaces**

- Use of large assembly spaces (e.g. cafeterias, auditoriums, libraries, and, gymnasiums) must comply with physical distancing guidelines

### **Outdoor Learning**

- Ground markings will be used to encourage physical distancing.

### **Student Morning lineup and Dismissal Procedures**

- Additional school personnel will be deployed strategically to assist students and families to ensure social distancing and ensure that Health Protocols are administered.
- Staggered dismissal times and multiple exits will be used to ensure social distancing for entire school community.
- For students entering and being dismissed, e.g., play yards, physical distancing markers and directional signs will be in use to be aware of entering and exit procedures. This is to avoid congestion.

### **Bus Children**

Upon arrival, a staff member will meet your child at our bus location on Gravesend Neck Road. Students will proceed into the building where they will be monitored until it is time to proceed to their classroom. On the first day that blended students attends school they will be issued a bus identification tag, which must be visibly worn during arrival and dismissal. Please leave this tag on your child's book bag.

All bus students are escorted from the school building to their appropriate buses by school staff. All bus students will receive a bus tag. Changes in dismissal procedures are strongly discouraged. If any unforeseen change is made to a student's dismissal procedure, this change must be made in writing. Please note that continuous changes to the dismissal of bus students could result in your child being removed from bus services.



## **Morning Arrival and Dismissal Locations**

<b>Morning Line-up</b>			<b>Dismissal</b>		
<b>Grade</b>	<b>Drop-off location</b>	<b>Arrival Begins</b>	<b>Grade</b>	<b>Pick-Up Location</b>	<b>Time</b>
Pre-K	Early Childhood Gate (Avenue U)	8:30 A.M	Pre-K	Early Childhood Gate (Avenue U)	2:00 P.M
K	Early Childhood Gate (Avenue U)	8:15 A.M	K	Early Childhood Gate (Avenue U)	2:00 P.M
1	Lama Court Gate	8:15 A.M	1	Avenue U Gate	2:00 P.M
2	Lama Court Gate	8:15 A.M	2	Avenue U Gate	2:00 P.M
3	Gravesend Gate	8:15 A.M	3	Gravesend Gate	2:00 P.M
4	Gravesend Gate	8:15 A.M	4	Gravesend Gate	2:00 P.M
5	Gravesend Bus Gate	8:15 A.M	5	Gravesend Gate	2:00 P.M
6	Avenue U Gate	8:15 A.M	6	Lama Court Gate	1:55 P.M
7	Avenue U Gate	8:15 A.M	7	Lama Court Gate	1:55 P.M
8	Avenue U Gate	8:15 A.M	8	Lama Court Gate	1:55 P.M
Bus Students	Gravesend Bus Gate	8:00 A.M	Bus Students	Gravesend Bus Gate	2:00-2:30

## **Signing Out Students Early**

Parents are strongly discouraged from signing students out before dismissal. It is important to schedule appointments after school hours. To ensure a safe and organized dismissal, students will not be permitted to be signed out from 1:30pm–2:00 pm. Please remember a student will NEVER be released to an individual that is not on the Emergency Contact Card.

## **Late Pick-Up/Arrival or Dismissal Changes**

- Late Pick will begin after dismissal is over at 2:00pm by Gravesend Auditorium Stairs. To ensure social distancing families are asked to line up by Gravesend Gate and follow instructions from assigned staff members.
- All staff members are directed to bring late students to the auditorium and a staff member assigned will ensure students are socially distanced from each other.
- **Students in grades 4-8 are not permitted to walk home unless they have written consent.**
- **Please remember to be punctual for dismissal and note that dismissal procedures are never changed due to weather conditions.**
- **Picking up students late will be closely monitored this school year. If a family is consistently late to pick up their child, a meeting will be scheduled with the principal to discuss the possible transfer to remote instruction.**
- If you wish to change your child's arrival or dismissal procedure, you must do so in writing. Please specify the date and the changes that will occur. **Verbal requests will not be accepted.** Students will only be released to those people listed on the Emergency Contact Card unless the school has been notified in writing. Verbal permission will not be honored. If there is a change in the adult who is picking up your child, please be sure that your child's teacher is notified in writing and the Emergency Contact Card is updated.

## **Breakfast and Lunch**

All students are entitled to a free breakfast and lunch every day. All remote students can come to the school building and pick up breakfast and lunch bags from 9:00am – 11:00am every morning at our Lama Court doors. Breakfast will be a grab and go upon student arrival to their classroom at 8:30 am. Lunch will be served in the classroom and will be served during an instructional period. During this time students will be engaged in a read aloud or another instructional activity linked to their units of study. Students who do not bring their own lunch will be served a grab and go lunch.

## **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, [as recommended by the CDC](#), schools are encouraged, where possible, to address all visitor and parent concerns by phone or virtually. Our school's Assistant Principals and designated staff should conduct meetings remotely, where possible.

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 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, in order to prevent visitors from accessing unauthorized areas, limiting the possibility of exposure. If a parent is called to the school to pick up their child, the child must be brought to the main lobby to meet the parent.

## **Before and Aftercare**

As students in New York City return to schools after months of isolated and sedentary living, it is more important than ever to support and promote opportunities for physical activity and safe socialization during and after the school day. Extracurricular activities and before or after school programs serve as a critical means to cultivate student voice, empower youth, and provide access to experiential opportunities and skill development to children who would not otherwise be afforded such opportunities.

As of the submission of this document, the New York State Department of Health has stated "interscholastic sports are not permitted at this time." NYCDOE will comply with this regulation and specific Public Schools Athletic League (PSAL) and CHAMPS (middle-school, afterschool physical activity program) guidance on those official offerings will be forthcoming when interscholastic sports are permitted to resume.

Schools offering extracurricular and afterschool programming will uphold the following:

- Any in-person activity that takes place after the regular school day should be limited on a daily basis to students who were in physical attendance on that given day within the same school building.
- Students will be kept in the same groupings during the day and in afterschool programming (e.g., by age, by class/cohort).
- Wherever possible, schools should work to offer remote options for those students not attending in-person.
- After hours dismissal procedures will be aligned with school day dismissal processes and adhere to health and safety protocols. If a student feels unwell prior to or during an afterschool activity, the school should follow standard COVID response protocols.
- Afterschool program staff who work at a location or school other than where they are supervising afterschool activities/coaching are required to follow daily entry protocols upon arrival to the afterschool site.

## **School Safety Drills**

NYCDOE is taking active measures to protect both the health and safety of students and staff. Currently, all schools must implement a General Response Protocol (GRP) which provides specific directions that staff and students will take in an emergency that may result in an evacuation, shelter-in or lockdown.

In accordance with New York State Education Law Section 807, all schools are required to conduct four soft lockdown drills per year in addition to eight evacuation drills, for a total of twelve emergency drills annually.

During this pandemic, the existing emergency drill practices remain in effect with the following modifications related to the COVID-19 pandemic. In an actual soft or hard lockdown, the priority is maintaining the safety of all students and staff. In an actual evacuation/emergency, the priority is exiting the building safely.

and expeditiously; as outlined in [NYSED guidance](#), in an actual emergency, it is understood that physical distancing may not be possible.

## **Attendance Procedures**

School attendance is essential for a successful school year. Attendance is taken daily. If your child is absent from in person learning or remote instruction, please notify the school of the absence and arrange for any missed work. A note must accompany the child returning to school or an email sent to the teacher. If a child is absent, and a call or email from a parent is not received, a phone call to your home will be made.

- Students are mandated by law to have regular attendance in school.
- As per the Chancellor's Regulations, students need to be present more than 90% of the school year for promotion to the next grade.
- **Doctor's appointments should be scheduled when school is not in session.**
- Vacations should be planned in conjunction with the school calendar. The school **WILL NOT** approve extended vacations when school is in session.
- Students should not be taken out of school early unless there is an emergency.

**\*\*Please note that attendance is carefully monitored. When students are not in school they are missing learning as well as opportunities to demonstrate their mastery of grade level standards which is needed when making end of the school year promotional decisions.**

## **Definition of Attendance for School Year 2020-2021**

- **In Person:** Student is physically present in the classroom/school learning environment for instruction during the scheduled school day.
- **Remote:** Student is virtually present for synchronous instruction (live meeting with the teacher) during the scheduled school day.
- **Students are marked for attendance Monday-Friday** whether those students are engaged in remote or in-person learning. When blended or fully remote students are scheduled for morning and afternoon live instruction in the morning and afternoon, they are expected to be present for both sessions. Students who are not present for the morning session will be marked late. Students who are not present for the afternoon session will be marked present for a half of the day.

## **Lateness**

Students are expected to be punctual. School begins promptly at 8:30 am. Morning arrival begins at 8:15 am. All students are encouraged to arrive to school by 8:15am. Students who arrive to school after the morning arrival time of 8:30 am will be considered late. All remote students are expected to attend their live instruction at 8:30. **After 3 late arrivals, you will be contacted by the teacher. Teachers are instructed to keep a log of parent contact for absences and lateness. Please remember that when students are late to school they are missing vital learning that is needed to successfully complete their school work.**

## **Behavioral Policy**

P.S. /IS. 95 will strictly adhere to the Chancellor's Code of Discipline, which can be found at

**<https://www.schools.nyc.gov/search-results?keyword=behavioral%20contract>**

This handbook must be reviewed, and shared with your child.

## **Appropriate Dress**

Any appearance that is disruptive or detrimental to the educational process is not permitted in school. Caps, sweatbands, hoods or other apparel for the head are not to be worn in any location of our school building or in virtual classrooms. Along these same lines, short shorts, skirts, and tank tops are not appropriate for school wear. Flip flops or other open toe shoes should not be worn to school as they present safety concerns. Sneakers or closed-toe shoes, with rubber soles, should be worn to school every day.

**Please know that in the event that the school feels a student's attire is inappropriate for school, the student's home will be called and the parent will be required to bring alternate clothing to school.**

### **With regard to Physical Education class and Recess at lunch:**

According to the NYC Fitness and Health Education Department (NYCFHED), proper attire must be worn at all times. In order to align our Physical Education Requirements with the NYCFHED, all students must adhere to the following:

- Sneakers that tie or fasten with Velcro are acceptable gym attire. No slip-on, open back or skate sneakers are allowed.
- All students must wear socks and sneakers for indoor and outdoor PE classes.
- Children not wearing appropriate sneakers will not participate in PE activities. Lack of participation will be reflected on the report card.
- Jewelry or dangling accessories (including keys) cannot be worn for safety reasons. These include necklaces, earrings, rings, bracelets and watches.

## **Cell Phone Policy**

Each school has established a written school-based policy regarding the use of cell phones, computing devices and portable music and entertainment systems on school property that is consistent with the regulation, and must consult with the School Leadership Team. The School Leadership Team has established the attached cell phone policy for our school. Although we do not foresee any problems arising from our cell phone policy, it is extremely important for the school community to understand that the possession of cell phones, computing devices and portable music and entertainment systems is the sole responsibility of the student possessing them. Our school will not be responsible for any broken or stolen electronic devices. Cell phones, computing devices and portable music and entertainment systems and the rules and regulations used to govern their possession and use must not become a distraction or hindrance to classroom instruction and our educational process.

Please read our attached policy regarding cellphones, computing devices, portable music and entertainment systems on school property. Please be sure to review this policy with your child at home. The school will be instructing staff and students on the policy to ensure it is followed consistently.

### **PS/IS 95's policy regarding the use cell phones, computing devices and portable music and entertainment systems on school property:**

- Although students may bring cell phones and computing devices, to the school building, it is strongly discouraged. Cell phones **may not** be visible, turned on or used at school.
- Cell phones and computing devices **may not** be turned on or used during evacuation drills or other emergency preparedness exercises.
- Computing devices **may not** be turned on or used during the administration of any school quiz, test or examination, except as authorized by the school, or pursuant to an Individualized Education Plan or a Section 504 accommodation plan.
- All cell phones, computing devices, and portable music and entertainment systems brought to school **must be turned off** and headphones should be put away, before entering school building and should not to be turned on until students leave school property.
- Students who use cell phones, computing devices or portable music and entertainment systems in violation of the DOE's Discipline Code, the school's policy, Chancellor's Regulation A-413, and/or the DOE's Internet

Acceptable Use and Safety Policy will be subject to discipline in accordance with the guidance interventions and disciplinary responses set forth in the Discipline Code.

- Students who choose to bring cell phones and computing devices to school are fully responsible for that device/system by keeping that item on their person or storing the item. **PS/IS 95 is not liable** for lost, stolen, or damaged items.
- If a school confiscates a cell phone, computing device, or portable music or entertainment system for violation of the DOE's Discipline Code, the school's policy, this regulation, and/or the Internet Acceptable Use and Safety Policy, the principal/designee must contact the student's parent.
- The following is the procedure that will be in place in the event that your child has an electronic item confiscated in school;

**1<sup>st</sup> Offense-** Item will be confiscated, parent will be contacted and the item will be returned to student the following day at dismissal.

**2<sup>nd</sup> Offense-** Item will be confiscated; a meeting will be set with the parent & school staff. Items will be returned at the conclusion of the parent meeting.

**3<sup>rd</sup> Offense-** Item will be confiscated and a parent will be contacted. Item will be confiscated; a meeting will be set with the parent & assistant principal. Student will lose the privilege of bringing electronic items to school. Items will be returned at the conclusion of the parent meeting. The student will serve a one day lunch detention for violating our school's policy.

## **504 Medical and Educational Accommodations**

Your child may be entitled to special accommodations in school under Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and various state and city laws. These laws protect the rights of students with special health needs who might have difficulty attending school or participating in regular school activities without support services or reasonable accommodations being provided.

- A 504 must be completed in order for the nurse to administer any medication.
- Medical 504 forms can be obtained from the Nurse or Mrs. Jamir
- Students are not permitted to self-medicate without the supervision of the nurse.
- Students whose 504 indicates that they have been trained to use an inhaler can carry and use their inhaler when needed.
- Teachers are not permitted to administer any medication. Please contact Ms. Jamir, Assistant Principal, right away to discuss further.
- An Educational 504 are for students who need environmental, instructional or testing accommodation based on a condition verified by a medical provider. A 504 Accommodation form can be obtained from our school psychologist Dr. Kreisler or Mrs. Jamir. Please contact either of them for more information.
- Educational 504 Plans must be renewed yearly

## **2020-2021 School Calendar**

\*\*\*Please note **snow days** are no longer days off. Snow Days will now be considered virtual instructional days. Students are to be in attendance every week day other than the holidays listed below.

DATES	WEEKDAYS	NOTES
September 16-18	Wednesday–Friday	Fully remote partial school days for students.
September 21	Monday	In-person learning begins for 3K, Pre-K and all District 75 students
September 28	Monday	Yom Kippur, schools closed

DATES	WEEKDAYS	NOTES
September 29	Tuesday	In-person learning begins for all elementary school students (K-12, K-5, K-8, K-2 and K-3 schools)
October 1	Thursday	In-person learning begins for middle school, high school, secondary schools, transfer schools, adult education and evening schools.
October 12	Monday	Columbus Day, schools closed
November 3	Tuesday	Election Day, fully remote instructional day for all students
November 4	Wednesday	Evening parent teacher conferences for elementary schools and K–8 schools.
November 5	Thursday	Afternoon parent teacher conferences for elementary schools and K–8 schools; students in these schools dismissed three hours early.
November 11	Wednesday	Veterans Day, schools closed
November 12	Thursday	Evening parent teacher conferences for high schools, K–12, and 6–12 schools.
November 13	Friday	Afternoon parent teacher conferences for high schools, K–12, and 6–12 schools; students in these schools dismissed three hours early.
November 18	Wednesday	Evening parent teacher conferences for middle schools and District 75 school programs.
November 19	Thursday	Afternoon Conferences for middle schools and District 75 school programs; students in these schools dismissed three hours early.
November 26–27	Thursday–Friday	Thanksgiving Recess, schools closed
December 24–January 1	Thursday–next Friday	Winter Recess, schools closed
January 18	Monday	Rev. Dr. Martin Luther King Jr. Day, schools closed
February 12	Friday	Lunar New Year, schools closed
February 15–19	Monday–Friday	Midwinter Recess (includes Presidents' Day and Lincoln's Birthday), schools closed
March 3	Wednesday	Evening parent teacher conferences for elementary schools and K–8 Schools.
March 4	Thursday	Afternoon parent teacher conferences for elementary schools and K–8 schools; students in these schools dismissed three hours early.
March 10	Wednesday	Evening parent teacher conferences for middle schools and district 75 schools and programs.
March 11	Thursday	Afternoon parent teacher conferences for middle schools and district 75 schools and programs; students in these schools dismissed three hours early.
March 18	Thursday	Evening parent teacher conferences for high schools, K–12, and 6–12 schools.
March 19	Friday	Afternoon parent teacher conferences for high schools, K–12, and 6–12 schools; students in these schools dismissed three hours early.
March 29–April 2	Monday–Friday	Spring Recess, schools closed
May 13	Thursday	Eid Al-Fitr, schools closed
May 31	Monday	Memorial Day, schools closed
June 3	Thursday	Anniversary Day. Chancellor's Conference Day for staff development. Students not in attendance.
June 8	Tuesday	Clerical Day for K–5, K–6, 6–8, and K–12 and D75 schools and programs only; students in these schools do not attend. Students in 9–12 and 6–12 schools in Districts 1–32 are in attendance.
June 25	Friday	Last day of school for all students.



