

Parent/Guardian & Student Handbook 2022-2023 School Year



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September 2022

Dear PS/MS 278 Community,

Welcome back for the 2022-2023 school year. Whether you are a new or returning student, we are happy to have you as part of our school community!

We are firm believers in the power of growth mindset and self-efficacy. We approach every year with the belief that all our students are capable of learning, growth, and goal achievement. We are happy to have you back and ready for this journey together.

This parent & guardian/student handbook is only the introduction to your child's school program. After reviewing it for general information, I encourage all parents and students to become actively involved in the PS/MS 278 experience. Communication is vital so please establish a two-way, open relationship with your child's teacher these first weeks of school, join our PTA, and come talk with me at our weekly community meetings. Your support will go a long way in helping make this a successful year!

Thank you for your support, and we look forward to an exciting and rewarding school year.

Best wishes,

Bryanna Velazquez

Principal, PS/MS 278

2022-2023 School Year

School Mission:

PS/MS 278 is committed to preparing our students for future success by providing an environment where students will experience optimal social, emotional, and academic success through a challenging, rigorous, safe, and healthy environment.

School Vision:

Every student attending PS/MS 278 will acquire the tools needed for academic success (proficiency) and social and emotional growth through a collaborative effort resulting in readiness for college and careers in a technology-based global society.

Core Values:

PERSONAL
RESPONSIBILITY
RESPECT
INCLUSIVE
DEDICATED
TO GROWTH
ENGAGED



NYC Department of Education School Year Calendar

2022–2023

This is the 2022–23 school year calendar for all 3K–12 NYCDOE public schools. If your child attends a private, parochial, charter school, NYCEEC Early Childhood Community-Based Organization or Family Childcare Program, please contact your child's school for information about their calendar. Please note the following:

- November 8, Election Day, is a non-attendance day for students. No in-person or remote instruction will be provided.
- On "Snow days" or days when school buildings are closed due to an emergency, all students and families should plan on participating in remote learning.
- Individual schools' Parent-Teacher Conference dates might be different from the dates below. Your child's teacher will work with you to schedule your conference.
- On this schedule, elementary schools are defined as programs that serve kindergarten (K) through grade 8, including schools with 3K and Pre-K, as well as those that end in grade 5. Middle schools are defined as programs that serve grades 6–8, and high schools are defined as programs that serve grades 9–12.

DATE	WEEKDAY	EVENT
September 8	Thursday	First day of school
September 15	Thursday	Evening Parent-Teacher Conferences for elementary schools, and Pre-K Centers
September 22	Thursday	Evening Parent-Teacher Conferences for middle schools and D75 schools
September 26	Monday	Rosh Hashanah, schools closed
September 27	Tuesday	Rosh Hashanah, schools closed
September 29	Thursday	Evening Parent-Teacher Conferences for high schools, K–12, and 6–12 schools
October 5	Wednesday	Yom Kippur, schools closed
October 10	Monday	Italian Heritage / Indigenous Peoples' Day, schools closed
November 3	Thursday	Afternoon and Evening Parent-Teacher Conferences for elementary schools; students in these schools dismissed three hours early.
November 8	Tuesday	Election Day, students do not attend school
November 9	Wednesday	Afternoon and Evening Parent-Teacher Conferences for middle schools and D75 schools; students in these schools dismissed three hours early.
November 11	Friday	Veterans Day, schools closed
November 17	Thursday	Evening Parent-Teacher Conferences for high schools, K–12, and 6–12 schools
November 18	Friday	Afternoon Parent-Teacher Conferences for high schools, K–12, and 6–12 schools; students in these schools dismissed three hours early.
November 24	Thursday	Thanksgiving, schools closed
November 25	Friday	Thanksgiving Recess, schools closed

Please see our School Calendar Here: <https://psms278.org/calendar/>



DATE	WEEKDAY	EVENT
December 26	Monday	Christmas Day (observed), schools closed
December 27–30	Tuesday–Friday	Winter Recess, schools closed
January 2	Monday	New Year's Day (observed), schools closed
January 16	Monday	Rev. Dr. Martin Luther King Jr. Day, schools closed
January 24–27	Tuesday–Friday	Regents Administration
January 30	Monday	Professional Development Day for high schools and 6–12 schools; students in these schools do not attend.
January 31	Tuesday	Spring Semester begins
February 20–24	Monday–Friday	Midwinter Recess, schools closed (includes Presidents Day and Lincoln's Birthday (observed))
March 9	Thursday	Afternoon and Evening Parent-Teacher Conferences for elementary schools and Pre-K Centers; students in these schools dismissed three hours early.
March 16	Thursday	Afternoon and Evening Parent-Teacher Conferences for middle schools and D75 schools
March 23	Thursday	Evening Parent-Teacher Conferences for high schools, K–12, and 6–12 schools
March 24	Friday	Afternoon Parent-Teacher Conferences for high schools, K–12, and 6–12 schools; students in these schools dismissed three hours early.
April 6	Thursday	First Day of Passover, schools closed
April 7	Friday	Second Day of Passover / Good Friday, schools closed
April 8–14	Monday–Friday	Spring Recess, schools closed
April 21	Friday	Eid al-Fitr, schools closed
May 4	Thursday	Evening Parent-Teacher Conferences for elementary schools and Pre-K Centers
May 11	Thursday	Evening Parent-Teacher Conferences for middle schools and D75 schools
May 18	Thursday	Evening Parent-Teacher Conferences for high schools, K–12, and 6–12 schools
May 29	Monday	Memorial Day, schools closed
June 8	Thursday	Anniversary Day / Chancellor's Conference Day for staff development; students do not attend.
June 9	Friday	Clerical Day for elementary schools, middle schools, K–12 schools, and standalone D75 programs; students in these schools do not attend.
June 14–23	Wednesday–Friday	Regents Administration (excluding June 19, when schools are closed)
June 19	Monday	Juneteenth, schools closed
June 27	Tuesday	Last day of school for students



School Hours

- Our official school hours are from 8:00am to 2:20 pm.
 - Staff engage in professional learning time every Monday 2:20-4:00
 - Staff's family engagement time is every Tuesday 2:20-3:15

Arrival

- This year, all K-8 students will return to entering the school building during the arrivals transition time 7:50-8:00 am by the auditorium doors (219th street).
- Late arriving students will use the main entrance.
- No daily health screenings are required for student entry at this time.

Note there will be a modified arrivals process for September 8th & 9th only:

- K students will arrive at 8:30 by the main entrance and be taken to their classroom.
- Grade 1-5 students will line up in the school yard 7:50-8:00 am.

Dismissal

- K-5 Dismissal time is 2:16-2:20 in the school yard.
- 6-8 Dismissal time is 2:16-2:20 by the auditorium doors (219th street).
- As we continue to work to help prevent the transmission of COVID-19 among our students and staff, please review the DOE's updated health and safety guidance here: www.schools.nyc.gov/school-life/health-and-wellness/covid-information/health-and-safety-in-our-schools.

Note that there will be a modified K dismissal on September 8th and September 9th only: K families should come to the main entrance to pick up from the classroom at 2:00 pm.

Traffic

Please do not double park as this delays bus service, delays other families, and creates unsafe conditions around our school.

Attendance Policy Every Student, Every Day

The classroom is a better place when your child is there. This policy will provide you with the information and guidance you need to help you help your child attend and stay in school.

OUR SCHOOL COMMUNITY'S ATTENDANCE GOAL

Attendance matters. Research shows that students who attend regularly achieve greater success in school and in life. Missing a day of school means missing hours of instructional time. Our school's collective goal for attendance remains the same-- we want every child attending school every day or at least 95% of the school year.

Attendance Taking

Our school will take attendance each morning at 8:00am during the first period.

Communication with Families

Our school uses the following methods to communicate with families about attendance:

- Teacher/staff phone calls
- Jupiter messages
- Automated Robocalls.

It is very important for the school to have families' up-to-date contact information. To make sure we can reach you, please alert us of any changes to your address or phone number by contacting the main office. In addition, all parents should have completed a Blue Card the first week of school.

Absences

In order to be marked present:

- Students must be present in the building. Attendance is a legal record of whether the student was in school or not.
- For the 2022-2023 School Year, students will only engage in remote learning per DOE directive (e.g. snow day) In these cases only:
 - Students will be marked "present" remotely if they engage in the remote learning activities provided by their teacher. To be marked "present" remotely, students should log into their Google Classroom by 8:00 am and complete the attendance form.
 - The classroom teacher must be contacted via Jupiter if the student encounters any challenges signing in or accessing the day's learning.

If you know your child is going to miss school on a certain day or will be missing school for an extended period of time, please notify the school in advance by sending your child's teacher and Ms. Campos a Jupiter message.

While every single absence is equal to missed instructional time, we nonetheless mark absences as excused and unexcused. Please provide us with information on the reason for your child's absence. Here is what you need to know regarding excused and unexcused absences:

Excused Absences Include:

- Temporary illness, injury or death in the family
- Quarantine under the direction of a health official
- Medical appointments
- Participation in religious observances

Unexcused absences include:

- Extended vacation
- No reason provided

Chronically Absent:

A student whose attendance rate is less than 90% is considered chronically absent. Having 90% attendance means a student is missing 18+ days over a school year—a month of instruction.

Lateness

- A student who arrives after 8:05 am will be marked present, but late.
- If you know your child is going to be late on a certain day, please let your child's teacher/s know through a Jupiter message.

Leaving Early

- If your child is going to leave early on a certain day, please notify the school by contacting your child's teachers and Ms. Campos through a Jupiter message.
- If your child normally takes the school bus home, please inform your child's teachers and Ms. Felix through a Jupiter message.

Attendance and Make-up Work

If a child is absent or late, grades, coursework, or exams could be affected. Here is what you need to know regarding our grading policies and how we support our students with make-up work:

- Parents should remain in communication with their child's teachers via Jupiter for any missed assignments / make-up assignments.
- See more information in our Grading and Homework Policy.

Attendance Appeals

If you believe your child's attendance was marked incorrectly, please contact Ms. Campos via Jupiter.

Breakfast & Lunch

Breakfast

- Beginning Monday, September 12, breakfast and early drop off for students will be available 7:30 am – 7:45 am in the cafeteria (entrance is through the yard).
- At 7:45 am, school staff will begin transitioning students from the cafeteria to their classroom line up spots. Please note that breakfast will no longer be served in the classrooms and so it is important that students arrive to school having already eaten breakfast if they are arriving after 7:45 am.
- Menu: <https://www.schools.nyc.gov/school-life/food/menus/breakfast-meals?value=s4#menuDiv>

Lunch

- The daily lunch period includes recess time for all students in K-8.
- Menu: <https://www.schools.nyc.gov/school-life/food/menus/school-lunch-meals?value=s8#menuDiv>

Cellphone and Electronic Device Policy

This policy was designed in collaboration with the School Leadership Team (SLT) and in accordance with the New York City Department of Education's Chancellor's Regulation A-413:

Policy:

- Electronic devices (i.e. cell phones, tablets, gaming devices, Smart watches and other wearables) will not be used on PS/MS 278 grounds including, but not limited to, classrooms, common areas, school trips, and school-related events.
- If a parent/guardian needs to contact the child for any reason, they should call the main office at (917) 521-2060 and not the child's cell phone.
- If a student needs a cell phone or other electronic device for use before or after school, it must remain in the child's backpack (elementary school) or locker (middle school) throughout the entire day, including any after school programs. These devices must be kept out of sight.
- Cellphones must be turned off prior to entering the school building. Note turning the phone on vibrate is not the same thing as turning the phone off.
- Electronic devices are sent at your own risk. PS/MS 278 is not responsible for lost, damaged, or stolen property. If you send your child to school with electronic devices, please be advised that PS/MS 278 will not be held liable for investigation or replacement of any item.
- Laptops and iPads should not be sent to school with students, as such learning devices will be provided within the building as needed. Any exceptions to this will be communicated directly from the teacher or administration to parents/guardians.

Confiscation:

- If a cellphone or other electronic device is visible during the school day, staff members are permitted to confiscate the phone:
 - First infraction- Student will receive their electronic device back at the end of the day and the parent/guardian will be notified.
 - Additional infractions- The device will be retained until a parent/ guardian meets with Mr. Pena, school dean. Please note that device pick-up hours are limited.

Discipline:

- Please be advised that students are responsible for their words and behavior when using technology both inside and outside of school. Using inappropriate language (vulgar, threatening, etc.), sending inappropriate messages/pictures/video, or engaging in menacing interactions will

result in an investigation and disciplinary action in accordance with Chancellor's Regulation A-832: Student-To-Student Discrimination, Harassment, Intimidation, and/or bullying.

- Students who use electronic devices 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 ("IAUSP") will be subject to discipline in accordance with the guidance interventions and disciplinary responses set forth in the Discipline Code.

Please continue to monitor your child's social media accounts, group chats, and devices on a daily basis to prevent any issues. We also encourage families to discuss ways to be responsible and a good digital citizen by using social media safely and responsibly. We will continue to offer parent/guardian workshops throughout the year in support of these efforts.

Discipline Code

PS/MS 278 is committed to ensuring that our school is a safe, secure, and orderly environment in which teaching and learning takes place each day. A safe and supportive school depends upon the efforts of all members of the school community—teachers, students, administrators, parents, counselors, social workers, safety personnel, related service providers, cafeteria, custodial, and bus staff—to treat one another with mutual respect.

The Discipline Code is also known as the Citywide Behavioral Expectations to Support Student Learning. It:

- Is age-specific with one set for grades K-5 and another for grades 6-12.
- Explains the standards for behavior in the New York City public schools.
- Describes supports, interventions, and disciplinary responses that schools can use when students demonstrate unwelcome behavior.
- Includes the K-12 Student Bill of Rights and Responsibilities (<https://www.schools.nyc.gov/StudentRights>), which promotes responsible student behavior and an atmosphere of dignity and respect by establishing guidelines to help students strive to become productive citizens in a diverse society.

Please see links to full guides below and contact our school dean, Mr. Pena if you have any additional questions:

- K-5: <https://www.schools.nyc.gov/docs/default-source/default-document-library/discipline-code-kindergarten-grade-5-english>
- Middle School: <https://www.schools.nyc.gov/docs/default-source/default-document-library/discipline-code-grade-6-12-english>

Grading Policy

Student academic achievement is based on mastery of the Learning Standards for each subject. These standards address the skills and concepts that are needed for successful performance in all grades.

Assignments, tests, projects, classroom activities, and other instructional activities will be designed so that the student's performance indicates the level of mastery of the Learning Standards. The student's mastery level of these standards will then be reflected in their classroom scores and report card grades.

Grading Scale

Grading Scale for Report Cards (Marking Period and Final Grades):

- K-5: Performance Level (DOE's 5 point grading scale, see class assignment chart below)
- 6-8: Numeric (55-100%)
- Specials (Art, STEM, Gym, Library, SEL, Health): Pass or Fail

Grading Scale for Class Assignments:

Performance Level	Numerical Range
5 Exceeding Standards (ME)	95 % - 100 %
4 Above Standards (MA)	85% - 94%
3 Meeting Mastery (MT)	75% - 84%
2 Approaching Mastery (MP)	65% - 74%
1 <i>Below Mastery</i> (MB)	55% - 64%

Course Credit

- Grades K-5: Students receive a pass equivalent and earn credit for the course with a final course grade **Level 2 or higher**
- Grades 6-8: Students receive a pass equivalent and earn credit for the course with a final course grade **65% or higher**

Measures of Performance for Report Card Grades

Student mastery of subjects may be assessed in many ways. It is not necessary to receive a grade for every paper produced. Teachers will provide feedback for their assignments and activities; however, this does not always need to be in the form of a grade.

Report card grades will be calculated using the following breakdown:

Component	Percentage of Grade
Performance Tasks*	30%
Unit Assessments	30%
Quizzes	10%
Classwork	20%
Homework	10%

**ELA & Social Studies (K-2) or Humanities (Grades 3-8) Performance Tasks may include portfolio writing, on-demand writing, projects, presentations, or other essays. Math (K-8) Performance Tasks may include portfolio pieces, projects, or presentations.*

Rubrics

Rubrics will be provided for assigned writing pieces and special projects. These rubrics will explain what the task is, how to complete the task and how it will be scored.

Rubrics are given to students as a tool to guide them in completing their writing pieces. The rubric for any given writing assignment will be reviewed in class with the students. This will give them a better understanding of what is expected of them.

Late/Missing Work Policy:

- Missing grades are reflected in Jupiter with an “m”.
- Students have 1 week from the date of the notification of missing assignment to submit for credit. Late homework is subject to a deduction in grade.

Report Cards:

- Report Cards will be given out 3 times a year.
- Report cards will be available to parents via the My Student Portal. You can click on this link to access your child’s report card and grades: <https://mystudent.nyc>Opens in a new browser tab.
- Please let teachers know if you are unable to attend the parent-teacher conference times and a meeting can be scheduled for another date. A conversation regarding the student’s progress is encouraged between the parent and teacher.

Marking Period	Time Frame	Total # of Days	Teachers Submit Grades by	PTC	Report Cards Distributed
1	9/8 – 12/2	53	12/2	11/3	12/9
2	12/5 – 3/3	53	3/3	3/9	3/9
3	Grades K – 7 3/6 – 6/27 Grade 8 Only 3/6 – May 26	67	6/16	5/4 <i>PID Only</i>	6/27

Homework Policy:

Homework is an effective tool in teaching responsibility, study habits and skills. It is an extension of the child's school day and allows the home to be involved in the student's academic success.

Homework should be purposeful, age appropriate, and related to what your child learned during the school day. Homework should be a review of the work previously taught. No new skills will be assigned.

Homework in ELA/Humanities and math will be assigned daily Monday-Thursday. The following shows how much time your child should be spending on homework each night:

Grade Level	Estimated Amount of Homework Per Night (Total Across all subjects)
Kindergarten	5 – 15 minutes
1 st Grade	10 – 20 minutes
2 nd Grade	20 – 30 minutes
3 rd Grade	30 – 40 minutes
4 th Grade	40 – 50 minutes
5 th Grade	50 – 60 minutes
6 th Grade	60 – 70 minutes
7 th Grade	70 – 80 minutes
8 th Grade	80- 90 minutes

Parent / Guardian's Guide to Accessing Essential Information

Below are some of the important links you may need to refer to throughout this school year. A guide to help families navigate the various websites will be shared separately.

<u>DOE New York City Schools Account</u> (NYCSA)	NYCSA allows you to view your child's grades, report cards, attendance history, test scores, transportation information, IEP information, submit COVID consent forms, and track your child's progress to graduation.
<u>DOE Student account</u>	The account gives your student access to google classroom, google meets, and teachhub
<u>JupiterEd</u>	PS/MS 278 teachers use this for grades and communicating with families. For account activation letter please contact your child's teacher.
COVID-19 health and safety quick- links:	<u>https://www.schools.nyc.gov/school-life/health-and-wellness/covid-information/health-and-safety-in-our-schools</u>



As previously stated, our Schoolwide communication system will continue to be through JupiterEd. Parents should log-in to Jupiter on a weekly basis (at minimum) in order to receive important updates from the school (such as in person monthly calendars, important updates, etc). Please check your Jupiter settings if you would like to opt into email or text alerts.

Students and parents may login anytime to also check grades and homework. Everyone has their own password so no one else can see their grades. Students need only one login to check all their class. This includes grades on all assignments, progress reports, comments, and messages. All data is updated continuously.

Multiple Children

Parents who have more than one child enrolled in our school can view all their children from the same login. The parent must use the same email address and choose the same password for each child, so no extra setup is required. (This applies only to parents; siblings cannot see each other's grades.)

The parent can login using anyone of their children's names. Then once logged in, can use the menu at the top left to switch children. Also when a parent updates their own contact info on the "Setting" tab, it updates on all their children's records.

School Login Screen

Students and parents can login here: login.JupiterEd.com. Click the appropriate tab.

School Name: PSMS 278 The Paula Hedbavny School

Parent / Guardian Resources

Employment resources, food assistance, health and medical assistance, emotional support and spiritual care and more:

- Visit [NYC.gov/coronavirus](https://nyc.gov/coronavirus)
- Call 311 (212-639-9675 for Video Relay Service)
- Visit 311 online.

NYC Well: Free, confidential mental-health services are available 24/7 in over 200 languages. Support is available by:

- Calling 888-NYC-WELL (888-692-9355)
- texting "WELL" to 65173
- Via online chat at nyc.gov/nycwell.

The DOE Homecoming Health and Safety Guide for families includes the latest health and safety precautions that will be in place to provide a safe and healthy in-person learning experience for all students and is available here: schools.nyc.gov/homecoming.

***Please contact our parent coordinator or a counselor if you need any support.
Contact information is provided at the end of this handbook. We are here to help!***

Remote Instruction

For the 2022-2023 School Year, students will only engage in remote learning per DOE directive (e.g. snow day) or if the student has been quarantined as part of a classroom or partial classroom closure action by the DOE.

Our school uses Google Classroom as the remote learning platform. More information on accessing Google is available in the “Parent / Guardian’s Guide to Accessing Essential Information” section of this handbook.

School Safety & Health

School Safety Plan

At the beginning of each school year, all schools develop a School Safety Plan. The plan outlines the procedures that the school uses every day and in cases of emergency to provide a safe and secure environment in which effective teaching and learning take place. Each plan is approved by the Office of Safety and Youth Development and NYPD. In order to ensure safety for all students and staff, the specific emergency response plans and procedures of the School Safety Plan must remain confidential.

The School Safety Plan addresses the following major areas:

- **School/Program/Academy Information:** This section lists the staff members, hours of operation, chain of command, class schedules, dismissal schedules, extra-curricular activities, and use of special facilities (such as swimming pools).
- **Medical Emergency Response Information:** This section outlines procedures for the dissemination of health information of individual students, implementing health recommendations, and for maintaining and accessing health supplies and trained medical personnel. It also outlines the use and storage of Automatic External Defibrillators (AED).
- **School Safety Personnel Procedures and Assignments:** This section includes visitor control procedures and protocols for responding to specific emergency conditions

Safety Agents

PS/MS 278 has one School Safety Agent, Officer Garcia.

School Safety Agent responsibilities include:

- Respond to immediate security situations
- Help school personnel maintain discipline and follow visitor control procedures
- Patrol areas within and immediately surrounding the school building.
- Prevent intruders from entering the school building
- Report serious incidents to the school administration and School Safety Division

Building Response Team (BRT)

The Build Response Team (BRT) are emergency information and action management teams that exist within each NYC DOE school. BRT Members form the school's core emergency response group and are selected by the principal to handle school or student-related emergencies or conditions. BRT members are not first responders.

General Response Protocol

The General Response Protocol (GRP) has been designed to provide the direction that schools will take when an emergency incident occurs. At its core is the use of common language to identify the initial measures all school communities will take until first responders arrive.

Drills

- Schools are required to conduct four lockdown drills per year in addition to eight evacuation drills (12 in total).
- In an actual emergency situation, it is understood that physical distancing may not be possible.
- All students must participate in drills.

Responding to “Code Blue”

The DOE conducts 2-3 unannounced drills each year. All certified responders must participate in the drill. We receive a grade after each drill.

Door Alarms

Alarms have been installed on all exit doors. The alarms are activated on a daily basis. All staff members have been trained to respond if an alarm goes off.

Medication at School

All students with a diagnosis such as asthma, allergies or diabetes should submit a Medication Administration Form to the school nurse.

- Submitting a Medication Administration Form enables the school nurse to treat your child in the case of a medical emergency.
- Even if your child can take his/her own medicine, it is important for the school clinical team to be aware of the student’s medical needs in case of an emergency.
- Medication Administration Forms are accepted on a rolling basis. You must submit a new Medication Administration Form each school year.
- Visit here to read more information about Health Services:
<https://www.schools.nyc.gov/school-life/health-and-wellness/health-services>.

Visitor Policy

- An appointment is required to meet with a staff member.
- All visitors (age 12 and older) must show proof of at least one dose of the COVID-19 vaccination to enter a DOE building. Visitors do not include students attending school in a DOE building.
- Acceptable proof of vaccination is one of the following:
 - A CDC Vaccination Card; a photo or photocopy is also acceptable.
 - A NYC Vaccination Record or other official immunization record from within or outside the US, including from a health care provider. A photo or photocopy of this card is also acceptable.

- NYC COVID Safe App on Android or iOS
- Excelsior Pass or Excelsior Pass Plus
- DOE COVID-19 Vaccine Portal

Ventilation & Cleaning

- Every classroom in use by students and staff for extended periods of time will have fully operational ventilation through either natural, mechanical, or a combination of means.
- All classrooms and common areas, such as auditoriums and gyms will have hand sanitizer and disinfectant wipes available. "High-touch" areas such as doorknobs and water fountains will be cleaned multiple times throughout the day, and each classroom will be deep cleaned and disinfected daily using electrostatic technology.
- As cold weather returns and open windows are suggested to further increase ventilation, please contact Ms. Gonzalez if you need any support in securing sweaters, jackets, etc.

Vaccination

Families are encouraged to record their student's vaccination status in the DOE's COVID-19 Vaccination Portal at: <https://vaccine.schools.nyc>.

If you have any questions about the vaccine, visit nyc.gov/covidvaccine.

All PS/MS 278 staff are required to be in compliance with the NYC vaccine mandate in order to enter our school building.

School Uniform

This policy was designed in collaboration with the School Leadership Team (SLT) and our parent-teacher association. In alignment with Chancellor's Regulation A-665, we believe our uniform policy has helped our school "promote a more effective learning climate; foster school unity and pride; improve student performance; foster self-esteem; eliminate label competition; simplify dressing and minimize costs to parents; teach children appropriate dress and decorum in their "work" place; and help to improve student conduct and discipline."

We are proud to be a uniform school and have a variety of uniform options for our students. We encourage our students to wear their uniforms every day and to participate in school spirit days throughout the year. If you have any questions or need support in acquiring this uniform, please reach out to our parent coordinator. We appreciate your support in this matter.



TOP:

- Solid/plain white button down or collared shirt – or –
- Solid/plain white t-shirt -or-
- School spirit t-shirts with the school logo (ex: Past Field Day T-shirts)

BOTTOM:

- Grey dress pants or grey sweatpants -or-
- Plaid jumper or skirt

SHOES:

- Student's choice. However, they must be safe and appropriate to the learning environment.

SWEATERS:

- Colors: Plain Gray, Navy Blue, White, Dark Green, or Black
- Styles: Crew neck, button down, or vest. No hoodies are permitted with the exception of school spirit gear.
- Note: Logos or designs should not be worn on tops, bottoms, or sweaters

Clothing can be found at: Cookies, Old Navy, Gap, Children's Place, Target, Walmart, JC Penny, Macy's, Kid's Town, Burlington Coat Factory, Carters, etc.

Birthday and Holiday Celebrations

Birthday Celebrations

- Birthdays can be celebrated K-3 on the last week of the month for students who have a birthday that falls in that month. Celebrating students' birthdays this way ensures all students feel included.
- Teachers may designate class parents to organize and facilitate the Birthday Celebration in their individual classrooms. (ex: which parents will supply what)
- We encourage birthday activities that are not food related in order to maintain social distancing- singing songs, art projects, Go Noodle etc. Parents may also send in non-food items such as pencils, erasers, stickers, etc.
- If a parent requests to send in food, all items must be individually wrapped and nut free. Please be sure to communicate with parents in advance to confirm there are no other food allergies.
- If applicable to your class, celebrations will occur 7th or 8th period.
- School day birthday parties are not a part of the Grades 4-8 program.

Holiday Celebrations

If a teacher chooses to have a holiday celebration:

- Holiday celebrations to occur on the last period of the day before break
- If a parent requests to send in food, all items must be individually wrapped and nut free. Please be sure to communicate with teachers in advance to confirm there are no other food allergies.

Key Contacts

Main Office (917) 521-2060

- Attendance & Metro-Cards- Ext 1005
- Busing & Immunization- Ext 1003
- Report Cards, Attendance Records and more can be accessed through the student NYC Schools Account- <https://www.schoolsaccount.nyc/>

Parent Coordinator

- Ms. Gonzalez at (917) 521-2060- Ext 1061

School Safety, Discipline, and Respect for All Liaison:

- Mr. Pena- Ext 2180

Counselors/Guidance:

- Ms. Mateo- Ext 2314
- Ms. Church- Ext 2311
- RAPP Program: TBD
- NY Presbyterian Health Clinic: Dr. Oren Bacher- Ext 2051

Special Education Liaison:

- Ms. McManus- Ext 2033

English Language Learners Liaison:

- Mr. Klein- Ext 2091

Tech Support:

- For Student Accounts, Password Reset and DOE Issued Device Support:
 - <https://supporthub.schools.nyc/>
 - Call the DOE IT Service Desk at 718-935-5100. Agents are available 24/7
- School-Level Contact:
 - Email psms278techsupport@NYCDOE.onmicrosoft.com

As always, confidential issues may always be directed to administration directly:

- Tania Sanchez, Assistant Principal
- Bryanna Velazquez, Principal

Unless otherwise indicated, all staff can be contacted via Jupiter. Please contact our parent coordinator, Ms. Gonzalez, if you need any support accessing your Jupiter account or you are enrolling a new student: agonzalez32@schools.nyc.gov