

Family & Student Handbook 2024-2025 School Year



Bryanna Velazquez, *Principal*
Tania Sanchez, *Assistant Principal*

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PS/MS 278
The Paula Hedbavny School
3761 10th Avenue
New York, N.Y. 10034
(917) 521-2060



Bryanna Velazquez
Principal
Tania Sanchez
Assistant Principal
Fax: (917) 521-2065

Dear PS/MS 278 Families,

Welcome back for the 2024-2025 school year! Whether you are a new addition to our school community or a familiar face returning once more, we are delighted to have you as part of our school community.

Over the past year, we have engaged in extensive discussions with parents, staff, and students to refine our school's vision (see page 4). Our vision represents our unwavering commitment to providing an exceptional education that prepares our students not just for the challenges of today, but also for the opportunities and complexities of tomorrow. It underscores our dedication to nurturing well-rounded individuals who are not only academically accomplished but also empathetic and socially responsible. We look forward to working closely with you to bring this vision to life, as we embark on a new academic year filled with growth, learning, and achievement.

This parent & guardian/student handbook serves as your introduction to our school, but we encourage you to go beyond these pages. We invite all parents and students to become actively involved in the PS/MS 278 experience. Communication is vital, so please maintain a two-way, open relationship with your child's teachers, join our Parent-Teacher Association (PTA), and come talk with me at any of our community events such as Coffee with the Principal. Your support, engagement, and partnership with our school community will go a long way in helping make this a successful and rewarding year for your child.

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

Best wishes,
Bryanna Velazquez
Principal, PS/MS 278





PS/MS 278: Inspiring and Empowering Future Leaders

Vision:	Values:	Priorities:
<p>PS/MS 278 cultivates the seeds of real-world success within each student, fostering a transformative journey that prepares them to thrive in a rapidly evolving global landscape. Our students step confidently onto the path of high school and beyond, armed with the skills, knowledge, and character to excel as leaders, critical thinkers, and compassionate human beings. In achieving this, we not only realize our vision but also honor our collective responsibility to shape a brighter future for all.</p>	<ul style="list-style-type: none"> • <i>P</i>ersonal Responsibility • <i>R</i>espect • <i>I</i>nclusive • <i>D</i>edicated to Growth • <i>E</i>ngaged 	<p>1) Welcoming & Affirming Environment: Ensure all students feel safe, have a sense of belonging, and build positive relationships.</p> <p>2) Student Engagement: Provide students with opportunities to engage in collaborative learning tasks and create connections to real world applications.</p> <p>3) Use of Assessment: Strengthen the use of assessment and student data collected to inform planning and scaffolding for students.</p> <p>4) Professional Learning: Provide professional learning opportunities aligned to the NGLS and Danielson Framework so educators have the resources and knowledge they need to ensure alignment between planning, standards, and the needs of students to be cognitively engaged.</p>
Instructional Focus:		
<p>If tasks are grade level appropriate, NGLS-aligned, engaging, and built on sub-skills leading to standards mastery, then students will develop stronger critical thinking and collaboration skills.</p>		

Core Values



As 278 Tigers...

We have **Personal Responsibility**,

We show **Respect**,

We are **Inclusive**,

We are **Dedicated to Growth**, and

We show up and stay **Engaged**.

Personal Responsibility.

- Act with integrity and honesty.
- Take accountability for our own actions and the consequences that accompany them.
- Have an awareness of what is in our capacity to control.
- Are reflective and understand our strengths and challenges in order to support our learning and personal development.

Respect.

- Explore and embrace commonalities and differences. Diversity of thoughts and ideas are valued.
- Act with a strong sense of fairness, justice and respect for the dignity of the individual, groups, communities, cultures, traditions and languages.
- Show empathy, compassion and respect towards the needs and feelings of others.
- Support and maintain the integrity of our physical school community by maintaining an organized, clean, and safe learning space for all.

Inclusive.

- Understand and appreciate our own cultures and personal histories, and are open-minded to the perspectives, values and traditions of other individuals and communities.
- Explore concepts, ideas and issues that have local and global significance.
- Work effectively and willingly in collaboration with others
- Have a deep understanding of various cultures and views, bringing an appreciation of new views to both their academic study and their involvement in local and wider communities.

Dedicated to Growth.

- Approach learning with a growth-mindset, taking on challenges and learning from them.
- Seek and evaluate a range of points of view and are willing to grow from the experience.
- Approach unfamiliar situations and uncertainty with courage and consideration
- Are risk-takers who have the independence of spirit to explore new roles, ideas and strategies.

Engaged.

- Show up in service and in community.
- Exercise initiative in applying thinking skills critically and creatively.
- Recognize and approach complex problems, explore solutions, and make reasoned decisions.
- Contribute to discussions in a meaningful way.



NYC Department of Education School Year Calendar 2024-2025

This is the 2024–25 school year calendar for all 3K–12 NYCDOE public schools. If your child attends a private, parochial, charter school, NYC Early Education Center (NYCEEC) or Family Childcare Program, please contact your child’s school for information about their calendar. Please note the following:

- On days when school buildings are closed due to inclement weather or other emergencies, 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 3-K and Pre-K programs, 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 5	Thursday	First day of school
September 12	Thursday	Evening Parent-Teacher Conferences for elementary schools and Pre-K Centers
September 19	Thursday	Evening Parent-Teacher Conferences for middle schools and D75 schools
September 26	Thursday	Evening Parent-Teacher Conferences for high schools, K–12, and 6–12 schools
October 3–4	Thursday–Friday	Rosh Hashanah, schools closed
October 14	Monday	Italian Heritage/Indigenous Peoples’ Day, schools closed
November 1	Friday	Diwali, schools closed
November 5	Tuesday	Election Day, students do not attend school
November 7	Thursday	Afternoon and Evening Parent-Teacher Conferences for elementary schools; students in these schools dismissed three hours early
November 11	Monday	Veterans Day, schools closed
November 14	Thursday	Afternoon and Evening Parent-Teacher Conferences for middle schools and D75 schools; students in these schools dismissed three hours early
November 21	Thursday	Evening Parent-Teacher Conferences for high schools, K–12, and 6–12 schools
November 22	Friday	Afternoon Parent-Teacher Conferences for high schools, K–12, and 6–12 schools; students in these schools dismissed three hours early
November 28–29	Thursday–Friday	Thanksgiving Recess, schools closed
December 24–January 1	Tuesday–Wednesday	Winter Recess, schools closed

January 20	Monday	Rev. Dr. Martin Luther King Jr. Day, schools closed
January TBD	TBD	Regents Administration
January TBD	TBD	Professional Development Day; no classes for students attending high schools and 6–12 schools, all other students attend school
January 29	Wednesday	Lunar New Year, schools closed
January TBD	TBD	Spring Semester begins
February 17–21	Monday–Friday	Midwinter Recess, schools closed
March 6	Thursday	Afternoon and Evening Parent-Teacher Conferences for elementary schools and Pre-K Centers; students in these schools dismissed three hours early
March 13	Thursday	Afternoon and Evening Parent-Teacher Conferences for middle schools and D75 schools, students in these schools dismissed three hours early
March 20	Thursday	Evening Parent-Teacher Conferences for high schools, K–12, and 6–12 schools
March 21	Friday	Afternoon Parent-Teacher Conferences for high schools, K–12, and 6–12 schools; students in these schools dismissed three hours early
March 31	Monday	Eid al-Fitr, schools closed
April 14–18	Monday–Friday	Spring Recess, schools closed
May 1	Thursday	Evening Parent-Teacher Conferences for elementary schools and Pre-K Centers
May 8	Thursday	Evening Parent-Teacher Conferences for middle schools and D75 schools
May 15	Thursday	Evening Parent-Teacher Conferences for high schools, K–12, and 6–12 schools
May 26	Monday	Memorial Day, schools closed
June 5	Thursday	Eid al-Adha / Anniversary Day; schools closed
June 6	Friday	Clerical Day; no classes for students attending 3-K, Pre-K, elementary schools, middle schools, K–12 schools, and standalone D75 programs
June TBD	TBD	Regents Administration
June 19	Thursday	Juneteenth, schools closed
June 26	Thursday	Last day of school for students



Early Drop Off/ Breakfast

- 7:35-7:50AM: Students may enter through main entrance for breakfast in the cafeteria. Parents drop off at the main entrance gate.

Arrival

- The school day begins promptly at 8:00am.
- Arrival begins 7:50-7:59. Students enter through the main entrance and sit with their classes in the cafeteria.
- Students in grade 6-8 hand in cellphones to designated class lockers to designated staff members.

Dismissal

- Students in grade 6-8 retrieve cellphones from period 8 teacher prior to dismissal.
- Students grades K-8 are escorted outside to the plaza on the corner of 10th Ave and W201st Street (next to the playground) from 2:16-2:20.
- Late pickups are escorted back inside to the main lobby area. Late arriving parents must pick up students through the main entrance.

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 also have time for family engagement. Please contact your child's teacher to set up an appointment.

Main Office Hours

- The main office is open from **8:15-2:00pm** for general business.
- Whenever possible, please set up an appointment with the appropriate staff member so that your needs may be addressed.

Early Pick Up Policy

- We cannot stress enough the importance of your child's punctuality and full attendance in school. We strongly encourage you to schedule doctor's appointments and other activities that involve your child after regular school hours.
- By 1:30pm, early pickup is closed. No child can be picked up until dismissal.

Traffic

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

Transportation Eligibility

Transportation eligibility is based on a student's grade level, walking distance between home and school, and existing accommodations based on a medical condition, housing status, or safety

assessment. If your child lives in the same school district and is in grades K-6 they may be assigned a Yellow School Bus. Please see chart below for more details.

Grade Level	Distance Code A: Less than 0.5 mile	Distance Code B: 0.5 mile or more, but less than 1 mile	Distance Code C: 1 mile or more, but less than 1.5 miles	Distance Code D: 1.5 miles or more
Grades Kindergarten, 1, and 2	Not Eligible	School Bus or MetroCard	School Bus or MetroCard	School Bus or MetroCard
Grades 3-6	Not Eligible	MetroCard only	School Bus or MetroCard	School Bus or MetroCard
Grade 7-12	Not Eligible	MetroCard only	MetroCard only	MetroCard only

If you have any questions or concerns please feel free to reach out to Ms. Felix in the main office.



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.
- 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.

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:	Unexcused absences include:
<ul style="list-style-type: none">• Temporary illness, injury or death in the family• Quarantine under the direction of a health official• Medical appointments• Participation in religious observances	<ul style="list-style-type: none">• Extended vacation• No reason provided
All student absences must be reported to the school by the family, regardless if excused or unexcused. <ul style="list-style-type: none">• Message Ms. Campos and your child’s teacher/s on Jupiter	

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 8:00 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/Early Pick Up

- 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.
- Note that early pickup ends at 1:30pm.

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

<https://www.schools.nyc.gov/school-life/food/menus>

Breakfast

- Beginning Monday, September 9, breakfast and early drop off for students will be available 7:35 am – 7:50 am in the cafeteria.
- From 7:45-7:50, school staff will begin transitioning students to their class tables. Please note it is important that students arrive to school having already eaten breakfast if they are arriving after 7:45 am.

Lunch

- The daily lunch period includes recess time for all students in K-8.

Afterschool Programs and Extracurriculars:

ICS/COMPASS @ PS/MS 278 provides a full 3 hours of programming (2:15-5:15pm)

- Homework Help, enrichment STEM/Literacy, to games, arts & crafts to outdoor fun.
- Stretching and Fitness Warm-ups
- Daily Activity Rotations
- Creation Station: offers art activities and experiences with a variety of arts, and drama, scrapbooking, and more.
- Chatter that Matters: Teach, celebrate, model, reinforce, and practice character development
- Email ICS Directors for more information
 - K-5: Katherinev@inwoodcs.org
 - 6-8: Ashlynm@inwoodcs.org

Teacher-led programs

- Teacher led activities such as sports, academic support, art, and Lego team will be offered throughout the year (schedule forthcoming). Please stay connected to your Jupiter account as schoolwide blasts and instructions for registration will be available there.

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, airpods, 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.
- 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.
- For families choosing to send their students to school with a cellphone:
 - Student cellphones will collected & distributed at the start and end of the school day.
- 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 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, Science, Spanish, Computer Science, Gym, 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>.
- 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.

2024-2025 Marking Periods

Marking Period	Time Frame	PTC	Report Cards Distributed
1	9/5 – 11/27	11/7 <i>Jupiter Progress Report to be distributed</i>	12/6
2	12/2 – 2/28	3/6	3/6
3	3/3 – 6/27	5/1 <i>Promotion In Doubt Only</i>	6/26

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.

DOE New York City Schools Account (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.
DOE Student account	The account gives your student access to Google classroom, Google meets, and Teachhub
JupiterEd	PS/MS 278 teachers use this for grades and communicating with families. For account activation letter please contact your child's teacher.



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

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

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 must sign in with SSA and present a photo ID.

School Uniform Policy

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** top (can be button down, collared shirt or t-shirt) -- or--
- School spirit t-shirts with the school logo (ex: Past Field Day T-shirts)

BOTTOM:

- **Solid/plain grey** bottoms (Dress pants or sweatpants-knee-length shorts are permitted after Memorial Day) -or-
- Plaid jumper or skirt



SHOES:

- Student's choice. However, they must be safe and appropriate to the learning environment (e.g. shoes such as flip flops and CROCS do not secure to the feet are unsafe for recess, gym and active play)

SWEATERS:

- Solid/plain white, navy blue, or dark green
- No hoodies. Exception: School spirit hoodies are permitted which are sold throughout the school year.

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 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.

Toy Policy

- School is a learning environment and toys are a distraction. Especially, during lunch and recess, these toys and cards have become a source of unnecessary conflict, distracting students from eating and socializing, as well as playing (exercise) during recess.
- Please ensure that your student does not bring any toys, "slime", or Pokemon cards to school. If your child needs to bring in a non-school related item into the school (eg. sporting equipment for an after school program) please have your child keep the item(s) in their book bag.

Family Tools and Resources

Ongoing PS/MS 278 Practices:

1. **Teacher's Office Hours:**

- Teachers have office hours (55 minutes per week) that you can use to schedule a check-in phone call or meeting (virtual or in-person) to discuss your child's progress or any other questions you may have.
- Reach out to your child's teacher via Jupiter to schedule a meeting.

2. **PS/MS 278 Family Workshops and Community Events:**

- Visit our online calendar to see upcoming events and access Zoom Log-in details:
<https://psms278.org/calendar/>
- Some recent events include family cooking classes and literacy, math, and well-being workshops, and more!

Online Resources:

- **Savvas Realize (K-6):** To review or reinforce lessons taught in math class:
 - **Step #1: Log into [Teachhub](#)**
 - Step #2: Select envision
 - Step #3: Select Savvas Realize
 - Step #4: Select Class
 - Step #5: Select enVisionmath 2020 Common Core
- **i-Ready** Delivers online lessons that provide **tailored instruction and practice** for each student to accelerate growth.
 - Step #1: **Log into [Teachhub](#)**
 - Step #2: Select Clever
 - Step #3: Select iReady
 - Step #4: Select Math or Reading
- **Zearn** Students explore math through pictures, visual models, and real-life examples
 - Step #1: **Log into [Teachhub](#)**
 - Step #2: Select Clever
 - Step #3: Select Zearn
 - Step #4: Click on Next Up
- **First in Math**
 - Step #1: **Log into [Teachhub](#)**
 - Step #2: Select Clever
 - Step #3: Select First in Math
 - Step #4: Click on Elementary/Intermediate
 - Step #4: Selects
- **Khan Academy:** <https://www.khanacademy.org/>
 - Note: Translated videos available through Subtitles/CC
- **RazKids Grades K – 2 ONLY:** Hundreds of levelled eBooks that students can listen to or read.
<https://www.raz-kids.com/>

Live Tutoring Support (Free!):

- **NYC Library Tutoring through Brainfuse:** Get live, virtual help from one-on-one tutors. Available in English and Spanish, from K-8th grade in core subject areas.
 - Register here: <https://www.nypl.org/about/remote-resources/kids-and-teens/homework-help-brainfuse>
 - Available daily from 2-11 PM
 - Video content and other resources are also available 24 hours a day. All that is required is your NY Library Card for access. If you do not have a library card, instructions on how to obtain one virtually are available here in English and Spanish: <https://www.nypl.org/books-music-movies/ebookcentral/simplye>.
- **EduMate NYC** – Use this website to match up your child with live, virtual 1:1 tutoring by a college student.
 - Register here: docs.google.com/forms/d/e/1FAIpQLScxh_2YP1kggcXXHS0dtDLcyxLBnr-CsJW1gJ2UqSrwIaUqaQ/closedform
 - Support is offered over the phone or online.
- **UFT Dial-A-Teacher:** This is a homework help line for students, run by classroom teachers. Available for students in K through 8th grade in core subjects.
 - Call [212-777-3380](tel:212-777-3380)
 - Available Monday through Thursday, 4 to 7 p.m. when school is in session.
 - Languages spoken: Armenian, Bengali, Chinese, English, French, Haitian-Creole, Korean, Russian, Spanish and Tagalog
- **Hearts of Gold:** Free virtual reading and math tutoring for grades 2 – 12. Register here: <https://www.heartsofgold.org/about-3>

Key Contacts

Main Office (917) 521-2060

- Attendance & Metro-Cards- Ms. Campos (ext 1214)
- Bussing & Immunization- Ms. Felix (ext 1213)
- Report Cards, Attendance Records and more can be accessed through the student NYC Schools Account- <https://www.schoolsaccount.nyc/>

Parent Coordinator

- Ms. Gonzalez (ext 1221)

School Safety, Discipline, and Respect for All Liaison:

- Mr. Pena (ext 2241)

Counselors/Guidance:

- Ms. Rodriguez (ext 4192)
- Ms. Church (ext 4191)
- RAPP Program: TBD
- NY Presbyterian Health Clinic: Dr. Oren Bachar (ext TBD)

Special Education Liaison:

- Ms. McManus

English Language Learners Liaison:

- Mr. Klein

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 may 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