



*John Wayne Elementary School*  
*Public School 380*

370 Marcy Avenue  
Brooklyn, New York 11206  
Telephone: (718) 388-0607 Fax: (718) 599-3231  
<http://schools.nyc.gov/schoolportals/14/k380/default.htm>

*Principal*  
*Victoria Prisinzano*  
*Assistant Principals*  
*Laura Cooper*  
*Tania Cruz*



# PS 380

## Parent Handbook

### 2020-2021

**OFFICIAL SCHOOL HOURS FOR ALL STUDENTS (PRE K – 5)**  
**8:30 AM – 2:00 PM**



## *TABLE OF CONTENTS*

<b>Principal's Message</b> .....	<b>Page 1</b>
<b>School Mission Statement</b> .....	<b>Page 2</b>
<b>School Directory/Student Services</b> .....	<b>Page 3</b>
<b>Student Health Information</b> .....	<b>Page 4</b>
<b>School Operations/Procedures (COVID-19 Reopening)</b> .....	<b>Pages 5-9</b>
<b>Student Code of Conduct</b> .....	<b>Page 10-12</b>
<b>Cell Phone Policy</b> .....	<b>Page 13</b>
<b>School Safety Plan</b> .....	<b>Page 14</b>
<b>Parents' Roles/Responsibilities</b> .....	<b>Page 15-16</b>
<b>Miscellaneous</b> .....	<b>Page 17</b>
<b>Notice of Non-Discrimination in School</b> .....	<b>Page 18</b>
<b>School Calendar (2020-2021)</b> .....	<b>Page 19-20</b>
<b>Sign-Off Sheet</b> .....	<b>Page 21</b>

*\*Please sign and return to your child's teacher. Thank You!*

## *Principal's Message*

*On behalf of myself and the staff of Public School 380, we would like to welcome you and your child to a new and exciting school year. We would also like to take this opportunity to extend a warm welcome to our parents and students who are joining our "P.S. 380 family" for the very first time.*

*The staff and I are dedicated to providing your children with a rigorous instructional program that will encourage life-long learning. We will give all students the skills and services necessary to meet and exceed promotional standards. In order to accomplish this goal, it is imperative that both parents and educators work together. Many studies have shown that parent involvement in education is directly related to student success. My many years of experience in education have served to confirm this widely-held belief. As principal of P.S. 380, I know I can depend on your complete cooperation and support in preparing your child for the many challenges that lie ahead.*

*Again, I welcome you and thank you for affording me the opportunity of being an integral part of your child's educational journey.*

## *School Mission Statement*

**The John Wayne Elementary School is devoted to providing a safe and nurturing environment to encourage meaningful learning. Through a collaborative effort, the “team at Public School 380” – parents, staff, and administrators – is committed to the vision that each and every student can and will meet the highest standards of educational excellence. The students of P.S. 380 shall be successful, lifelong learners prepared for the future. They will be empowered to strive for excellence, to love learning, and to maximize their potential by:**

- **being provided with a safe and orderly environment, in which everyone is respected and encouraged to strive and do his/her very best.**
- **being taught a multitude of academic and social skills that will enable them to become productive and valuable members of our society.**
- **fostering a strong home/school partnership, thereby enhancing student achievement.**
- **providing a challenging curriculum to ensure college and career readiness.**
- **addressing the individual needs of all students through differentiated instruction – remedial and enrichment.**
- **incorporating the arts into the daily educational program, thus encouraging cultural responsiveness, awareness, diversity, and creativity.**
- **extending the use of technology in our daily instructional program to better prepare our students for a technologically advanced society.**

## *School Directory*

Public School 380  
370 Marcy Avenue  
Brooklyn, New York 11206  
Fax (718) 599-3231

Main Office  
(718) 388-0607  
(718) 388-0608

Lina Camporese - Parent Coordinator  
(718) 388-0607  
ext. 1001

(347) 563-5355

School Nurse

(718) 599-1059

## *Student Services*

- A. Guidance Counselor
- B. School Psychologist
- C. Academic Intervention (Reading, Math and Writing)
- D. E.N.L.
- E. Resource Room (SETSS)
- F. Speech
- G. Physical/Occupational Therapy
- H. Cafeteria
- I. Transportation

# *Student Health Information*

## **I. SCHOOL ADMISSION REQUIREMENTS:**

The law requires that all students entering school in New York City for the first time must show proof of having received a complete medical evaluation. Children who transfer or graduate from one New York City public school to another are considered "new" students.

No child shall be admitted to pre-kindergarten unless he or she has received a complete age appropriate medical examination, including, but not limited to: medical history, physical examination, nutritional and developmental assessment. Also, your child should have a vision and hearing screening done by his/her doctor. There **must** be appropriate documentation that each child has had a blood lead test.

**Immunization Requirements - The following immunization requirements are mandated by law.**

Pre Kindergarten	Kindergarten	Grades 1-5	
TDAP	-	-	1
DTP/DTAP	4	5	3
OPV/IPV	3	4	3
MMR	1	2	2
Hib	1-4	-	-
Hepatitis B	3	3	2 or 3
Varicella	1	2	1 or 2
PCV	1-4	-	-
Influenza	1		

## **II. ILLNESS/ACCIDENT:**

If a child becomes ill or has an accident in school, you will be contacted and asked to take him/her home or to the doctor. **We must be able to contact you or a family member at all times.** Please remember that we cannot keep ill children in school.

**Note:** If your child receives a note from the nurse indicating that a doctor's visit is necessary, your child **will NOT be allowed to return** to school without a doctor's note stating that he/she may return.

Parents can help to control the spread of disease by:

- keeping the child home when signs of illness appear
- taking the child to the doctor
- teaching the child to cover their nose or mouth when sneezing or coughing
- teaching the child to wash his/her hands carefully

Although it rarely occurs, a student may have to be taken to the nearest emergency room for treatment. However, the **doctors will not treat the child until a parent is present**. Please make sure the school has the correct information on the blue **Emergency Contact** cards at all times. We **must** be able to reach you at all times of the day.

## **III. MEDICATION:**

All medication **must** be administered by the **school nurse**. Children are **NOT** permitted to carry any type of medication, including aspirin, cough medicine, asthma pumps, etc. If your child must take medication during school hours, you must get a **form** from the main office that needs to be completed by your child's physician, and approved by the health office at the Department of Education. **THERE ARE NO EXCEPTIONS TO THIS POLICY.**

**\*\*\*COVID-19 REOPENING\*\*\***  
**SCHOOL OPERATIONS & PROCEDURES**

**\*\*\*School Hours\*\*\***

**8:30 am – 2:00 pm (Monday – Friday)**

This section of the handbook is extremely important to read and understand. How well a school operates and functions on a daily basis is vital to the maintenance of order, discipline and safety. Many policies and procedures may appear strict, however, they are needed for the effective management of a safe and nurturing school environment.

**ARRIVAL PROCEDURES:**

All students should report to school by **8:30 am (Monday – Friday)**. The doors will open at 8:25 am. Please see the schedule below for the location in which students will enter the building. There will be staff members at the door to monitor the arrival of your children. **Students who arrive after the entrance doors close, will go through the main entrance.**

Grade	Entrance	Staff Assigned
PreK	Exit 1 (front of building)	Olga Lopez
Kindergarten	Exit 1 (front of building)	Ms. Mary Jo Ciorciari
Grade 1	Exit 4	Ms. DeDona
Grade 2	Exit 2	Ms. Lina Camporese
Grade 3	Auditorium Door	Ms. Holzapfel
Grade 4	Gym Door (courtyard)	Ms. Becker
Grade 5	Exit 5	Ms. Schaffer
419, 429, 439	Exit 4	Mr. Becker

All students will line up in single file outside of the school building, standing six feet apart. Students will remain in a single file line as they enter and walk through the building following directional markings.

Every morning assigned staff will perform temperature checks for students using non-touch thermometers. Any student with a temperature of 100.0°F must be evaluated by the school nurse by the entrance door. If a nurse is unavailable, the student will be escorted to the isolation room.

If a student arrives at school on days when they are scheduled for remote learning, the morning arrival staff will do their best to contact the parent while the child is still outside. If the parent is not in sight or available when called, the student will be escorted to the auditorium. A staff member will wait with the child until he/she is picked up.

# *SCHOOL OPERATIONS & PROCEDURES*

## **DISMISSAL PROCEDURES – 1:55 PM (Monday – Friday)**

Dismissal time at all schools is extremely hectic and crowded. There are large numbers of adults and children surrounding the school building. **PLEASE** make sure you follow our guidelines to ensure the safety of **all** students.

- Never take your child off his/her line without the teacher's knowledge.
- Never pick up another child without permission.
- Pick your child up on time at his/her line-up area. **\*Be there 5 minutes early.**
- Inform the teacher in writing if someone new will be picking up your child.
- Make sure all those responsible for your child are listed on the blue emergency contact card.
- Pre-K students must be picked up by an adult.
- **Kindergarten - Grade 2** -- students must be picked up by an adult and/or older sibling (Middle School age or older). They will **never** be allowed to walk home without supervision.
- Never use dismissal time as an opportunity to conference with your child's teacher. This can distract him/her from supervising the class. **\*Arrange to speak with the teacher privately.**
- Students not picked up on time will be brought to the local precinct. **(90th Precinct)**

## **DISMISSAL EXITS – 1:55 \*COME 5 MINUTES EARLY!**

- **Pre-K, Kindergarten** – will be dismissed through the Main Entrance (Exit 1)
- **Grade 1, 419, 429, 439** – will be dismissed on Middleton St. (Exit 4)
- **Grade 2** – will be dismissed on Middleton St. (Exit 2)
- **Grade 3** – will be dismissed on Middleton St. (Auditorium Door)
- **Grade 4** – will be dismissed through the back (Gym Door)
- **Grade 5** – will be dismissed near the schoolyard (Exit 5)

\*Please note that failure to pick up your child on time creates a serious safety problem for your child. We have limited staff members present **after 2:00** to supervise your children. Again, please make sure you are **on time** on a **daily** basis.

## **EARLY PICK-UP**

- Inform the teacher in writing.  
\*Please indicate the time and reason for early pick-up.
- Stop at the Security Officer's desk and your child's teacher will be called.  
\*Students will **not** be released early unless a parent and/or guardian comes to the school to pick them up.

\*Please note that we will **not** dismiss any students for early pick up **after 1:30 pm**.

\*Doctors' appointments etc. should be made for after school hours and on weekends.

# *SCHOOL OPERATIONS & PROCEDURES*

## **BREAKFAST & LUNCH PROCEDURES:**

During this time, we will not be open early for the breakfast program. In the interest of safety, families will be encouraged to provide breakfast at home if possible. However, for those who need breakfast, bags will be located at each entrance and students can grab a baggie to eat in the classroom.

Pre-packaged grab-and-go meals will be provided for lunch daily. Students are also permitted to bring their own lunch if preferred. Parents are encouraged to help them practice opening containers so they can do this independently in school. Lunch will take place in the classroom to minimize interaction between groups of students and will be an instructional time.

**\*Students and staff not eating must keep their masks on.**

## **SNOW CLOSINGS:**

In the event of a snow storm or emergency, please listen for announcements on 1010 WINS AM or WCBS 880 AM for NYC Public School closings, or visit the Department of Education website @ <http://schools.nyc.gov/>.

***\*This year, if there is a “snow day,” ALL students will default to REMOTE INSTRUCTION.***

## **EMERGENCY CONTACT CARDS:**

Emergency contact cards are necessary and vital to a school's operation. These cards provide us with the information needed to contact you or a family member in the case of illness or an emergency. It is **imperative** that **every** student have an emergency card on file by the **2nd day of school**. Please read the following procedures carefully:

- All students will be given **2 Blue Emergency Contact Cards** on the **1st** day of school.
- It is your responsibility to **complete** these cards **immediately** and **return** them to school the following day.

\*You must complete **2** cards for **each** child attending the school.

**NO EXCEPTIONS!**

- All cards must be **filled** out **completely** and **neatly**. You must provide your **own** information, as well as **2** other **working phone numbers**.
- These cards must be kept **current** at all times. Any changes must be immediately reported in writing to your child's teacher.

\*Remember, the school **must** be able to **reach** you at all times.

## **VISITING THE SCHOOL:**

PS380 will make every effort to address all visitor and parent concerns by phone, email, and/or virtual meetings to limit the number of visitors entering the building. Only Essential Visitors will be permitted in the school building, which is limited to parents picking up students who are ill or injured. (Parents will wait in the main entrance and the student will be escorted out.)

Visitors will be asked to leave their names and contact information in the event they need to be notified for COVID-19 purposes. Visitors must immediately leave the building once they complete their official business. All visitors must wear a mask at all times.

# ***SCHOOL OPERATIONS & PROCEDURES***

## **MASKS/FACE COVERINGS:**

Every student, staff member and visitor must wear a mask. Although we encourage everyone to come in wearing their own mask, we will provide masks to anyone who needs one on a daily basis. Assigned staff members will have extra DOE provided face masks at each entry point. We also encourage all students to wear a lanyard that connects to at least one ear loop of their mask.

The DOE, in accordance with the State Department of Health, has stated that schools can give mask breaks throughout the day. Students will also be permitted to remove masks while eating, as long as they are seated and still practicing social distancing.

## **DAILY HEALTH SCREENINGS:**

Staff, students, and families will be strongly encouraged to complete a temperature check before arrival at school. Upon entering the facility, you will be asked to provide the results of your screening either by showing the email on your phone or a printout of the results.

The online health screening application can be found here: <https://healthscreening.schools.nyc/>.

Additionally, beginning October 1 and recurring each month, mandatory testing in schools will be comprised of a random sample of 10-20% of a school's student and staff population. This will bolster our commitment to health and safety for everyone in our school communities. In order for us to administer a COVID-19 test to your child, we need your consent. We strongly encourage you to sign and return the consent form as soon as possible.

In the event there is a confirmed case at P.S. 380, a letter will be sent home to all families. Families of students who are confirmed close contacts of the positive case will receive a letter stating that their child has been in close contact with a COVID-19 positive individual; the letter will give clear direction to see a health care provider and quarantine for 14 days. Families of students who are not considered close contacts will receive a letter stating that there was a confirmed case of COVID-19 at the school, but that their child is not considered a close contact, therefore there is no need to quarantine.

If two or more confirmed cases present within seven days of each other, NYC Test + Trace Corps and DOHMH will begin an investigation immediately and make every attempt to conclude the investigation within 24 hours. Two or more confirmed cases within the same class trigger a classroom quarantine, but the school stays open. Two or more confirmed cases within the same school triggers classroom quarantines, and school is closed for a minimum of 24 hours while the NYC Test + Trace Corps and DOHMH investigation is underway. NYC Test + Trace Corps and DOHMH will determine by 6:00 pm whether the school needs to remain closed beyond the minimum 24 hours to conclude the investigation.

**The school moves immediately to remote learning mode during any temporary closure.**

# ***SCHOOL OPERATIONS & PROCEDURES***

## **RETURN TO SCHOOL:**

Any individual 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 individual has been symptom free for 24 hours without the use of medication.

Students in quarantine should participate in remote learning if feeling well enough.

## **FOUR CORE ACTIONS:**

As per the DOE and DOH, PS380 will follow and comply to the Four Core Actions for Prevention of COVID-19:

- Maintaining a physical distance of six feet
- Wearing face coverings
- Providing increased opportunities for handwashing or access to hand sanitizer
- Staying home when sick

# *STUDENT CODE OF CONDUCT*

## **ATTENDANCE:**

### **Absences**

All students (**remote and blended learning**) are expected to attend school every day. No one should be absent unless he/she is really ill. If your child will be absent for a day, please send a note to the teacher explaining the reason for the absence. If your child will be absent for more than a day due to an illness, please contact the school and send in a doctor's note with your child when he/she returns to school.

### **Lateness**

The school day begins at 8:30 am (Mon - Fri.). All blended learning students are expected to be here on time, following their Cohort schedule. If they are not on time, they will be marked late, and this will be recorded on their permanent school record. If your child is going to be late due to a morning appointment, please send in a note from the doctor stating that he/she had an appointment on that day. The student will be marked late, however, it will appear as an excused lateness. Doctor appointments should be scheduled after school hours.

**\*Absences and chronic lateness will affect students' grades.**

## **STUDENT BEHAVIOR:**

### **Dress Code/Uniform Policy**

Students must dress in full uniform each day during in-person instructional days.

### **Our school uniform consists of:**

- a white-collared shirt
- navy blue pants
- navy blue skirt/jumper
- navy blue or white tights/socks (girls)
- navy blue sweater (no hoods)
- red tie (for assemblies)
- all students must wear flat shoes with a rubber sole

**\*\*Sweatshirts and other jackets are not permitted. \*\*Please purchase a sweater for your child.**

### **Our Gym uniform consists of:**

- navy blue sweatpants
- sneakers
- navy blue "P.S. 380" gym t-shirt or any "P.S. 380" school spirit t-shirt

**\*Students only wear their gym uniform on their designated gym day. \*You will be notified as to when your child has gym.**

### **Prohibited Items**

The following is a list of items that students are not allowed to bring to school. If these items are found on your child, they will be confiscated immediately. You will be required to come to school to retrieve such items.

- Collectable Cards
- Medication of any kind

# *STUDENT CODE OF CONDUCT*

## **Harassment and Fighting**

At Public School 380, our goal is for **all students** to feel safe and secure. Any inappropriate behavior will not be tolerated. Below is a list of the type of behavior that we consider inappropriate:

- Hitting, kicking, pushing or any other behavior that is physically harmful to another student or staff member
- Name-calling, especially anything involving race, religion, ethnicity, gender, disability etc.
- Sexual harassment (inappropriate comments or touching)
- Bringing any type of drugs to school
- Possessing a weapon of any kind--**even a toy weapon**
- Inciting violence
- Disrupting classroom instruction
- Showing disrespect for school personnel
- Showing disrespect for school property
- Bringing to school inappropriate reading materials (magazines, pictures, etc.)

## **Definitions**

The following definitions are provided for guidance only. If a student or other individual believes that either an adult or student has engaged in aggressive behavior that is severe or pervasive enough to create an intimidating, hostile or offensive educational environment – regardless of whether it fits a particular definition – he or she should report it and allow school officials to determine the appropriate course of action.

1. **“Bullying”** means the intentional and aggressive behavior that involves an actual or apparent imbalance of power or strength and is usually repeated over time. Bullying may present itself in many forms including, but not limited to:
  - a. **Physical** – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, or unwelcome physical contact.
  - b. **Verbal (oral or written)** – taunting, malicious teasing, insulting, name calling, making threats, or engaging in sexual, religious or racial harassment.
  - c. **Electronically transmitted** – cyber bullying and sexting (as defined herein):
  - d. **Psychological** – spreading rumors, manipulating social relationships, peer pressuring or coercion, engaging in social exclusions/shunning or intimidation, dehumanizing, gestures, or public humiliation.
2. **“Cyber Bullying”** – means the use – either on or off school property – of information technology, including but not limited to the Internet, email, instant messaging services, chat rooms, blogs, cell phones, pagers, PDAs, gaming systems and social media websites, to deliberately harass, threaten or intimidate others. Cyber bullying may involve sending mean, vulgar or threatening messages or images; posting sensitive or private information about another person on an Internet site; pretending to be someone else in order to speak harmful untruths about that other person; or intentionally excluding someone from an Internet-based group or activity.

# *STUDENT CODE OF CONDUCT*

The following is a list of possible consequences for any student participating in inappropriate behavior:

- Parent phone call or virtual conference
- Removal from school activities or lunchroom
- Removal from classroom
- Principal's suspension
- Superintendent's suspension (**Out of School-Alternate Site**)
- **Transfer to another school**

For further information, please refer to the Discipline Code for New York City Public Schools.

Please make sure that your child understands that there will be no exceptions made for these types of behavior. It is important for us to make sure that all students are safe throughout the school day and learning is not interrupted.

## **STUDENT RESPONSIBILITIES:**

### **P.S. 380 students have the responsibility to:**

1. Contribute to maintaining a safe, supportive and orderly school environment that is conducive to learning and to show respect to other persons and to property.
2. Be familiar with and abide by all school policies, rules and regulations dealing with student conduct.
3. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
4. React to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
5. Develop mechanisms to manage their anger.
6. Ask questions when they do not understand.
7. Seek help in solving problems.
8. Dress appropriately for school and school functions. (uniforms)
9. Accept Responsibility for their actions.
10. Conduct themselves as representatives of P.S. 380 when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.
11. Report promptly any code violations concerning weapons, threats, or other conduct which may endanger others or disrupt the security of the building, to a teacher, the building Principal or his or her designee or appropriate school personnel.
12. To cooperate with school authorities in the investigation Code of Conduct violations.

# *CELL PHONE POLICY*

Students are permitted to bring the following electronic items to school: 1) cell phones; 2) laptops, tablets, iPads and other similar computing devices; 3) portable music and entertainment systems, such as iPods, MP3 players, PSP, and Nintendo Switch. However, the school is **not responsible if any** of these items are lost or damaged.

**The use of cell phones, computing devices and portable music and entertainment systems at P.S. 380 is subject to the restrictions below.**

You cannot have **any** communications device, including a cell phone, with you while on school property. Such devices include, but **are not limited to**:

- Wearable devices/smart wearables, including smart watches and health wearables with a display
- iPads, tablets, and other e-Readers
- iPods and MP3 players
- Personal laptops, notebooks, or any other computing devices
- Cameras, other photographic equipment, and scanning devices
- Headphones, headsets, or in-ear headphones such as earbuds
- Any other device capable of recording audio, photographic, or video content, or capable of viewing or playing back such content, or sending/receiving text, audio, or video messages

## **Cell phones and other electronic communication devices:**

Cell phones and other electronic devices will be collected by school staff when students enter the school building and stored in a designated location until the end of the school day; (including after school programs). Students may not keep a cell phone or any of these items with them, or near them, including in their pockets, backpacks, desks, etc.

## **Confiscation and return of electronic items:**

Students who violate school-based policy on the use of phones and electronic devices will be subject to the following:

- ✓ 1<sup>st</sup> offense - warning
- ✓ 2<sup>nd</sup> offense - confiscation of item and return following parent conference
- ✓ 3<sup>rd</sup> offense - revocation of privilege to bring item to school

## **Discipline:**

Students who use cell phones, computing devices, and/or portable music and entertainment system in violation of any provision of the DOE's Discipline Code, the school's policy, Chancellor Regulation A-413, and/or the DOE's Internet Acceptable Use and Safety Policy ("ISUSP") will be subject to discipline in accordance with the guidance interventions and disciplinary responses set forth in the Discipline Code.

# ***SCHOOL SAFETY PLAN***

P.S. 380 has an extensive Safety and Security Plan which is on file in the main office and can be viewed at any time. It consists of procedures for Fire Drills, Shelter Drills, Bomb-Threat Drills, School Lockdowns, etc. which are performed several times throughout the year so that staff and students are prepared in the event of an actual emergency. We also have alternative sites that we must report to in the event that we have to evacuate the building for a long period of time.

## **ALTERNATE SITES**

- 1) I.S. 71 - 215 Heyward Street
- 2) I.S. 318 – 101 Walton Street
- 3) P.S. 257 – 60 Cook Street\*

\*In case we need to leave the immediate vicinity

## **EMERGENCY PROCEDURES**

In case of emergency, P.S. 380 has three systems in place to quickly and efficiently notify all staff and students.

### **1) Intercom System:**

Every room in P.S. 380 has a working phone in it. In the event of a safety or security problem, teachers are to immediately call the main office and/or the security desk.

### **2) Public Address System:**

When appropriate, safety and security messages will be given over the public address system (loud speaker).

### **3) Bell System:**

In the event of an electrical problem, the bell system would be used to notify the school community of an emergency. This system is also used for all drills:

- \* Fire Drills
- \* Shelter Drills (evacuation)
- \* Bomb Threat Drills
- \* Lockdown Drills

At P.S. 380 the following procedures are in place to ensure that all staff members are knowledgeable and prepared in case of an emergency:

- 1) Monthly safety meetings with key personnel
- 2) Review of safety procedures/protocol at faculty conferences
- 3) Fire Drill Posters in every classroom indicating exit route to be used
- 4) Bell signal sign explaining what each signal and code represents
- 5) Mandatory lessons with students focusing on proper protocol during drills/emergencies
- 6) Copy of the school safety plan to every staff member

During an emergency, the Principal and/or Assistant Principals will be in charge of the procedure that the school will follow.

# ***PARENTS' ROLES/RESPONSIBILITIES***

*"HOW YOU CAN HELP YOUR CHILD BECOME  
A SUCCESSFUL "LIFE LONG LEARNER"*

1. Send your child to school every day on time.
2. Check your child's book bag on a daily basis. (Teacher notes, etc.)
3. Sign all notes and return them to school immediately.
4. Check homework assignment pad, supervise and sign all homework assignments.

## **SIGN ALL READING LOGS.**

5. Make sure your child has a comfortable place to do his/her homework without distractions and interruptions.
6. Review classwork with your child. (Know what he/she is learning.)
7. Help your child to study for exams.
8. Keep in touch with your child's teacher. (Notes/email, telephone calls, Google Meet)
9. Write a note to your child's teacher for:
  - ✓ Absences
  - ✓ Lateness
  - ✓ Early pick-up
  - ✓ New person picking up your child
  - ✓ Problems/Concerns
10. Read to or with your child daily.
11. Plan educational activities and trips for your child.

## *PARENTS' ROLES AND RESPONSIBILITIES DURING REMOTE LEARNING*

1. Have your child log in daily to his/her virtual classroom (Google Classroom) to maintain good attendance.
2. Check your child's Google Classroom account on a daily basis for teacher comments, missing assignments, school updates, etc.
3. Join and check our school's Parent Google Classroom on a daily basis. This will ensure that you stay up to date on important information, allow you to ask questions, and receive helpful tips and resources to use at home. **(P.S. 380 Parents Class Code: zcs3twa)**
4. Check your personal email for daily information and updates sent from your child's teacher.
5. Check your child's assignments each day, as well as supervise submitted work and comments made on his/her classroom stream.
6. Make sure your child has a comfortable place to do his/her assignments without distractions and interruptions.
7. Set expectations and routines at home in order to maintain a daily schedule for Remote Learning.
8. Review assignments with your child each day. Know what he/she is learning about and responsible to complete.
9. Communicate with your child's teacher via email, the Remind app, Class Dojo, telephone calls, etc.
10. Read to/with your child daily using recommended virtual websites:  
[www.getepic.com](http://www.getepic.com), [www.readinga-z.com](http://www.readinga-z.com), [www.storylineonline.net](http://www.storylineonline.net)

## *MISCELLANEOUS*

1. If your child has a problem in school, please contact his/her teacher immediately. Most problems/concerns can be handled best by the classroom teacher.
2. If you would like a meeting with the Principal or Assistant Principal, please call the school to make an appointment.
3. If your child receives a note from the school nurse stating that you must take him/her to the doctor, you must comply with the request.
4. Parents/guardians must not congregate by our security desk. This can interfere with the safety of our students and school community.
5. During this time, parents are not allowed to visit classrooms.
6. Please remember to model and practice good handwashing and hand sanitizing procedures.

## **NOTICE OF NON-DISCRIMINATION UNDER § 504 POLICY STATEMENT**

It is the policy of the New York City Department of Education (DOE) that, in accordance with § 504 of the Rehabilitation Act of 1973 (§ 504), no otherwise qualified person with a disability shall, solely by reason of their disability, be excluded from or otherwise denied participation in, be denied the benefits of, or be subject to discrimination under any program or activity sponsored or provided by the DOE. Confidentiality rights of persons with disabilities will be respected.

Chancellor's Regulation [A-710](#) sets forth the DOE policies and procedures, including complaint procedures, for students attending DOE schools and programs who are qualified individuals with disabilities as defined in § 504 and who are in need of accommodations in order to participate in DOE programs.

Chancellor's Regulation [A-830](#) sets forth the DOE's anti-discrimination policies and procedures, including complaint procedures, for employees, parents of students, students and others who do business with, use DOE facilities or otherwise interact with the DOE.

Direct inquiries regarding **student** § 504 rights or procedures to:

For Students and Parents:

External Resource:

§ 504 Program Manager  
Office of School Health  
42-09 28<sup>th</sup> Street, CN#25  
Long Island City 11101  
(718) 310-2429 [504Questions@schools.nyc.gov](mailto:504Questions@schools.nyc.gov)

U.S. Department of Education Office for Civil Rights  
32 Old Slip, 26th Floor  
New York, NY 10005-2500 (646) 428-3900 <http://www.ed.gov/>

Rev. April 2020

OFFICE OF LEGAL SERVICES • 52 CHAMBERS STREET • RM 308 • NEW YORK, NY 10007 Telephone:  
(212) 374-6888 • Fax (212) 374-5596

# 2020-2021 School Year Calendar

<b>September 16–18</b>	Wednesday–Friday	Fully remote partial school days for students.
<b>September 21</b>	Monday	In-person learning begins for 3K, Pre-K and all District 75 students
<b>September 28</b>	Monday	Yom Kippur, schools closed
<b>September 29</b>	Tuesday	In-person learning begins for all elementary school students (K-12, K-5, K-8, K-2 and K-3 schools)
<b>October 1</b>	Thursday	In-person learning begins for middle school, high school, secondary schools, transfer schools, adult education and evening schools.
<b>October 12</b>	Monday	Columbus Day, schools closed
<b>November 3</b>	Tuesday	Election Day, fully remote instructional day for all students
<b>November 4</b>	Wednesday	Evening parent teacher conferences for elementary schools and K–8 schools.
<b>November 5</b>	Thursday	Afternoon parent teacher conferences for elementary schools and K–8 schools; students in these schools dismissed three hours early.
<b>November 11</b>	Wednesday	Veterans Day, schools closed
<b>November 26–27</b>	Thursday–Friday	Thanksgiving Recess, schools closed
<b>December 24–January 1</b>	Thursday–following Friday	Winter Recess, schools closed
<b>January 18</b>	Monday	Rev. Dr. Martin Luther King Jr. Day, schools closed

<b>February 12</b>	Friday	Lunar New Year, schools closed
<b>February 15–19</b>	Monday–Friday	Midwinter Recess (includes Presidents’ Day and Lincoln’s Birthday), schools closed
<b>March 3</b>	Wednesday	Evening parent teacher conferences for elementary schools and K–8 Schools.
<b>March 4</b>	Thursday	Afternoon parent teacher conferences for elementary schools and K–8 schools; students in these schools dismissed three hours early.
<b>March 29–April 2</b>	Monday–Friday	Spring Recess, schools closed
<b>May 13</b>	Thursday	Eid Al-Fitr, schools closed
<b>May 31</b>	Monday	Memorial Day, schools closed
<b>June 3</b>	Thursday	Anniversary Day. Chancellor’s Conference Day for staff development. Students not in attendance.
<b>June 8</b>	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.
<b>June 25</b>	Friday	Last day of school for all students.

---

*Parent Signature Sheet*  
*2020-2021*

*Please complete the Google Form, which states that you have read this parent handbook and have discussed it with your child.*

*-cut here-*

-----

*Teacher's Name (Print)* \_\_\_\_\_ *Class* \_\_\_\_\_

*Child's Name (Print)* \_\_\_\_\_

*Parent's Name (Print)* \_\_\_\_\_

*I have read this "Parent Handbook" and understand my role as a parent of a child attending P.S. 380.*

*Parent's Signature:* \_\_\_\_\_

*Date:* \_\_\_\_\_