

P.S. 360Q – Dr. Marie M. Daly Academy of Excellence

TO: 100% Remote (Grades K to 5) Parents
DATE: September 23, 2020
RE: Things to Know /F.A.Q.'s
FROM: Ms. Rachel Thomas, Principal

Guarantees –Information will change. Something will go wrong. Staffing will change. Last minute switches will be made. Information/Perspectives from the teacher, admin, parent, media/news outlets, etc. will be different. Technology / Wi-fi / Websites / Online platforms sometimes freeze, have glitches or simply “*just shut down.*” Everything keeps changing and we must all learn to adapt to things beyond our control. We all must be gentle, kind and respectful. I can also guarantee that my mantra for this school year is to:

Use the Growth Mindset to Be Positive; Stay Hopeful; Be Grateful and Be Thankful

- **Communication** – Parents must check their *Class Dojo* and email throughout the day for information. Parents must read the information accurately. The Class Dojo comment section is not for parents to complain. If you have a question or concern, send a private Class Dojo message to the specific staff member. Be sure to adhere to all due dates/times. Zoom is our primary virtual platform.
- **Technology Platform:** *iLearnNYC* Parent training for *iLearnNYC* will be held via Zoom on:
Fri. Sept. 25th (10 am to 11 am) and **Wed. Sept. 30th** (5:30 pm to 6:30 pm)
- **Meals needed on remote days?** Complete the form in the link if you need breakfast/lunch by Friday, September 25 at 12 pm: <https://forms.gle/vD7AVmWTbUibttnx6>
- **Attendance:** Attendance is taken at **8:30 am each day**. All attendance must be entered in the **NYCDOE Attendance Tracker System**. The 8:30 am log-in time is non-negotiable.
- **Instruction:** There will be two Instructional periods and at least one Cluster / Special period per grade. Lessons will be a combination of: Live teaching / Instructional videos and Online Technology Support
- **Marking Periods:**
 - 1) *September 16 to November 13*
 - 2) *November 16 to January 29*
 - 3) *February 1 to April 16*
 - 4) *April 19 to June 25*
- **Grading System:**
 - Performance Level 4 (Exceeds Standards) 93% to 100%
 - Performance Level 3 (Meeting Standards) 80% to 92%
 - Performance Level 2 (Approaching Standards) 65% to 79%
 - Performance Level 1 (Below Standards) 0 to 64%
- Parents may **Opt their child into “in-person learning”** for Marking Period 2 during the Opt-in time window of: 10/26 to 10/30. Marking period 2 begins on November 16, 2020.
- **Instructional Absolutes:**
 - **Active Student Engagement:**
 - Real life/real world connections
 - Interdisciplinary connections
 - Hands-on/virtual experiences
 - **Check for Understanding:**
 - Activate prior learned knowledge
 - In the moment constructive feedback
 - Mid-point / end-point summaries
 - **Applied use of Academic Language:**
 - Students use content based oral/written language
 - Language of the rubric applied within teacher feedback
- **Technology Support:**
 - Telephone Support: DOE Service Desk (718) 935-5100
 - NYCDOE Schools Account and creation of NYCDOE email assistance: (212) 374-6646
 - Email support: nycschoolsaccount@schools.nyc.gov or www.nycenet.edu/technicalsupportforfamily
 - Remote Learning Device request: <https://coronavirus.schools.nyc/RemoteLearningDevices>

- **Zoom Etiquette:** All participants must be on MUTE; Students must sit at a desk/table and be in the “*Smart Spot*” position (ready for learning) in a creative educational setting. Students should have already eaten breakfast and used the bathroom. The area should be free of distractions including pets, other people, toys, etc. Student faces must be shown on the camera for attendance purposes. The Chat is controlled by the teacher. Lying in bed and wearing pajamas is prohibited.
- **Immunizations** must be current/up to date. Nurse Melany and Mrs. Maniscalco are the Point People in charge of receiving and entering the information into the system.
- **Documents needed:**
 - Student Emergency Contact Form* -*Blue Emergency Card* -*Health/Physical Form*
- **Meal Accountability Form** can be completed at: www.myschools.app.com - Mrs. Evelyn is the Point Person. More information is forthcoming.
- **Staffing:** We have a number of staff members who are on a “Medical Accommodation.” We are waiting for more personnel to be assigned to our school. Parents do not pick their child’s teacher. P.S. 360Q practices “team teaching.” There may be times when a teacher from a different grade or cohort will be covering the class, until Central assigns more staff to the school.
- All parents must visit www.schools.nyc.gov to download the **COVID-19 Protocols** in order to keep up to date with the latest health and safety guidelines.
- Parents have been afforded an opportunity to pick-up student belongings from last year and learning materials for this school year. If you change your mind and opt your child to have “in-person” learning, all workbooks must be brought back to the school, as they will be used for in-person learning.

Helpful Contact Information:

- School Telephone # (718) 776-7370
- School Fax # (718) 776-7380
- Email: ps360q@gmail.com
- School Nurse Ms. Melany - Ext. # 1122
- School Safety Desk: Ext. 5171
- School Based Support Team – Ext. 3142
- School Secretary- Mrs. Maniscalco: Ext. 1063
- School Aide- Ms. Jackson Ext. 1064
- School Aide - Mrs. Evelyn Ext. 1061

Parent Liaison

Mrs. Kamla Sandiford, Teacher / Email: ksandif@schools.nyc.gov
Contact Mrs. Sandiford, if you have any specific concerns outside of the classroom teacher.

Thank you for your attention, support and compliance.