



The New York City Department of Education
QUEENS METROPOLITAN HIGH SCHOOL
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LEADERSHIP * RELATIONSHIP * CITIZENSHIP * SCHOLARSHIP

Queens Metropolitan High School
Blended Learning Student & Family Handbook
SY 2020-2021

Dear Students and Parents of the QMHS community,

The past months have presented unprecedented challenges in all aspects of our lives. As much as we all want to return to the comforts of a traditional school year, it is important that we have a clear instructional plan that we can utilize both in a blended or a fully-remote model. Although we may not have all of our students with us every day, we are still committed to establishing those same moments of connection, collaboration, and discovery that motivate both teachers and students alike. Now, more than ever, it is critical that we come together as a school community and navigate these times with compassion, patience, and integrity in order to support both the academic growth and social and emotional well-being of our students.

The following handbook is an adaptation of our regular handbook with special attention given to the expectations of our students during blended and distance learning.

The reopening plans include regular substantive interaction between teachers and students whether instruction is delivered in a blended or in a remote model. Instruction will be accessible to all students, will be standards-based, and will include routines and scheduled times for students to interact and seek feedback and support from their teachers.

For the most detailed up to date reopening plans and guidelines for all NYC schools, please visit the website below:

<https://www.schools.nyc.gov/school-year-20-21/district-school-reopening-plan-submission-to-nysed/health-and-safety-plan>

EVERYONE WEARS A MASK



Accommodations for At-Risk Students and Staff

Families can opt into 100% remote learning at any time. Families who choose 100% remote learning can opt back into blended learning on a quarterly basis during a set timeframe that will be communicated clearly to families. Families can utilize this form to indicate their preference:

<https://www.nycenet.edu/surveys/learningpreference>

2020-2021

SY Calendar

DATES	WEEKDAYS	NOTES
September 16–18	Wednesday–Friday	Fully remote partial school days for students.
September 21	Monday	First full day of school; blended learning commences.
September 28	Monday	Yom Kippur, schools closed
October 12	Monday	Columbus Day, schools closed
November 3	Tuesday	Election Day, fully remote instructional day for all students
November 4	Wednesday	Evening parent teacher conferences for elementary schools and K–8 schools.
November 5	Thursday	Afternoon parent teacher conferences for elementary schools and K–8 schools; students in these schools dismissed three hours early.
November 11	Wednesday	Veterans Day, schools closed
November 12	Thursday	Evening parent teacher conferences for high schools, K–12, and 6–12 schools.
November 13	Friday	Afternoon parent teacher conferences for high schools, K–12, and 6–12 schools; students in these schools dismissed three hours early.
November 18	Wednesday	Evening parent teacher conferences for middle schools and District 75 school programs.
November 19	Thursday	Afternoon Conferences for middle schools and District 75 school programs; students in these schools dismissed three hours early.
November 26–27	Thursday–Friday	Thanksgiving Recess, schools closed
December 24–January 1	Thursday–following Friday	Winter Recess, schools closed

January 18	Monday	Rev. Dr. Martin Luther King Jr. Day, schools closed
February 1	Monday	Professional Development Day for 9–12 and 6–12 schools in Districts 1–32 only; students in these schools do not attend. Students in K–5, K–6, 6–8, and K–12 and D75 schools and programs are in attendance.
February 12	Friday	Lunar New Year, schools closed
February 15–19	Monday–Friday	Midwinter Recess (includes Presidents’ Day and Lincoln’s Birthday), schools closed
March 3	Wednesday	Evening parent teacher conferences for elementary schools and K–8 Schools.
March 4	Thursday	Afternoon parent teacher conferences for elementary schools and K–8 schools; students in these schools dismissed three hours early.
March 10	Wednesday	Evening parent teacher conferences for middle schools and district 75 schools and programs.
March 11	Thursday	Afternoon parent teacher conferences for middle schools and district 75 schools and programs; students in these schools dismissed three hours early.
March 18	Thursday	Evening parent teacher conferences for high schools, K–12, and 6–12 schools.
March 19	Friday	Afternoon parent teacher conferences for high schools, K–12, and 6–12 schools; students in these schools dismissed three hours early.
March 29–April 2	Monday–Friday	Spring Recess, schools closed
May 13	Thursday	Eid Al-Fitr, schools closed
May 31	Monday	Memorial Day, schools closed
June 3	Thursday	Anniversary Day. Chancellor’s Conference Day for staff development. Students not in attendance.

June 8	Tuesday	Clerical Day for K–5, K–6, 6–8, and K–12 and D75 schools and programs only; students in these schools do not attend. Students in 9–12 and 6–12 schools in Districts 1–32 are in attendance.
June 25	Friday	Last day of school for all students.

QMHS

Frequently Q & A

When is the first day of school?

September 21st – School began remotely for all students on Monday, September 21st. In-person instruction for students opting for the Blended Learning Model begins citywide on Thursday, October 1st.

QMHS In-person Learning

**NEW - Group A reports live on Thursday October 1st.
Group D will log in on Friday October 2nd instead of Oct. 1st.**

Group A - reports for in-person learning on Monday, October 5, 2020

Group B - reports on Tuesday, October 6, 2020

Group C - reports on Wednesday, October 7, 2020...etc.

When can students clean out their lockers?

Students will not be able to clean out their lockers until after the official start of in-person learning, which is now October 1st. Custodial staff are working to make sure that school building meets all safety, sanitary, and social distancing standards required by the City and State, so the DOE continues to restrict access to school buildings.

Can I still opt in to 100% remote learning?

Yes - parents can opt to continue with 100% remote learning for their child at any time by filling out the [DOE's Learning Preference Survey](#).

Unfortunately, the same is not true of the reverse. If you chose 100% Remote Learning and now want to change to Blended Learning you won't have the opportunity until November.

<https://www.nycenet.edu/surveys/learningpreference>

How do I request an iPad for my child?

If you need a device for your child for the fall, use the DOE's [Device Request form](#). This information will be shared with our school so we can work with you to ensure your child has a device for blended or remote learning this fall. Parents must request a device through the DOE first, then a member of our Tech Team reach out to arrange delivery of a device.

<https://coronavirus.schools.nyc/RemoteLearningDevices>

How is attendance taken?

The Daily Attendance Link is sent to students email every morning. Students sign in with their Queens Metro email and check in every school day between 8:00 and 10:00 am. Students who do not check in before 10 am, will be marked ABSENT for the day.

- Period attendance is taken by the classroom teachers via PupilPath. If your student is marked absent on the period attendance, you must contact the teacher directly.

What time does school start/end?

- 1st period begins at 8:33am
- 8th period ends at 2:14pm

Do students need to complete a daily Health Screening?

Yes - Students attending school for in-person learning should complete the DOE's Health Screening each morning before entering the building. Sign in as a guest at:

<https://healthscreening.schools.nyc/>.

What happens if my Blended Learning student reports to school on the wrong day?

If your child accidentally arrives at school on an incorrect in-person learning day, the DOE is requiring all parents to give written permission for your child to leave school and return home on his/her own without being accompanied by an adult. If your student is doing Blended Learning, please sign and return the permission slip, available on our school website.

How do I contact my student's Guidance Counselor?

All guidance counselors are currently working remotely and can only be reached by email.

9th Grade - Ms. Hill - Shill@queensmetro.com
10th Grade – Ms. Moronta - EMoronta@queensmetro.com
11th Grade – Ms. Gonzalez – Jgonzalez@queensmetro.com
12th Grade – Ms. Enriquez – BEnriquez@queensmetro.com

Will students be required to change for gym?

No – Students will not be changing for gym and will not be required to purchase a gym uniform. We not be using the locker room or the hall lockers this year.

Can students still get working papers?

Yes – Students should submit the 'Application for Employment Certificate' (Part 1 completed and signed by parent) and a doctor's note to Ms. Sandy at SVonbraunsberg@queensmetro.com. Our students do not have to provide proof of age as their birthdate is part of their educational record. The card will be mailed to the student's address as they have waived the requirement that the student sign it in the presence of the issuing officer.

PDF Application <http://www.p12.nysed.gov/ssss/documents/AT17-0320Fillable.pdf>

Senior Pictures?

Parents are instructed to reach out to the photographer, [Continental Studios](#), to arrange a time to get pictures taken. They are set up to adhere to all social distancing guidelines and students can go when it is convenient for them. You can call the studio at 718-268-2870.

Do I need to fill out the Family Income Inquiry Form?

Yes - The New York City Department of Education offers free breakfast, lunch and after school meals to all NYC public school students during the school year. You do not need to apply for your child to receive meals. However, we do ask families to complete the Family Income Inquiry Form (<https://www.myschoolapps.com/>) to determine student's eligibility for test fee waivers and help our school receive additional funds.

- Students and families can get free meals at more than [400 Meal Hubs](#) across the city.

Where is my P-EBT Food Benefit Card?

Our school doesn't have any further information on the status of the P-EBT Cards. These cards are being issued by the New York State Office of Temporary and Disability Assistance. The cards were not provided to, nor mailed by the schools

- If families have not received information by the end of September, they should call the helpline (1-833-452-0096)
- In the rare instance someone learns that their child does not appear in the P-EBT system when calling the helpline, families are instructed to email us info@foodadvocates.org.

How do I contact my child's teachers?

You can email any staff member at their QMHS email. You can find a staff directory on our website www.queensmetro.com. Parents can also email teachers directly via PupilPath.

How do I make sure that I am getting regular updates from the school?

- ***Register your Parent Account with PupilPath.*** We encourage all of our parents to set up their PupilPath account. PupilPath provides a platform for faculty and staff to directly communicate with parents.
- ***Get on our Parent Coordinator's Parent Distribution -*** All parents should be receiving regular communication from our Parent Coordinator, Kim Ramazan.. If you are not receiving her weekly newsletter, please email her at KRamazan@queensmetro.com to be added to her parent distribution.

When does the PTA Meet?

Our PTA meets monthly on a Tuesday at 7:00 pm. Meetings will be conducted via Zoom until further notice. Our SLT usually meets at 4:30 prior to the PTA meetings.

Please note that these dates are subject to change if a conflict arises.

- ***Thursday, September 24th - 1st meeting will be held on a Thursday.***
 - ***Tuesday, October 20th***
 - ***Tuesday, November 10th***
 - ***Tuesday, December 15th***
 - ***Tuesday, January 12th***
 - ***Tuesday, February 9th***
 - ***Tuesday, March 9th***
 - ***Tuesday, April 13th***
 - ***Tuesday, May 11th***
 - ***Tuesday, June 8th***

General Information for the Blended Model

- Remote learning begins for all NYC public school students on September 16th . In person classes begins on Thursday October 1st.
- Students and staff are **REQUIRED** to wear masks throughout the school day, mask breaks will be arranged for students during lunch periods.
 - No gaiters, scarves, headbands, bandanas, or face shields as well as masks with vents.
 - Masks may not contain lewd, derogatory, violent, or gang related images.
- Lockers will NOT be utilized to eliminate students congregating in those areas.
- Physical education classes will be held outside whenever feasible. Students should wear rubber sole sneakers and comfortable clothing to move in.
- Hallway and staircase traffic will be one-way, where possible, be sure to follow the appropriate signage.
- There will be no off-campus field trips or assembly programs for the time being.
- Clubs will be run virtually for the time being.
- Breakfast and lunch will be served cold “grab and go” style.

Shift to Distance Learning in the Event of School Building Closure Due to COVID-19

In the event school buildings are compelled to close, school will resume fully remote. Grades 9-12 students and teachers will follow the distance learning schedule (see schedule on the next page) that provides a combination of synchronous (live) and asynchronous (recorded) teacher lessons, online group work, and small-group instruction.

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Distance Learning Daily Schedule

Blended Model
For Students:

Period	Bell Schedule	MON	TUES	WED	THURS Remote Instruction for all groups	FRI Synchronous & asynchronous instruction, make up day By appt. or invitation w/ tr. only
0	8:00 - 8:30	Common Planning - Department Check Ins (teachers0				
1	8:33 - 9:13	Group A	Group B	Group C	Full remote	PE/ARTS/ELECTIVES
2	9:16 - 9:56	Group A	Group B	Group C	↓	MATH
3	9:59 - 10:30	Group A	Group B	Group C	↓	SCIENCE
4	10:42 - 11:22	Group A	Group B	Group C	↓	HISTORY
5	11:25 - 12:05	Group A	Group B	Group C	↓	ENGLISH
6	12:08 - 12:48	Group A	Group B	Group C	↓	FOREIGN LANGUAGE
7	12:51 - 1:31	Group A	Group B	Group C	↓	SWD/ ELL
8	1:34 - 2:14	Group A	Group B	Group C	↓	SEL
9	2:17 - 2:50	Dept, faculty and common planning				
10	2:50 - 3:20	Daily Google meet with your counselor or Mr. Diaz for Group tele therapy. Refer to the bullet point below for details.				

For staff:

Period	Time	Monday- Thursday Schedule*	Friday Schedule
0	8:00 - 8:30	Teacher Common Planning	Department Meeting/Faculty Meeting
1	8:33 - 9:13	Period 1	PE/ARTS/ELECTIVES
2	9:16 - 9:56	Period 2	MATH
3	9:59 - 10:39	Period 3	SCIENCE
4	10:42 - 11:22	Period 4	HISTORY
5	11:25 - 12:05	Period 5	ENGLISH
6	12:08 - 12:48	Period 6	FOREIGN LANGUAGE
7	12:51 - 1:31	Period 7	SWD/ ELL
8	1:34 - 2:14	Period 8	SEL
9	2:17 - 2:50	Teacher NX student work/contact	Parent/Student Outreach

- David Diaz, our SAPIS Counselor, will be conducting Parent Workshops/Support groups on a weekly basis via Zoom. The schedule for the sessions will be on Thursdays at 2:17 PM-3:20 PM. Additionally, individual sessions are conducted on a need-by-need basis. David will create safe spaces for difficult conversations in order to provide support to adolescents. Mr. Diaz is reachable through email: ddiaz39@queensmetro.com for inquiries and referrals.
- Fridays are an opportunity for teachers to work with groups of students. Teachers will schedule students for these sessions. Students can also ask for extra-help support on this day. In addition, asynchronous instruction occurs for **ALL** students on this day. Students should log in to all of their Google Classrooms to check for new assignments or updates.

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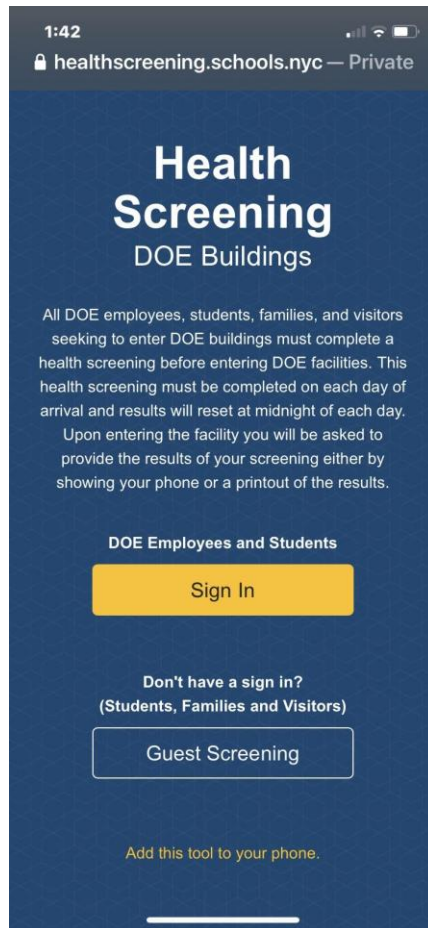
Below is a modified version of our handbook. Policies and protocols have been modified to reflect changes due to Covid.

Academic Integrity

Academic integrity means that a student is submitting original individual work. We expect QMHS students to not plagiarize (use other people's work without citation) or use other people's information in assessments. The QMHS Student Code of Conduct will be enforced in cases where academic integrity is not upheld. A more detailed version of the policy will be posted to the school website.

Arrival and Daily Health Screenings:

All students must complete the daily health screening before they enter the blue doors. You must use your OSIS/ID number. If you cannot access the screening on a cell phone or other device, paper copies are available at the blue main security desk. Those students who do not complete the screening at home will have their temperature taken upon arrival. Any student reporting symptoms of Covid 19 will be escorted to the isolation room, evaluated by the school nurse and parent/guardian contacted for pick up.



If you're not feeling well or would like to be tested for Covid-19, please refer to the list of sites offering priority testing for DOE students. Results are provided much faster through these sites than through City MD.

<https://www1.nyc.gov/site/coronavirus/get-tested/doe-employee-testing.page>

SELF-SCREENING IS REQUIRED BY ALL EMPLOYEES AND VISITORS WHO ENTER THIS FACILITY

DO NOT ENTER IF:



You have a fever, cough or shortness of breath

— OR —



In the past 10 days, you have tested positive for COVID-19 by a saliva or nose or throat swab test (not a blood test)

— OR —



In the past 14 days, you have been in close contact (within 6 feet for at least 10 minutes) with anyone while they had COVID-19

— OR —



You have traveled internationally or from a State with widespread community transmission of COVID-19 per the [New York State Travel Advisory](#) in the past 14 days

Daily Health Screening for Staff

In alignment with NYS Department of Health guidance, a health screening (including temperature checks) must be completed by all students, staff, and visitors before entering DOE school facilities-- preferably **at home**. This health screening must be completed each day. School-based staff, visitors, and families **cannot** enter the building if they have:

- (a) experienced any symptoms of COVID-19, including a fever of 100.0°F or greater, a new cough, new loss of taste or smell or shortness of breath, within the past 10 days;
 - (b) in the past 10 days, gotten a positive result from a COVID-19 test that tested saliva or used a nose or throat swab;
 - (c) to the best of their knowledge, in the past 14 days, been in close contact (within 6 feet for at least 10 minutes) with anyone who tested positive for COVID-19 or who has or had symptoms of COVID-19; and/or
 - (d) traveled internationally or from a state with widespread community transmission of COVID-19 per the [New York State Travel Advisory](#) in the past 14 days.
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Attendance:

The NYC DOE recognizes that attendance is a critical factor in school success for students and understands that consistent school attendance and academic achievement have a positive correlation. School attendance is both a right and responsibility in New York State. All students are expected to log into Google Classroom daily, be engaged in their work, and attend all synchronous (live) classes. **Attendance in school is required by law and will be taken daily whether the district is following blended or remote instruction.**

Please sign in with your Queens Metro Email and check in every school day between 8 AM and 10 AM.

If you do not check in before 10 AM, you will be marked ABSENT for the day.

<https://tinyurl.com/QMHSDailyAttendance2020>

If you are having trouble signing in, **follow these steps:**

1. **User must use google chrome browser**
2. Go to gmail.com
3. If you are in gmail without entering username and password
 1. Sign out all gmail accounts
 2. Clear browsing history
 3. Exit out google chrome browser
 4. Open back google chrome
 5. Go to gmail.com
 6. Sign in using queensmetro email
 7. Find the daily attendance email and fill out the form.
4. If gmail prompt for username and password
 1. Sign in using queensmetro email
 2. Find the daily attendance email and fill out the form

Bathrooms

Bathrooms will be open as per the schedule below:

Period	basement	1 st floor	3 rd floor	4 th floor
1	x	x	x	x
2	x	open	open	x
3	x	open	open	x
4	open	x	x	open
5	open	x	x	open
6	open	x	x	open
7	open	open	open	open
8	x	x	x	x

Students must show their ID cards, sign in and enter the bathroom 1 at a time to ensure proper social distancing. Students are encouraged to wash their hands properly as they leave the bathrooms. Students should be mindful of time spent as we had to reduce the number of students utilizing the space at once for capacity limits.

Behavioral Expectations during Blended Learning

- Students are expected to log into their google classroom using their queensmetro.gmail account ONLY
- Students are expected to identify themselves by their proper name at all times.

- Any student using any other email account will NOT be admitted into a Google meet or Zoom session.
- ZOOM bombing is considered a violation of the DOE internet policy.
- Recording, taking photo or screenshots of any online interaction is not allowed, nor is sharing content from synchronous or asynchronous instruction via text or social media.
- Teachers will still be able to send referrals and deans will be following up accordingly.
- As per NYCDOE disciplinary code, any inappropriate posting during a live or virtual class session will be reported. Students will be removed from the session and subject to disciplinary action as listed in the [Chancellor's Regulations](#).
- Teachers will be able to remove from the class at their discretion if they deem the “on line” behavior inappropriate. This is considered a student removal and will facilitate a conversation with the student, parent and dean. More egregious behaviors will result in a meeting with administration and disciplinary action will be taken.

Breakfast

Breakfast is available for all students and will be served between 7:50-8:15 am at the blue main. Students are encouraged to eat a healthy breakfast before the start of each school day.

Cell Phones

Cell Phones will be used at the beginning of each day to show that students are cleared to enter DOE Schools and Facilities. Following arrival, phones should be put away for the duration of the school day unless otherwise instructed by a teacher or staff member.

Council For Unity

Council for Unity’s innovative curriculum empowers youth with the skills to achieve success in their academic, vocational and social lives. The CFU model, which teaches essential interpersonal and life skills such as leadership, self-expression, mediation, conflict resolution and advocacy, helps reduce and resolve personal conflicts, violence, bullying, and intolerance. Participants gain greater self-awareness, self-esteem, and social skills, as well as a greater understanding of, and appreciation for, diversity and community.

Cleanliness

Bathrooms and high touch surface areas such as door handles and push bars will be routinely cleaned throughout the school day. Hand sanitizer dispensers have been installed in all classrooms and offices throughout the building. Classrooms have wipes upon request and everyone is encouraged to wash their hands frequently.

Communication

Please note that if you have questions directly related to your classes or your child's classes, that you should contact the teacher directly via email. While reaching out to teachers with questions through email is encouraged, it is also important to note that many of your questions can be answered by logging into Pupil Path or visiting our school website. The DOE also has an infohub with a family side that has resources and links to a variety of information.

<https://www.queensmetro.com/>

<https://infohub.nyced.org/>

Below is a building organization sheet, however several of our staff members are working remotely. Please use the email addresses listed below to communicate with our faculty and staff.

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Queens Metropolitan Email Directory
SY 2020-2021

Faculty/Staff	Role	<u>Email Address</u>
Rodriguez-Tabone, Saida	All	<u>SRodrigueztabone</u> @queensmetro.com
Bausch, Marcos	12 th /SS/LOTE/ Guidance/Theater	mbausch@queensmetro.com
Kwon, Soonyoung	10 th /STEM Programming	skwon@queensmetro.com
Picciano, Stacey	11 th / PE/ARTS &Music/Safety/Dis cipline	SPicciano@queensmetro.com
Raysor, Tori	9 th /ISS/ELA	TRaysor@queensmetro.com
Teachers	Content Area	Email Address
Anskat, Katie	Math	KAnskat@queensmetro.com
Baines, Stacie	ELA	SHaskell@queensmetro.com
Beach, Erin	ELA	EBeach@queensmetro.com
Brett, Jessica	ISS	JBrett@queensmetro.com
Brown, Ashley	ISS	ABrown@queensmetro.com
Buchberg, Elizabeth	ISS	EBuchberg@queensmetro.com
Choudhury, Ninad	Science	NChoudhury@queensmetro.com
Chung, Judy	Math	JChung@queensmetro.com
Doxsey, Eric	Math	Edoxsey@queensmetro.com

Doxsey, Lindsay	Social Studies	LHarvey@queensmetro.com
Dudkiewicz, Alex	ISS/Dean	ADudkiewicz@queensmetro.com
Efthimiades, Christopher	ISS	CEfthimiades@queensmetro.com
Eng, Timothy	Math	TEng@queensmetro.com
Ess, Ramsey	ELA	REss@queensmetro.com
Fagan-Engley, Caitlin	ELA	CFagan@queensmetro.com
Faya, Juan	PE	JFaya@queensmetro.com
Fazio, Christopher	ELA	CFazio@queensmetro.com
Freed, Ian	ISS	IFreed@queensmetro.com
Freeman, Dena	ISS/ College Advisor	DFreeman@queensmetro.com
Gangadeen, Donna	Science	DGangadeen@queensmetro.com
Gendin, Shoshana	ISS	SGendin@queensmetro.com
Goscinski, John	Social Studies	JGoscinski@queensmetro.com
Haber, Jordan	Social Studies/Dean	JHaber@queensmetro.com
Hamilton, Stuart	Music	SHamilton@queensmetro.com
Hong, Jin	ISS	JHong@queensmetro.com
Horn, Christian	College Advisor	CHorn@queensmetro.com
Horn, Eileen	ISS	EHorn@queensmetro.com

Huffaker, Joshua	ISS	JHuffaker@queensmetro.com
Katzman, Andrew	ISS	AKatzman@queensmetro.com
Kelly, Chris	ESL	CKelly@queensmetro.com
Krieger, Steven	Math	SKrieger@queensmetro.com
Kuhlman, Beth	Social Studies	BKuhlman@queensmetro.com
Lee, Yoon	ESL/College Advisor	YLee@queensmetro.com
Liew, Irene	Math	ILiew@queensmetro.com
Lin, Jerry	Data/Programmin g	JLin@queensmetro.com
Loh, Jeffrey	PE	JLoh@queensmetro.com
Machuca, Rafael	ELA	RMachuca@queensmetro.com
Magerkurth, Marissa	Science	MMagerkurth@queensmetro.com
Marchi, Luca	LOTE	LMarchi@queensmetro.com
Mariano, Tzipi	Math	TMariano@queensmetro.com
McGregor, Carla	Science	CMcGregor@queensmetro.com
Mestousis, Stella	LOTE	SMestousis@queensmetro.com
McInnis, Sarah	Science	SMcinnis@queensmetro.com
Mishpatov, Yevgeniy	Math	YMishpatov@queensmetro.com
Mohammed, Sadia	Social Studies	SMohammed@queensmetro.com

Pazmino-Perez, MaryAnn	Math	Mpazminoperez@queensmetro.com
Pimentel, Carla	LOTE	CPimentel@queensmetro.com
Reyes, Cindi	SS	CReyes@queensmetro.com
Richards, Ashley	ISS	ARichards@queensmetro.com
Russell, Jennifer	Arts	JRussell@queensmetro.com
Sakoulas, Labreni	Science	LSakoulas@queensmetro.com
Salzano, Stacey	ISS	SSalzano@queensmetro.com
Scheiner, Craig	Science	CScheiner@queensmetro.com
Scher, Adi	Theater	AOrtner@queensmetro.com
Schordine, Luke	Math	LSchordine@queensmetro.com
Shean, Thomas	PE	TShean@queensmetro.com
Silecchia, Thomas	Social Studies	TSilecchia@queensmetro.com
Simonds, Natascha	Science	NSimonds@queensmetro.com
Sperandio-Howla, Michelle	College Advisor	MSperandio@queensmetro.com
Stalford, Katherine	SMLS	KStalford@queensmetro.com
Stein, Eric	Dean	EStein@queensmetro.com
Stipanov, Andrea	PE	AStipanov@queensmetro.com
Strollo, Jessica	ELA	JStrollo@queensmetro.com

Swetten, Frank	Social Studies	FSwetten@queensmetro.com
Tamayo, Yesenia	PE	YTamayo@queensmetro.com
Ugarte, Jenny	LOTE	jugarte@Queensmetro.com
Verost, Ryan	ISS	RVerost@queensmetro.com
Vultaggio, Joann	LOTE/Dean	JVultaggio@queensmetro.com
Walcott, DeJeanne	PE	DWalcott@queensmetro.com
Waldvogel, Tim	Social Studies	TWaldvogel@queensmetro.com
White, Melissa	ELA	MWhite@queensmetro.com
Whooley, Matthew	ELA	MWhooley@queensmetro.com
Xenakis, Martha	ISS	Mxenakis@queensmetro.com
Family Worker		
Teddy Jaric		TJaric1@queensmetro.com
Guidance Counselors		Email Address
Enriquez, Brenda	12	BEnriquez@queensmetro.com
Gonzalez, Joanna	11	JGonzalez@queensmetro.com
Hill, Shawn	9	SHill@queensmetro.com
Moronta, Estefania	10	EMoronta@queensmetro.com
School Nurse		

Pat Cummings		PCummings@queensmetro.com
Related Service Providers		Email Address
Gatdula, Carlo	Physical Therapy	CGatdula@schools.nyc.gov
Lau, Fiona	Occupational Therapy	FLau3@schools.nyc.gov
Yachzel, Julie	Speech Therapy	Jyachzel@queensmetro.com
SAPIS Worker		
David Diaz		DDiaz39@queensmetro.com
Social Worker		Email Address
Chaboty, Diana (W only)		DChabotytheodorou@schools.nyc.gov
Rubio, Jose (F only)		JRubio@queensmetro.com
School Psychologist		
Gina Iavernaro		Giavernaro@queensmetro.com
PARA professionals		Email Address
Agosto, Alanna		AAgosto@queensmetro.com
Biramian, Rita		RBiramian@queensmetro.com
Engesser, Thomas		TEngesser@queensmetro.com
Ferguson, Chalton		CFerguson@queensmetro.com
Ferrus, Katenka		KFerrus@queensmetro.com

Hernandez, Annie		AHernandez2@queensmetro.com
Lester, Liz		ELester@queensmetro.com
Medina, Orelis (Stacey)		SMedina@queenmetro.com
Powell, Jerome		JPowell@queensmetro.com
Rosario, Chardlyn		CRosario@queensmetro.com
Szyc, Magdalena		MSzyc@queensmetro.com
Valentino, Debbie		DValentino@queensmetro.com
Community Assistants		Email Address
Hoepel, Norman		NHoepel@queensmetro.com
Scelsi, Mario		MScelsi@queensmetro.com
Sciulara, Martha		MSciulara@queensmetro.com
Williams, Scott		SWilliams@queensmetro.com
Viaggio, Darlene		DViaggio@queensmetro.com
VonBraunsberg, Sandy		Svonbraunsberg@queensmetro.com
Secretaries		Email Address
Bezler, Marilyn		MBezler@queensmetro.com
Kenna, Stacey		Skenna@queensmetro.com

Petroglia, Rosalie		RPetroglia@queensmetro.com
Parent Coordinator		Email Address
Kim Ramazan		KRamazan@queensmetro.com
PTA Co-Presidents		Email Address
Tannia Barrientos		pta@queensmetro.com
ATRs		
Brown, Nickesha		Nbrown14@queensmetro.com
Holder, Andrew guidance		AHolder@queensmetro.com
O'Malley, John (SS)		jomalley1@queensmetro.com
Nicholls, Lawrence (Sci)		Inicholls@queensmetro.com

EVERYONE WEARS A MASK



Organization Sheet SY 2020-2021

ROLE	AREAS OF SUPERVISION	FACULTY MEMBER	PHONE EXTENSION/OFFICE
Principal	All	Saida Rodriguez-Tabone	3602
Assistant Principals	9 th Grade/ISS/ELA	Tori Raysor	3051
	10 th Grade/Science/Math	Soonyoung Kwon	5052
	11 th Grade/PE/Arts/Safety/Discipline	Stacey Picciano	4023
	12 th Grade/SS/Guidance/LOTE	Marcos Bausch	2000
Audio/Visual	Audio Room	Mario Scelsi	4091
	A/V Carts	Mario Scelsi	4091
Custodial Engineer	Head of Metro Campus	Bill Gerhardt	4752
CAASS System (ID Cards)	System Admin (Passwords, etc)	Kim Ramazan	3612
	ID Cards/Pictures	Darlene Viaggio	3616
Cafeteria	AP in Charge of Food Service	Stacey Picciano	4023
	Kitchen Manager	Johnson Caicedo	4750
	Breakfast Duty	Mario Scelsi/Scott Williams	4091
	(Deans & Community Assistants)	Eric Stein	1004
		Scott Williams	1005
		Mario Scelsi	4091
		Martha Sciulara	1003
		Norman Hoepel	1005
		Darlene Viaggio	3616
		Sandra VonBraunsberg	3613
Check Books	Athletic Account	Yesenia Tamayo	1029 Use email
	School Food Account	Stacey Picciano	4023
	General School Fund	Kim Ramazan	3612
Classroom	Management Support	Eric Stein	1004
	Book Inventory/Purchasing	Scott Williams	1005
		Marilyn Bezler	3614
College Suite (0011)	College Advisor	Dena Freeman	6017/0011B
	College Advisor	Chris Horn	6019/0011B
	College Advisor	Yoon Lee	6013/0011B
	College Advisor	Michelle Sperandio-Howla	6022/0011B
	Senior Class Advisor		
	Student Area		0011
College Now	Supervisor	Katherine Stalford	4096
ROLE	AREAS OF SUPERVISION	FACULTY MEMBER	PHONE EXTENSION/OFFICE
	Instructors		
		Rafael Machuca (PM)	Use email
		Cindi Reyes (PM)	Use email
		Beth Kuhlman (PM)	Use email
		Whooley (PM)	Use email
		Magerkurth (PM)	Use email
		Luke Schordine (PM)	Use email
COSA	Student Activities/ Travel Abroad	Rafael Machuca Alex Dudkiewicz/Joann Vultaggio	3052/1005
Crisis Intervention Team	Coordinator	Shawn Hill	1015
Deans	AP in Charge	Stacey Picciano	4023
	Head Dean	Eric Stein	1004
	Assistant Deans	Alex Dudkiewicz	3052
		Jordan Haber	1005

		Scott Williams	1005
		Joanne Vultaggio	1005
Discipline	AP in Charge	Stacey Picciano	4023
ENL	AP in Charge	Tori Raysor	3051
	Coordinator	Chris Kelly	1012
Extracurricular	AP in Charge	Tori Raysor	3051
	Oversee Per Session	Principal	3051
Global Connect (School Messaging Service)	Attendance Calls	Rosalie Petroglia	3613
	General Notifications	Kim Ramazan	3612
Guidance Department	Supervisor	Marc Bausch	2000
	9 th Grade	Shawn Hill	1015 Use email
	10 th Grade	Estefania Moronta	6020 Use email
	11 th Grade	Joanna Gonzalez	1016 Use email
	12 th Grade	Brenda Enriquez	1014 Use email
	Mandated Counseling	Andrew Holder	2024
Instructional	Leader	Saida Rodriguez-Tabone	3602
	Arts /PE/Health	Stacey Picciano	4023
	Special Education/ELA/ENL	Tori Raysor	3051
	Social Studies/LOTE	Marcos Bausch	2000
	Math/Science (STEM)	Soonyoung Kwon	5052
IT Support		Mario Scelsi	4091
Skedula Gmail	Administrators		
		Christopher Fazio	Use email
Keys	Coordinator	Darlene Viaggio	3616
Laptops/Ipads	Staff or Student Carts	Mario Scelsi	4091
Media Specialist	Librarian	Katherine Stalford	4096
	Internet Usage	Katherine Stalford	4096
Mentoring DOE		Stacey Picciano	4023
Nurse	QMHS	Pat Cummings	0015/6216 Direct 718.286.3606
Paraprofessionals	AP in Charge	Tori Raysor	3051
Parent Coordinator		Kim Ramazan	3612
ROLE	AREAS OF SUPERVISION	FACULTY MEMBER	PHONE EXTENSION/OFFICE
PHYSICAL EDUCATION	AP in Charge	Stacey Picciano	4023
	Athletic Director/PSAL	Yesenia Tamayo	1029
	Locker Room	Scott Williams Mario Scelsi Norman Hopel	1006/4091
		Darlene Viaggio Martha Sciulara Sandy VonBraunsberg	3616/1003
Permits	Supervisor	Stacey Picciano	4023
	Auditorium Calendar/Usage	Kim Ramazan	3612
Programming	Chair	Soonyoung Kwon	1012
	Data Specialist	Jerry Lin	1002
PTA	Liaison	Kim Ramazan	3612
	Co-Presidents	Tania Barrientos Kelly Capulto	6081/6281 Use email
Principal's Secretary		Stacey Kenna	1006
Payroll/Purchasing		Marilyn Bezler	3614
Related Services Providers:	AP in Charge	Tori Raysor	3051
	Mandated Counseling	GC Holder	Use email
	Physical Therapy	Carlos Gadtula	
	Occupational Therapy	Fiona Lau	5 th floor corridor Use email

	Speech Therapy	Julie Yachzel	0017 Use email
Report Cards	Supervisor	Saida Rodriguez-Tabone	3602
	Grades/STARS Classroom	Jerry Lin	1002 Use email
School Based Support	AP in Charge	Tori Raysor	3051
	Family Worker	Teodora Jaric	1015 E/ext. 1151
	Psychologist	Gina Iaverano	Use email
	Social Worker	Diana Chaboty (W only)	1015E/ext. 1151
School Safety	AP in Charge	Stacey Picciano	4023
	Level 3		6219
School Survey (DOE)	Coordinator	Kim Ramazan	3612
SMLS	Librarian	Katherine Stalford	4096
Sound Equipment		Mario Scelsi	4091
Special Education	AP in Charge	Tori Raysor	3051
	IEP/Transitional Linkage Coordinator	Jessica Brett	3010
	Inclusion Coordinator	Eileen Horn	1075
	Yellow Bussing	Tori Raysor	3051
Staff/Teacher Accounting	Coverage /Absences	Stacey Picciano	4023
	ATRs	Stacey Picciano	4023
	Payroll Secretary	Marilyn Bezler	3614
	Teacher's Attendance Records	Marilyn Bezler	3614
	Teacher's Professional Records	Stacey Kenna	1006
Student/Pupil Accounting: Attendance	Supervisor in Charge	Saida Rodriguez-Tabone	3602
	Daily Attendance	Rosalie Petroglia Martha Sciulara	3613 1003
ROLE	AREAS OF SUPERVISION	FACULTY MEMBER	PHONE EXTENSION/OFFICE
Student Records	Pupil Records	Rosalie Petroglia	3613
Student Teachers	AP in Charge	Stacey Picciano	4023
Summer School	AP in Charge	Tori Raysor	3051
Supply Requisition		Martha Sciulara	1003
		Darlene Viaggio	3616
Technology Inventory		Mario Scelsi	4091
Testing/Scheduling	Coordinator	Stalford/Harvey	4096 Use email
Transportation	AP in Charge		
	Metro Cards	Martha Sciulara	1003
	Yellow Bussing	Tori Raysor	3051
Trips	Permission Slips	Stacey Kenna	1006
	Trip Buses	Martha Sciulara	1003
UFT Chapter Chair	Teacher Related Issues	Craig Scheiner	4017 Use email
Working Papers (students)		Sandy Von Braunsberg	1008 Use email

Dismissal

To help proper distancing during dismissal, our teachers will have students remain seated at the sound of the bell. Ms. Kim will announce which floor can dismiss over the PA system. Floors will be staggered by 15-20 seconds to allow for students to make their way to the exit doors, down the stairs and out of the building. Loitering among students

is strongly discouraged at the end of the day. We must keep things moving and empty the campus as quickly and safely as possible. Deans and support staff will be outside to keep students moving safely off campus.

Distance Learning Student Expectations

Our goal for distance learning will be to mirror an in-person school day as closely as possible. To help accomplish that goal, we have set forth the following expectations:

- Each course will have a ‘live’ (synchronous) component using Google Meet or NYC DOE Zoom and asynchronous components using various digital resources.
 - **Synchronous instruction** happens in real time, like an in-person classroom, you, your classmates and your teacher interact in a specific virtual place at a set time. Attendance is taken like it would be during an in-person class.
 - Examples of synchronous instruction: video conferencing, teleconferencing, live chatting, and live-streamed lectures that must be viewed in real time.
 - **Asynchronous instruction** happens on your own schedule. While your class, teacher, or program will provide materials for reading, videos for viewing, assignments for completing and exams for evaluation, you can access and satisfy these requirements on your own schedule, so long as you meet the expected deadlines.
 - Examples of asynchronous instruction: self-guided lessons, pre-recorded video content, virtual libraries, lecture notes, and online discussion boards, or social media platforms.
- Students must log in to Google Classroom **daily** and check for teacher updates and assignment(s) for the day.
- Attendance will be taken **daily**.
- Our expectation is that students are courteous and respectful online.
- Active and appropriate participation is expected at all Google Meet/Zoom sessions.
- Classes will begin on time at the scheduled time.
- Assignments must be turned in on time. Submitting work by the assigned due date is critical and allows for teachers to provide timely, meaningful feedback. Work that is submitted late **may or may not be accepted at the discretion of the teacher**.
- Students should communicate proactively with their teachers if they require additional support.

- All work submitted should be original individual work. We expect, as per our code of conduct, students to not plagiarize (use other people's work without citation) or use other people's information in assessments.

Extra Help During Distance Learning

Teachers will be available to answer students' questions during tutoring time noted on the schedule. Students should notify teachers that they are in need of extra-help so that teachers might group students in like courses during similar time slots. Teachers will notify students of their weekly availability for extra-help that is provided outside of the school day. Students are also brought back to school on Fridays by invitation only for extra help as well.

Family Role & Responsibilities in Student Learning

Many parents still struggle to balance helping their kids learn and navigating their own obligations and responsibilities.

Distance Learning Tips

- Help your child manage their online learning by ensuring that he/she attends all classes and finishes all assignments in a timely manner.
- Create a comfortable, distraction-free place for your child to work and attend online classes.
- Establish routines and expectations. ...
- Stay in touch. ...
- Help students 'own' their learning. ...
- Begin and end the day by checking-in. ...
- Establish times for quiet and reflection. ...
- Encourage physical activity and exercise. ...
- Manage stress and make the most of an unusual situation.
- Partner with your child's teachers and reach out should any challenges arise.
- Develop and engage in ongoing conversations with your child about proper social media and educational platform practices.

Please DO NOT:

- ***be visible on your child's screen during a live class session.***
- ***Interact with the teacher or other students directly during a virtual class session.***
- ***Keep background noise to a minimum (dishes, pots and pans banging)***
- ***Keep pets at a distance.***
- ***Always be cognizant of your child's camera. We always want to avoid the potential for embarrassing moments.***

Health

We have a school nurse on site from 8-3 pm everyday. Nurse Pat can be reached via email pcummings@queensmetro.com or directly at 718.286.3606

Students must ALWAYS have a written pass from a teacher before going to see the nurse. She is located in room 0015 which is on our “red side” just opposite the cafeteria.

General first aid items (bandaids, ice packs, feminine products) can always be provided for students in the main office or in 4022.

Again, keep in mind that we have capacity limits in our offices. Students must have permission to see the nurse.

ID Cards

Freshman and new admits to Metro will take their photo ID during their lunch periods. Students who are fully remote will be invited in after regular school hours to take their photo beginning October 5th. Please watch for emails from Ms. Kim for your scheduled day.

Lockers

As previously mentioned, lockers will NOT be made available for student use this school year. This include lockers in the boys and girls’ locker room. The locker room will also be closed to students this school year.

Lunch and “Recess”

Students will be able to grab lunch (paper bag style) and enjoy fresh air on our outdoor field (weather permitting) during their scheduled lunch period. A reminder that we are still a closed campus and that students are not allowed to leave for lunch and return. Students are expected to exit the building from B/C (our middle doors) and go right to the field to socially distance themselves. Our PTA will be selling bottled water and light snacks during the lunch periods outside. A reminder that everyone will be wearing masks as they move on and off the field.

Library Access

The library will be open for students to use during their lunch periods. Grab and go lunches will be provided in the library for students to pick up. Students are also allowed to bring in their own lunches from home to eat in the library. A maximum of 20 students

will be allowed in the library during the lunch period. Students will be able to check out books and print.

Masks and Mask Breaks

All students are required to wear a mask and should maintain appropriate social distancing. Mask breaks have been incorporated into the school day. Students will be able to use the outdoor field to social distance themselves and take a “mask break” for a few minutes during the lunch periods (4-7).

PTA

Our PTA is meeting virtually via Zoom this year. They can be reached at PTA@queensmetro.com. Our community has grown so much over the years. We hope that you will join throughout the year for guest speakers and a chance to talk about what’s happening at Metro.

Meeting Dates below and invites are sent with a zoom link. Meetings begin at 7:00 pm.

Thursday, September 24th

Tuesday, October 20th

Tuesday, November 10th

Tuesday, December 15th

Tuesday, January 12th

Tuesday, February 9th

Tuesday, March 9th

Tuesday, April 13th

Tuesday, June 8th

Safety Drills

We will still be conducting our mandatory evacuation and lock down drills. Changes to safety protocols have been reviewed with faculty and staff as well as with students.

SEL/Substance Abuse & Prevention

We have a full time youth advisor to work with our students everyday. David Diaz is a licensed SAPIS worker (Substance Abuse and Prevention Intervention Specialist) who

provides social and emotional learning and support to our school community. Parents please look out for monthly Zoom meetings where we will focus on how we can help our students heal and cope with life during the Covid era. David works closely with Jose Rubio, social worker, as they help to provide guidance on Friday when Jose joins the Metro staff.

Social Media Guidelines & Acceptable Internet Use Policy

The Student Code of Conduct is in effect in a remote environment. Please review the NYCDOE Acceptable Use Policy and the Student Code of Conduct which are listed below. Please click on each link to be directed to the Acceptable Use Policy and Code of Conduct.

<https://www.schools.nyc.gov/school-life/school-environment/digital-citizenship/social-media-guidelines-for-students-over-13>

<https://www.schools.nyc.gov/about-us/policies/internet-acceptable-use-policy>

<https://www.schools.nyc.gov/school-life/school-environment/digital-citizenship>

Our expectation is that students are respectful and responsible when interacting with others through the use of educational, and social platforms. Characteristics of inappropriate social media use include, but are not limited to:

- *Threatening social media posts of and/or with weapons*
- *Threatening social media posts that threaten and/or intimidate others*
- *Inappropriate language and/or comments of an ethnic and/or racial nature*
- *Inappropriate language and/or comments regarding other students (rumor, innuendo, etc.)*
- *Posting and/or forwarding inappropriate images and content*

Student Conduct and Behavior

At QMHS, we expect that everyone will conduct themselves with respect to others. We are committed to providing a safe, orderly, and positive distance learning environment where students may receive and district personnel may deliver quality educational services without disruption or interference. Responsible behavior by students is essential to achieving this

goal. The NYC Discipline Code has a long-standing set of expectations for conduct and those expectations apply in a virtual environment.

High expectations for student behavior is expected. Students take responsibility in their learning by engaging in virtual discussions, virtual lessons, virtual chats, and assignment submissions, respectfully as a learner. This includes an acceptable standard of public decorum (student dress code) for both in person and during virtual instruction. The NYC Discipline Code of conduct policy will be enforced if a student has a challenge being appropriate in class or online. A range of consequences will result from these behaviors as outlined by the Chancellor's Code of Conduct. [Citywide Behavioral Expectations](#)

As a reminder:

- Wearing clothes that expose undergarments and/or midriff are not acceptable.
- Wearing items that depict themes that are lewd, illegal and/or obscene are not acceptable.
- Students attending class virtually are expected to adhere to the dress code.

Synchronous (Live) Classes through Google Meet

Students will be meeting virtually with their teachers during class periods and at other times in small groups. Students should log into the Google Meet on time, actively participate, and be appropriate during the video conferencing. **Attendance will be taken.** Other guidelines include:

- Be on-time. Be prepared to learn a few minutes before class begins.
- Students are expected to show their faces at the virtual meets for 20 minutes of class time. As of October 15th, students are expected to remain visual for the entire period.
- Dress appropriately for live class sessions, this helps to set an appropriate tone for teaching and learning.
- Limit background noise. Find a quiet space for class.
- Have a fully-charged Chromebook as well as any supplies that you might need for class (e.g. a graphing calculator or textbook).
- Students must avoid using other electronic devices, such as cell phones, during instruction.
- It is strongly suggested that you make use of one of the Google Meet backgrounds.
- Mute the microphone. Keep it muted until you want to speak to eliminate background noise.
- Be respectful. Use school appropriate language while speaking and writing in the chat.
- Stay focused. Keep your verbal comments and written comments on topic.
- Turn your camera on. All cameras **MUST** be on. Face-to-face connection is important.
- Log out at the end of the class.

Technology Support

All electronic devices not required for classes or other academic purposes should not be activated during school hours. Students will be allowed to use their personal cell phones in case of an emergency, while in the presence of a staff member.

If you still need a device, please visit the site below to request one and one will be provided for you from the school. We have chrome books and iPads (depending on availability).

<https://coronavirus.schools.nyc/RemoteLearningDevices>

If you have a question or problem with the technology we are using for online learning, contact our Tech Help Desk during school hours. Using the link below, you will be able to access the support of a building technology assistant who can guide you toward remediating the issue.

<https://www.nycenet.edu/technicalsupportforfamily>

<https://www.schools.nyc.gov/learning/learn-at-home/technical-tools-and-support/getting-started-with-your-ipad>

Additionally you may find some helpful solutions to common questions below:

<https://www.schools.nyc.gov/learning/learn-at-home/technical-tools-and-support/getting-started-in-microsoft-teams>

<https://www.schools.nyc.gov/learn-at-home/technical-tools-and-support/getting-started-in-google-clasroom>

Testing

DOE staff are eligible for priority testing at these locations. If you arrive with friends or relatives who are not DOE staff, please understand that they will not be able to participate in prioritized testing. If you are a 12-month employee, please know that release time is not provided for COVID-19 testing; if you plan to use your personally accrued time to get tested during the workday, please coordinate with your supervisor. Some sites open as early as 7:00 am and close as late as 6:00 pm and many of these sites offer testing on both Saturday and Sunday.

<https://www1.nyc.gov/site/coronavirus/get-tested/doe-employee-testing.page>

Virtual Wellness Center and Guidance Support

All guidance counselors are working remotely at this time. You may communicate with your guidance counselor via your queensmetro gmail account. Crisis staff are available for anyone in the building. Additionally please refer to the below links for assistance with mental health.

Guidance counselors will also invite students and provide access to the Metro Guidance classroom in the drive. There are tons of links to resources for students on mental health.

Guidance counselors will hold two academic focused meetings and two social emotional meetings per month. One will be open to parents, the other to students.

Grade	Counselor	Parent Meeting	Student Meeting
9	Shawn Hill	Friday: 2:00- 2:30pm	Friday 2:30pm - 3:00pm
10	Estefania Moronta	Friday: 2:00pm -2:30 pm	Friday: 2:30pm - 3:00pm
11	Joanna Gonzalez	Wednesday: 2:00 pm - 2:30 pm	Wednesday: 2:30pm - 3:00pm
12	Brenda Enriquez	Thursday: 2:00pm - 2:30 pm	Thursday: 2:30pm - 3:00pm

<https://nycwell.cityofnewyork.us/en/>

<https://suicidepreventionlifeline.org/help-yourself/youth/>

<https://www.success.com/7-practical-tips-to-achieve-a-positive-mindset/>

<https://theconsciouslife.com/stay-positive-tough-times.htm>

Visitor Control Policy

Minimizing opportunities for spread is a necessary component for maintaining health and safety in NYCDOE schools. In an effort to limit the number of visitors in a school at any given time, as recommended by the CDC, schools are encouraged, where possible, to address all visitor and parent concerns by phone or virtually. Principals and designated staff should conduct meetings remotely, where possible.

When it is essential to hold an in-person meeting, all visitors are required to follow the visitor control protocols, including undergoing a temperature check, completing a health screening form, complying with physical distancing requirements and wearing a face covering.

<https://healthscreening.schools.nyc/>

All visitors must receive a visitor's pass, which must be returned upon exiting the building. All visitors must be escorted to and from the meeting destination, in order to prevent visitors from accessing unauthorized areas, limiting the possibility of exposure. If a parent is called to the school to pick up their child, the child must be brought to the main lobby to meet the parent.

Non-essential individuals should not be allowed to enter school buildings. All packages are to be delivered to the main lobby in a manner consistent with physical distancing protocols, or to another location if proper physical distancing cannot be met with lobby deliveries.

WRONG Day

We anticipate that families and students will need schedule assistance and clarifications regarding on-site attendance. For example, a student may arrive at school for in-person instruction on a day that they are scheduled for remote learning. A permission slip specifically for this purpose has been created by the DOE and has been emailed to all families from Ms. Kim. Having this signed slip on file will allow us to safely dismiss the student so that they can return home and participate in the learning as remotely scheduled. This slip is kept on file for the 2020-2021 school year only.


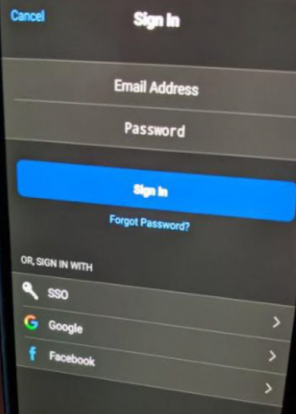
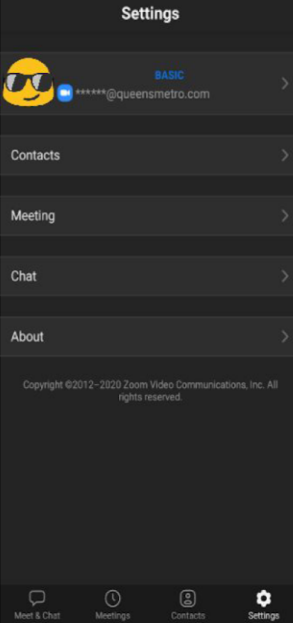
ZOOM

Zoom is one of our preferred platforms for virtual classrooms. Thank you to Mr. Schordine for putting together this helpful step by step direction sheet.


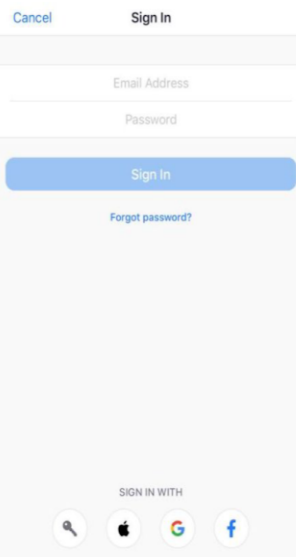
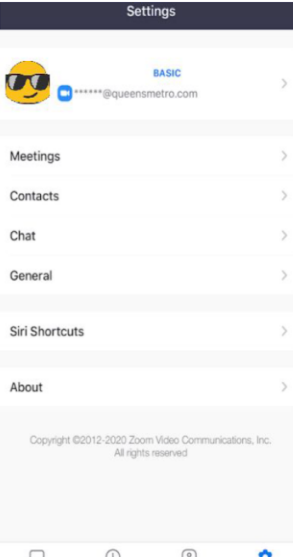
PHONE SETTINGS

If you're using your phone to connect to Zoom, an easy way to make sure that you're logged in correctly is to open up the Zoom app, going to "Settings" on the bottom right, and make sure the account is your queensmetro.com account. There are instructions for Android and iPhone below.

Android:

 <p>The screen shows the 'Start a Meeting' interface with a 'Join a Meeting' button at the bottom and 'Sign Up' and 'Sign In' links at the very bottom.</p>	 <p>The screen shows the 'Sign In' interface with fields for 'Email Address' and 'Password', a 'Sign In' button, and a 'Forgot Password?' link. Below these is an 'OR, SIGN IN WITH' section with icons for SSO, Google, and Facebook.</p>	 <p>The screen shows the 'Settings' interface with a profile section at the top, followed by 'Contacts', 'Meeting', 'Chat', and 'About' options. The bottom navigation bar includes 'Meet & Chat', 'Meetings', 'Contacts', and 'Settings'.</p>
<p>1. Go to the Google Play store, and download the Zoom app. Once you open it for the first time, click "Sign In".</p>	<p>2. Near the bottom of the screen, look for the "Or Sign In With" menu, and select "Google". Then, sign into your Queens Metro account using your password.</p>	<p>3. You may be signed in to Zoom already as your personal email address. Click the arrow next to your name, and change the email address to your Queens Metro email.</p>

iPhone:

 <p>The screen shows the 'Start a Meeting' interface with a 'Join a Meeting' button at the bottom and 'Sign Up' and 'Sign In' links at the very bottom.</p>	 <p>The screen shows the 'Sign In' interface with fields for 'Email Address' and 'Password', a 'Sign In' button, and a 'Forgot password?' link. Below these is a 'SIGN IN WITH' section with icons for SSO, Apple, Google, and Facebook.</p>	 <p>The screen shows the 'Settings' interface with a profile section at the top, followed by 'Meetings', 'Contacts', 'Chat', 'General', 'Siri Shortcuts', and 'About' options. The bottom navigation bar includes 'Meet & Chat', 'Meetings', 'Contacts', and 'Settings'.</p>
<p>1. Go to the App store, and download the Zoom app. Once you open it for the first time, click "Sign In."</p>	<p>2. Near the bottom of the screen, look for the "Sign In With" menu, and select "Google". Then, sign into your Queens Metro account using your password.</p>	<p>3. You may be signed in to Zoom already as your personal email address. Click the arrow next to your name, and change the email address to your Queens Metro email.</p>

COMPUTER SETTINGS

2. On the Sign In page, click the button that says, "Sign In with Google."


Sign In

Email Address

Password

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