

8101 15th Avenue Nancy Tomasuolo, Principal
Brooklyn, NY 11228 Michele Bennett, Assistant Principal
Phone 718-236-2906 Laura Bonomolo, Assistant Principal
Fax 718-232-9265 Jessica Michaelidis, Assistant Principal

September 14, 2020

Dear Parents and Guardians,

Hope all is well with you and your families. School begins for both blended and remote learners on Wednesday, September 16th. I wanted to let you know that our entire school community has been working hard to begin this school year both safely and with a comprehensive academic plan. Last week, you should have received an email from your child's teacher regarding his/her class assignment. If you have not, please email our Parent Coordinator, Michele Wei at Mwei@schools.nyc.gov, as soon as possible, so that we can provide you with your child's class information prior to the start of school. Please be sure that the school has an updated and working email since you will be receiving many notifications throughout the year.

This week all students will engage in remote orientation sessions on Wednesday, Thursday and Friday. These sessions will be facilitated by their classroom teacher(s). Your child's teacher will send you a schedule of these meetings. These sessions will last one hour each day. It is very important that your child attend all three orientation sessions. During those orientation "Google Meets", your child teacher(s) will introduce him/herself, establish class routines and procedures, engage them in social-emotional activities and discuss healthy and safety guidelines. Students should login using only their DOE student account email so that they will be able to access programs needed for daily instruction. Personal emails will not be permitted.

On Monday, September 20th, the school day will begin at 8:30AM and end at 2PM for all students. Attendance is mandatory and all students are expected to attend class every day unless they are ill. All students will engage in remote learning whether they are blended or fully remote learners. Remote instruction will include daily live teaching and interaction with teachers. The students will also spend time completing independent work which includes, projects, activities or tasks that build on lessons from previous days or recorded video lessons. Chancellor Carranza has provided us with specific times of live interaction and instruction each day and we will follow his recommendations.

They are as follows:

- Students in 3-K and Pre-K programs: up to 30 minutes
- Students in Kindergarten through Grade 2: 65 to 95 minutes
- Students in Grades 3–5: 90 to 110 minutes

As the school year progresses, the amount of time devoted to live instruction will increase each month for all grades. This allows for a gradual transition for both students and teachers. Scheduled times will be posted so that parents and students can plan accordingly.

Students should be ready to learn on school days. When your child is attending class from home, please ensure that the following guidelines are followed:

- Students are on time for "Google Meets"
- Students are equipped with a charged device
- Students have a quiet place to work (headphones suggested)
- Students are fully awake and dressed appropriately
- Students must participate and engage in appropriate turn-taking when others are speaking
- Students must complete their assignments on time
- No toys, TV or food during instructional time

Teachers will be available throughout the day. Your child should reach out to their teacher if they have any questions or need guidance or support.

Teachers will have "office hours" every day between 2:00PM and 2:20PM. At that time they will be able to speak with parents. Parents and guardians should schedule an appointment via phone or video conference should they have any concerns regarding their child.

Please know that if your child is attending school in our building we are required, by law to follow the rules that have been set forth by the Department of Health (DOH), the NYCDOE and by the Governor's



P.S. 204 Vince Lombardi Elementary School

8101 15th Avenue Nancy Tomasuolo, Principal
Brooklyn, NY 11228 Michele Bennett, Assistant Principal
Phone 718-236-2906 Laura Bonomolo, Assistant Principal
Fax 718-232-9265 Jessica Michaelidis, Assistant Principal

Office. It is important that these rules are followed at all times in order to protect students and staff. The rules that we are required to follow are listed below:

- **All students and staff must wear a face mask and/or face shield**
- **Classroom instructional space must be set up so that students are 6 feet apart**
- **A daily health screening must take place. (We will provide you with more information on this as soon as it is provided)**

All students will need a learning device. If your child does not have a device, please request one as soon as possible using the following link:

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

Please continue to access the most up-to-date information on our school website: [PS204K.ORG](https://www.schools.nyc.gov/learning/learn-at-home/technical-tools-and-support/ipad-requests) and on the NYCDOE school re-opening page:

<https://www.schools.nyc.gov/school-year-20-21/return-to-school-2020>

Although this is an unprecedented school opening, with some challenges and uncertainties, we will continue to work hard for our students to make it the absolute best that it can be!

I am truly looking forward to welcoming our students back to school this week!

Thank you for your patience and understanding.

Sincerely,

Nancy Tomasuolo
Principal