



P.S. 152 - THE EVERGREEN SCHOOL

PIVOT TO REMOTE INSTRUCTION: QUICK PROTOCOLS

2026-2027 | Elevate Every Eagle

When NYCPS announces a pivot, the school building is closed, but school remains in session remotely.

1. BE READY BEFORE A PIVOT

- **Device:** Take the NYCPS device home and keep it charged.
- **Access:** Confirm the student can sign in to TeachHub and open Google Classroom.
- **Links:** Locate the teacher's posted remote schedule and live-meeting link.
- **Support:** Report device, password, or internet concerns before an emergency day.

2. ON THE REMOTE DAY

- **Staggered login:** 3-K, Pre-K, and Kindergarten - 8:00 a.m.; Grades 1-2 - 8:20 a.m.; Grades 3-5 - 8:40 a.m.
- **Sign in:** At the assigned time, log in through TeachHub to open Google Classroom.
- **Schedule:** Follow the teacher's remote schedule through 2:20 p.m., including breaks and lunch.
- **Learning:** Participate in live instruction and complete work posted in Google Classroom.
- **Early childhood:** 3-K and Pre-K families follow the remote experiences shared by their teacher.

3. ATTENDANCE & STUDENT EXPECTATIONS

- **Attendance:** Students are expected to log in, participate, and respond to the teacher. Families must notify the teacher the same day about illness or a technical barrier.
- Display the student's first and last name on the screen; be on time and ready to learn.
- Use mute appropriately, participate respectfully, and follow teacher directions.
- Do not record, photograph, or share live classes, classmates, or screens.

4. INSTRUCTION, SERVICES & PROGRAMS

- Teachers post the daily schedule, live links, materials, and assignments in Google Classroom.
- ICT, ENL, special education, intervention, and related services continue remotely as scheduled; student accommodations remain in effect.
- Teachers/providers contact families when a student does not connect and provide directions for missed work.
- After-school and other building-based programs are canceled unless NYCPS or the school announces otherwise.

TECHNOLOGY TROUBLE? FOLLOW THESE STEPS

1: TRY FIRST

Restart the device, check Wi-Fi, then sign out and back in through TeachHub.

2: TELL THE TEACHER

Send a message the same day. Complete posted work if the live link is unavailable.

3: GET HELP

P.S. 152 contact: Ms. Ayala
845-821-3343

NYCPS Help Desk: 718-935-5100

Official resources: schools.nyc.gov/digitallearning/supporthub.schools.nyc

Always follow the most recent NYCPS and P.S. 152 announcement for the specific emergency day.