Guidance for Principals on Emergency Preparedness Activity on Thursday, June 6, 2024
At-Home Pivot to Remote Simulation

As you have emphasized the importance of this emergency preparedness activity to your staff, we want to provide you with some guidance around activities for the day of the activity. Since June 6 is a remote professional development day for staff and a non-attendance day for students, we have scheduled this activity in the morning and have requested voluntary participation from families.

Teachers and staff attending citywide or school-based virtual professional development will be relieved of professional development during the simulation schedule below, and the balance of the day shall be utilized for professional development. If any staff have already committed to in-person professional development on Chancellor's Conference Day, staff may participate in the professional development and do not need to participate in the simulation.

During this remote simulation, both teachers and students will log into **Teachhub** and access NYCPS online applications during a scheduled time in the morning. This will allow our colleagues in the Division of Instruction and Information Technology (DIIT) to review the "load" this puts on the system (the number of users on at once and how that affects our systems).

SCHEDULE:

To effectively test our systems, grades will log-in via a staggered schedule. **It is critical that online activities take place during designated grade times so that our DIIT team can monitor activity during this simulation.**

During the simulation, participating staff and students are expected to log into **Teachhub** at the given start time based on their grade level as laid out below, and are expected to remain online during as well and stay on until their designated end time.

- **Grades 6—8 staff:** 8:25 - 8:55 a.m.
- **Grades 6—8 students:** May login between 8:30 - 8:45 a.m. Stay online until 8:55 a.m.
- **Grades 9—12 staff:** 8:40 - 9:10 a.m.
- **Grades 9—12 students:** May login between 8:45 - 9:00 a.m. Stay online until 9:10 a.m.
- **Grades 3-K/pre-K—5 staff:** 8:55 - 9:25 a.m.
- **Grades 3-K/pre-K—5 students:** May login between 9:00 - 9:15 a.m. Stay online until 9:25 a.m.

PREPARATION:

- Ensure that each student and staff member has access to a working internet-enabled device
- Support students to access their student accounts and log in to the digital classroom, including resetting student passwords as needed
- Make sure teachers know that students need to log in through Teachhub
- Prepare to provide up to 25 minutes of a virtual activity

- Please make sure your community is aware of this simulation and be prepared to answer questions from your wider school community. Please also be aware that a communication will be sent out centrally informing families of this event this week.
- Notify school staff of expectations for implementing the Pivot to Remote Citywide Simulation.

Please note the Chancellor's Conference Day is not an instructional day, and attendance should not be taken; students are not required to participate in this simulation. As a reminder, students may be joining at different points during the assigned simulation windows.

ACTIVITY:

Below is a menu of items that teachers can use for their activity with their students. Please note that students will be logging in on a rolling basis for the first fifteen minutes. Please see below:

Sample Menu of Activities for Spring 2024 Simulation. Schools can combine activities as follows:
> Sample Agenda:
> **Icebreaker:** Provide Context, Activate the Chat
> **Activity 1:** Kahoot
> **Activity 2:** Review End of the Year Calendar

Synchronous
● Kahoot or game activity (for example, New York City trivia, Name That Tune, Guess Who)
● Wellness Activity: mindfulness and meditation activities
● Review of upcoming school events/DOE Calendar
● Office hours or Advisory Committee
● Class or school-wide read-aloud
● Debate
● Physical Education teachers engage a class or the school in a movement activity or a Go Noodle activity
● Drawing activity: Draw your summer plans and share
● Guest lectures
● Virtual field trip

Students **must log in through TeachHub and access Zoom, Google Classroom, etc.

**Service providers could offer office hours or advisory or one-on-one check-in with students during this simulation (could also support students logging in or resetting passwords)

**If you need help accessing any systems, please contact your school's SPOC. If SPOCs need further assistance, please contact the Borough Technology Directors.