I.S. 235 Academy for New Americans

Ms. Evelyn Mosquea,
Principal

Ms. Laura Antunez,
Assistant Principal

Family & Student Handbook 2026-2027

LIVE DOCUMENT

TOGETHER, WE CAN REACH FOR THE STARS: JOURNEY TO NEW HEIGHTS!🌟

Staff Members

Name	Role
Evelyn Mosquea	Principal
Laura Antunez	Assistant Principal
Eddie Barba	Guidance Counselor
Delfina Domingos	School Aide/Staff & Student Activities
Cynthia Gallegos	Parent Coordinator
Ofairo Giraldo	School Aide
Cintia Ramos	Social Worker
Anna Julie Velez	School Secretary
Veronika Kiss	Teacher: Literacy & ENL Coach/Testing Coordinator
Jeff Cohen	Teacher: Physical Education/Dean
Ana Coreas	Teacher: Social Studies
Elpida Diamantatos	Teacher:English as a New Language (ENL)
Vanessa Herrera	Teacher: English Language Arts (ELA)
Barbara Algarin	Teacher: Science
Tania Hasnat	Teacher: Math
Lauren Hoffman	Teacher: English as a New Language (ENL)
Sergio Valencia	Teacher: Math
Myrna Tinoco	Teacher: SWE Bilingual
Jorge Suarez	Teacher: Home Language Arts/Technology

School Vision

All newly arrived immigrants and English Language Learners will have access to high-quality, equitable, and inclusive education, enabling them to succeed in their chosen college, career, and life beyond, while celebrating their cultural and linguistic identity.

School Vision

At Academy for New Americans (30Q235), we envision a future where all students achieve academic excellence, embrace their cultural and linguistic identities, and thrive as confident, compassionate, and globally minded leaders prepared to succeed in college, career, and life. Through multilingualism, cultural responsiveness, and equitable opportunities, we empower students to engage meaningfully in an interconnected world.

Updated 09.27.26

School Mission

Our mission is to equip students to lead with excellence. Through our G.R.A.C.E. core values—Gratitude, Respect, Achievement, Compassion, and Empowerment—we create a nurturing, inclusive, and equitable learning environment where Multilingual Learners and aspiring global leaders develop the knowledge, skills, and confidence to achieve academic success, celebrate their cultural and linguistic identities, and make meaningful contributions to their communities and the world.

Our Motto

Lead with Excellence. Learn with Purpose. Grow with G.R.A.C.E.

Integrated Framework for Success

Living G.R.A.C.E.

At I.S. 235 Academy for New Americans, our motto isn't just a slogan—it's how we live every day. We build a supportive, high-achieving community by anchoring everything we do in five core values.

Gratitude

Updated 09.27.26

We appreciate our journeys and celebrate our community. We honor our diverse backgrounds, express appreciation for our families, teachers, and peers, and value the unique opportunities we have to learn from one another.

Respect

We value every voice, language, and culture. **We treat everyone with dignity, celebrate our multicultural environment, and listen to different perspectives with an open mind.**

Achievement

We strive for excellence and take pride in our progress. We set high academic goals, embrace the challenge of mastering new languages, and celebrate the milestones we reach together.

Compassion

We support one another with empathy and kindness. We welcome new classmates with open arms, look out for each other, and ensure that every student feels safe, seen, and valued.

Empowerment

We believe in our potential to lead and succeed. We take ownership of our learning, amplify student voices, and build the confidence to become leaders in a global society.

Lead with Excellence. Learn with Purpose. Grow with G.R.A.C.E.

En I.S. 235, mostramos G.R.A.C.E.

- **Gratitud**

Expresamos aprecio y agradecimiento por el esfuerzo y las contribuciones de cada miembro de nuestra comunidad, reconociendo el valor único que aporta cada persona.

- **Respeto**

Updated 09.27.26

Honramos, valoramos y escuchamos a cada miembro de nuestra comunidad escolar, manteniendo altos estándares con integridad y creando un ambiente seguro, digno y de confianza para todos.

- **Alcance sus Metas (Achievement)**

Nos esforzamos por la excelencia. Establecemos grandes metas, trabajamos con dedicación para dominar nuevos idiomas y nos sentimos orgullosos de nuestro progreso.

- **Compasión:**

Mostramos empatía, conciencia y cuidado, cultivando una comunidad solidaria que promueve el bienestar y las conexiones saludables entre todos.

- **Empoderamiento**

Inspiramos a cada estudiante a alcanzar su máximo potencial mediante oportunidades de aprendizaje equitativas y rigurosas, impulsando su confianza, sus sueños y sus aspiraciones.

Lidera con excelencia. Aprende con propósito. Crece con gracia (GRACE).

BELL SCHEDULE:

	Intermediate School 235 Academy for New Americans **Daily Schedule** **2024 -2025** ** 1 minute is included for passing in-between each period.* ** Attendance is taken every period.*
7:30 AM - 7:55 AM	Breakfast in the Cafeteria Monday - Friday
8:00 AM - 8:45 AM	1st Period
8:46 AM -9:31 AM	2nd Period
9:32 AM - 10:17 AM	3rd Period
*10:18 AM - 10:27 AM	4th Period Announcements/Brain Break
10:28 AM- 11:13 AM	4th Period
11:14 AM - 11:59 AM	5th Period
12:00 PM- 12:45 PM	6th Period
12:47 PM- 1:32 PM	7th Period LUNCH
1:34 PM - 2:20 PM	8th Period
2:20 PM	Dismissal

Updated 09.27.26

SCHOOL RULES & EXPECTATIONS

Student Rules and Responsibilities By following the student rules and regulations listed below, students will help create a positive and supportive school environment for themselves and their fellow students. Students have a responsibility to

1. Attend school daily and be on time. They should put forth the effort to be successful in all aspects of their education; bring absence notes on the day they return to school if they are absent; have their parents call the main office when they are absent;

2. Be prepared for class with the appropriate materials; students should take care of all books, lab equipment, and school technology when they are loaned to them or used in the classroom;

3. Help maintain a school environment free from weapons, illegal drugs, controlled substances, alcohol, and gambling;

5. Behave in a manner which contributes to a safe learning environment and which does not infringe upon the rights of other students to learn in a safe environment;

6. Share information with school officials regarding matters which may put the health or safety of school community members at risk;

7. Be polite, courteous, and respectful towards others regardless of actual or perceived age, race, creed, color, gender, gender identity, gender expression, religion, national origin, citizenship or immigration status, sexual orientation, physical and/or emotional condition, disability, marital status or political beliefs, and to refrain from using slurs based on these criteria;

8. Refrain from obscene, defamatory, or bullying communication in speech, writing, on social media, or other modes of expression, in their interactions with members of the school community;

9. Express themselves in a manner that promotes cooperation and does not interfere with the education process; be truthful in their interactions with other students and staff, and use non-confrontational methods to resolve conflicts;

10. Bring to school only those personal possessions which are safe and do not interfere with the learning environment. Speakers and laser pointers are prohibited;

11. Adhere to guidelines established for dress and activities in the Physical Education class and laboratories;

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12. Be familiar with the school Discipline Code and abide by school rules and regulations;

13. Keep parents or guardians informed of school-related matters, including progress in school, and social and educational events, and ensure that parents receive communications that are provided by school staff for transmission to their parents, as well as signing up parents to receive all communications through their New York City Schools Account.

ARRIVAL, DISMISSAL, ABSENCE & LATENESS

- Attendance:
  - School starts at 8:00 am sharp and ends at 2:20 pm
  - Students are to enter through the 30th Street entrance
  - Attendance is taken at 8:00am, so please make sure to be here by 7:55 am
  - Students who arrive after 8:00 am will enter through the main door on 29th street and will have to sign-in in the main office. Students will be issued a late pass
  - Excessive lateness may result in disciplinary action

- Reporting Absences:
  - when a student is absent from school, their parent or guardian must notify the school before 8:00 am by calling the main office at 718-956-4140. When the student returns to school, they should bring an absence note, signed by the parent or guardian, to the main office before their first class on the day of return. If a doctor treated the student for an illness, a doctor's note should be attached to the absence note.
- Extended Absences:
  - absences that are not due to medical reasons are strongly discouraged and will be counted as truancy (illegal absence from school). . Long vacations during regular strong days interrupt the learning process and negatively impact student achievement.
- Leaving Early:
  - appointments during the day should be avoided if possible
  - if a student must leave early, their parent must sign them out in the main office
  - please note that photo ID is required to enter the building.
  - only people who are on the child's blue card can pick them up and must be at least 21 years old.

Absence, tardiness, or departure from school before the end of the school day will be excused for the following reasons only:

- Illness
- Death in the family
- Serious, contagious epidemic disease in the household where you reside
- Doctor appointments which cannot be arranged for any other time
- Required presence in court
- Religious Holidays

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- Lateness:
    - students are to be physically present in their classroom by 8:00 am sharp.
    - if a student is late, parents will be notified and the student will receive lunch detention.
    - after three latenesses, students will not be allowed to go on any upcoming trips.
    - if students are excessively absent, parents will be called in for a meeting.

- Student Responsibilities:
    - Students who are absent may not participate in extracurricular activities on the day of their absence.
    - Students are responsible to get all missing work from their teachers when they return to school.
- Cutting Class:
    - all students are required to follow their assigned schedules
    - students found in the hallway, bathrooms, other classrooms, stairwells, etc. without a pass will be referred directly to administration
- Class Attendance:
    - it is imperative that students attend class
    - if a student is absent for any reason, it is their responsibility to ask for and make up the work they missed
    - if a student knows in advance the times they will be absent, we ask that they let their teachers know in advance. This will allow teachers to prepare materials for the student
    - students must arrive to class promptly (see bell schedule). Being late to class disrupts the flow of instruction and creates unnecessary distraction
    - student lateness will be monitored.
- Dismissal:
    - dismissal is at 2:20pm, unless a student has after school
    - students will line up and walk quietly down the stairs accompanied by a staff member

BEHAVIOR EXPECTATIONS

- Bus
    - when students are traveling on a school bus or any other bus chartered by the school, they are expected to follow all school regulations
    - for their own safety, students must be seated and seatbelts must be worn at all times while on the bus
    - students must keep their hands/heads inside the bus
    - buses must be kept clean, garbage should not be left on the bus
- Hallway
    - during transitioning students are to directly go to their next class
    - When students need to see a counselor, use the bathroom, visit the main office, etc., they must first ask for permission from their teacher, who will provide them with a bathroom pass/note.
    - students are to go to their class in a calm and quiet manner
- Stairwells

    - Students are to use stairwell B and C only.
    - Arrival and dismissal will take place through stairwell C
- Fire Drills
    - Stairwells B and C will be utilized during fire drills
    - Students are expected to travel in a calm and quiet manner, so they can hear instructions from school personnel and first responders
- Elevators
    - elevators are only to used by authorized students and only when accompanied by a staff member
- Bathrooms
    - bathrooms are to be kept clean and used appropriately
    - if tissue papers or paper towels are needed, please see a staff member
    - towel paper, hygiene products are to be thrown in the garbage
- Cleanliness
    - please keep the entire school clean, including classrooms, hallways, bathrooms, the yard, cafeteria, etc. This building is your home for the school year, please treat it with respect.
- Classrooms
    - students are to follow all school expectations and community agreements
    - if a student leaves the classroom, they must have a bathroom pass or a note from the teacher
- Behavior Tracking & Rewards System
    - Each homeroom class has a binder which travels with the class
      The class earns points each period scored by their teacher based on the rubrics and student performances
    - These points are tallied up each day and displayed on the bulletin board
    - classes with the most amount of points get rewarded

- Cafeteria
    - Arrive and sit with official class at assigned tables
    - Remain seated until it is the class' turn to get lunch
    - Students are to return to their seat, eat lunch and dispose of all trash into provided garbage containers
    - All students are to use proper table manners, speak in a low volume, and listen to school personnel for all announcements.
    - If weather permits, students will have recess in the yard
        - Contingent daily upon student wearing complete uniform, arriving to school on time, and following school rules
    - At the end of lunch, students are to travel with their official class to their next period classroom
- Auditorium
    - students are to sit quietly with their class and follow directions from school personnel
    - at the end of the presentation/assembly, they are to take all their belongings and leave the auditorium clean
- Gymnasium
    - students must enter the gym a in a quiet manner and follow instructions from their teacher

BULLYING

Bullying is defined as the intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power.It is not the same as conflict. It is the Department of Education and I.S. 235's policy to not tolerate bullying.

PERSONAL BELONGINGS & SCHOOL PROPERTY

- Electronics
  - phones, earbuds are collected in the morning and returned to students at the end of the day (see cell phone policy for details)
  - if a parent needs to relay a message to their child, please call the school directly ((718) 956-4140)
  - the school is not responsible for the loss of any personal items
  - students are encouraged to leave electronic devices at home
- Lost Items
  - if you find an item that does not belong to you, please drop if off in the the main office
  - lost items can be retrieved from the main office
- School Property
  - students are to take care of any and all materials (including electronics) given to them by the school
  - items located in classrooms, hallways, bathrooms, cafeteria, etc. are to be kept clean and in working condition

FOOD & BEVERAGES



Cafeteria:

- students are welcome to enjoy free breakfast in our cafeteria starting at 7:30am
- lunch is served during students' lunch periods
- please keep the cafeteria clean and properly dispose of all garbage in the designated garbage bins

Classrooms, Hallway, Other Areas:

- To keep our school clean and bug free, students are not allowed to eat in the classrooms, hallways or other areas unless given permission by a staff member (class parties, pizza parties, etc.)

SECTION SHEET

Day: _____ Date: _____ Monitor: _____

Total: _____

Class 601 Daily Log

	Student Name	1.	2.	3.	4.	5.	6.	LUN	8.
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									

Codes
L-Late
A = Absent
B-Bathroom
O- Office
GU-Guidance
Reminders:
1. Guidance does no pull-out students from CORE Subjects – SCI, ELA/ENL, MATH, SS
2. No bathroom or water fountain periods 1,6 ,8

Updated 09.27.26

At I.S. 235 we implement a behavior tracking/reward system. Each class has a binder with daily section sheets. These sheets are used to track individual and class behavior & attendance. Classes receive a score each period (0-5). At the end of the day, these points are added up. Each month, the class with the most points receives a reward. In the past we offered various trips to the winners (movies, bowling), but students are encouraged to come up with their own ideas.

SOCIAL-EMOTIONAL SUPPORTS

We believe that supporting our students' social-emotional wellness is just as important as teaching them that decisions have consequences. We understand that moving to a new country and adjusting to a new environment is challenging, and this is why we provide our students with a variety of social-emotional support services.

Leader in Me

- We are launching a new program: The Leader in Me, based on the 7 Habits of Highly Effective People. The program aims to create Leaders in our community that follow the 7 Habits in school and outside of the classroom.



Guidance Team:

- our school has a bilingual guidance counselor and social worker, who provide students with one-on-one, small group and whole group counseling services

6th & 7th Grade Social Worker	8th Grade Guidance Counselor

Updated 09.27.26

Ms. C. Ramos	Mr. Barba

SEL/Health Period:

- during students' SEL periods, members of our guidance team will conduct activities to help students better understand their own emotions, and help them prepare for challenges

Clubs during after school hours:

- students have the opportunity to choose what club they want to join for the semester
- in the past students enjoyed activities such as Yearbook, Sports, Board Games, Art, and music
- students are welcome to give us ideas for club activities

Updated 09.27.26

DETENTION

The expectations established at the school are designed to promote a positive learning environment for all students. If a student does not follow expectations, he/she may receive detention.During detention students will be required to reflect on their behavior and/or complete school assignments. Some behaviors that may result in detention:

- being late to school/class
- not wearing uniform/wearing inappropriate clothing (*see uniform section for more details*) and refusing to wear uniform given by school personnel
- being disrespectful to staff
- not following school expectations in class, being overtly disruptive and preventing others from learning

DISCIPLINE POLICY & SUSPENSIONS

The Department of Education (DOE) has its own discipline policy. This policy guides the way all schools in the DOE respond to student misbehavior. Depending on the type of misconduct a student engages in, the school may respond the following ways:

- in school disciplinary response (teacher meeting with student and family, meeting with administration and family, etc.)
- teacher removal or principal's suspension (up to 5 school days student will not be allowed back in class and will have to complete his/her classwork in a separate location)
- superintendent's suspension (up to 20 school days depending on the infraction, student will report to a suspension site and will not be allowed back in school until the suspension is served)

You can find the DOE's official discipline code below. It is available in all DOE languages.

https://www.schools.nyc.gov/school-life/know-your-rights/discipline-code

We will take a proactive role in nurturing students' prosocial behavior. Social emotional learning will be a basic component of our school's program of universal prevention for all students. Effective social emotional learning helps students develop fundamental life skills, including:

- Recognizing and managing emotions
- Developing caring and concern for others
- Establishing positive relationships
- Making responsible decisions
- Handling challenging situations constructively and ethically

Updated 09.27.26

In the event that students are in violation of the behavior expectations, the following consequences need to take place in the following order:

Step I: Classroom Protocol

1. Students must receive a verbal warning for their first violation.
2. If a student violates a second time, the parent is notified by phone and /or email
3. If a student violates a third time: conference with the parent, teacher and child.

Step II: Intervention From Guidance

1. If a student continues to violate, a guidance counselor is contacted to request assistance. Articulation takes place first between teacher and guidance counselor as to next steps.

Step III: Intervention from Dean

1. If the matter is still not resolved, the dean is contacted and written documentation needs to be provided. Dean will provide a consequence.

Step IV: Intervention from Assistant Principal

1. If the matter is still not resolved, the AP is contacted by the dean and written documentation needs to be provided based on the meetings held between teacher, guidance and dean. AP will provide a consequence.

Step V: Intervention from Principal

1. If all means have been exhausted, principal is notified and articulation will occur (with complete written documentation) between teacher, guidance, AP and principal..

Listed below are the ranges of penalties or actions that may be used in response to violation of the discipline code. The application of these penalties/actions will be determined by severity and frequency of the actions. In addition, a student's age, maturity and handicapping condition will always be considered when deciding the appropriate level of response by the school.

The purpose of this code of discipline is to help our students develop:

- A social conscience
- An open-mindness and respect for individual differences
- A respect for the rights of others
- A capacity for self-motivation and self discipline
- A positive and tolerant attitude toward self and others
- Good self-esteem

Minor Infractions (those that do not endanger a person's health, safety or property): First offense should, at a minimum, require a meeting with the student. Second offense requires parental contact. Third offense requires a meeting with the parent, student, teacher and Dean of Students.

Major Infractions (those which can potentially or actually endanger a person's health, safety or property): All major infractions must be reported immediately to the dean or Asst. Principal.

Supports and Intervention Options include: Guidance conference; Individual/group counseling; Parent Outreach; Positive behavioral interventions and supports; Referral to Pupil Personnel Team (PPT); Referral to mental health support services; Referral to counseling services for bullying, intimidation. or

harassment, including bias based bullying, intimidation, or harassment; Short-term behavioral progress reports w. Social emotional learning.

SAFETY

Keeping everyone safe is our top priority. We have procedures in place for various emergencies. Students are trained to respond appropriately.

In case of a Lockdown (threat is inside of the building)

- move out of site and remain silent
- doors will be locked

In case of a Hold (there no threat in the building; may be a medical issue on the hallway, etc)

- remain in the classroom
- conduct business as usual

In case of a Shelter-in (threat is outside of the building):

- remain inside of the building
- respond to specific staff directions

In case of evacuation (fire for example):

- leave belongings behind and form a line an exit the building following staff directions
- students are to walk quietly and listen for directions from staff.

Updated 09.27.26

UNIFORM POLICY



Uniforms can be purchased in school from September 2nd, 2025.

Students are NOT permitted to wear the following:

- Shorts
- Capris
- Leggings
- Tight or Brazilian Style Pants
- Excessively baggy pants
- Excessively long shirts
- Large hoop earrings (earrings should be no larger than the size of a quarter)
- Hats
- Headgear (bandanas)
- Suspenders or large buckled belts

Updated 09.27.26

- Facial/Eyebrow/Tongue/Lip piercings



Students must wear a school uniform that can be purchased at the start of the school year from the main office or with Ms. Domingos. (email: ddomingos@schools.nyc.gov) or call the main office at telephone: 718-956-4140.

Price List

Updated 09.27.26

Intermediate School 235
Academy for New Americans
Address: 30-14 30th Street, Long Island City, NY 11102
Website: www.IS235.org
Phone: (718)-956-4140
Fax: (718)-956-4145

SCHOOL UNIFORM ORDER FORM

☐ OFFICE COPY

Date: _____

Student Name: Class:

Delivered by: Inventory Noted by:

Item	Qty	Price	Total
IS 235 Uniform set (includes White polo, blue gym shirt, blue sweatpants, blue sweater, blue dress pants		$100.00	
Blue Gym Shirt		$15.00	
White Polo shirt		$20.00	
Gym sweatpants		$20.00	
Blue dress pants		$30.00	
Blue sweater		$30.00	
Payment: Cash only ☐ Money RECEIVED		Grand Total	

Notes

Intermediate School 235
Academy for New Americans
Address: 30-14 30th Street, Long Island City, NY 11102
Website: www.IS235.org
Phone: (718)-956-4140
Fax: (718)-956-4145

FORMULARIO DE PEDIDO DE UNIFORME ESCOLAR

☐ COPIA DE OFICINA

Fecha: _____

Nombre del estudiante: Clase:

Entregado por: Inventario Anotado por:

Artículo	Cantidad	Precio	Total
IS 235 Conjunto de uniforme (incluye polo blanco, camiseta de gimnasio azul, pantalones deportivos azules, suéter azul, pantalones de vestir azules)		$100.00	
Camiseta azul de gimnasio		$15.00	
Camisa polo blanca		$20.00	
Pantalones deportivos de gimnasio		$20.00	
Pantalones de vestir azules		$30.00	
Suéter azul		$30.00	
Pago: Solo efectivo ☐ Dinero RECIBIDO		Gran total	

Notas

Updated 09.27.26

If a student is in violation of this uniform policy, the student's parents or legal guardians will be notified and an alternative temporary solution will be sought (e.g. parent/guardian brings in appropriate clothing).

Updated 09.27.26

CELL PHONES & ELECTRONICS POLICY



To maximize instructional time, the use of cell phones and other electronic devices is prohibited while students are at The Academy, or on school-organized field trips and events. Cell phones will be collected at the beginning of each day by a school official and stored in a secure location. Students will receive their phones at the end of the day. In case of an emergency, please call the main office at (718)-956-4140.

Other electronic devices, such as portable music and entertainment systems are to be kept switched off at all times.

If a student does not comply with the school's electronics policy after multiple warnings, parents/guardians will be notified and the device may be confiscated and stored in a secure location.

FIELD TRIPS

Families will receive written notification and permission slips before any field trip. Students & families must complete the NYC DOE Permission Slip (provided by the school) for every trip.

- students must follow all school and DOE regulations while on a field trip
- students are to wear their uniforms unless otherwise noted on the permission slip
- students may not have their phones on them unless otherwise noted on the permission slip

STUDENTS HEALTH & SCHOOL NURSE

Unwell Students:
If a student does not feel well, he/she must let school personnel know immediately. The unwell student will be taken downstairs to the nurse and get examined. The nurse and or another school official will notify parents/guardians. Depending on the situation, a parent/guardian may be asked to pick up the student.

Vaccinations:
Evidence of all DOE required vaccinations must be submitted to the main office on the first day of the students attending IS 235. If this is not possible, families will have a maximum of 30 days to comply with this regulation. ***If not submitted within this 30 day period, the student will NOT be allowed to attend school***. This regulation ensures the safety of all members of the school community, therefore we ask that families make the necessary arrangements to comply

with this rule in a timely manner. ***As of June 13, 2019, NY State no longer allows religious exemptions from mandated vaccinations***.

Please refer to the table below for a detailed list of vaccinations requirements (link to include translations: https://www.schools.nyc.gov/school-life/health-and-wellness/immunizations_

VACCINATIONS	CHILD CARE, HEAD START, NURSERY, 3K OR PRE-KINDERGARTEN	KINDERGARTEN - Grade 5	GRADES 6 -11	GRADE12
Diphtheria , tetanus, and pertussis (DTaP)	**4 doses**	**5 doses** **or 4 doses** ONLY if the fourth dose was received at age 4 years or older **or 3 doses** ONLY if the child is age 7 years or older and the series was started at age 1 year or older	**3 doses**	
Tetanus, diphtheria and pertussis booster (Tdap)			**1 dose** is required at 11 years or older when entering grades 6 - 12 (in compliance until age 11 years)	
Polio (IPV or OPV)	**3 doses**	**4 doses** **or 3 doses** if the third dose was received at age 4 years or older		
Measles, mumps and rubella (MMR)	**1 dose**	**2 doses**		
Hepatitis B	**3 doses**	**3 doses**	**3 doses** **or 2 doses of adult hepatitis B vaccine** (Recombivax HB®) if the doses at least 4 months apart between ages of 11 through 15 years	
Varicella (chickenpox)	**1 dose**	**2 doses**		
Meningococcal conjugate (MenACWY)			**Grade 6: Not applicable** **Grades 7-11: 1 dose**	**Grade 12: 2 doses** **or 1 dose** if the first dose was received at age 16 years or older
***Haemophilus influenzae* type b conjugate (Hib)**	**1 to 4 doses** Depends on child's age and doses previously received			
Pneumococcal conjugate (PCV)	**1 to 4 doses** Depends on child's age and doses previously received			
Influenza	**1 dose**			

ACADEMICS

ENGLISH ACQUISITION LEVELS

Our school exclusively serves immigrant students who are in the process of acquiring the English language. When students first enter the New York City Department of Education system, they are given several tests. One of these tests, the NYSITELL, tests students' English

language level. If the student's home language is Spanish, he/she will take a Spanish test (LAB-R).

Once a year, all English Language Learners (ELLs) will take the NYSESLAT exam. This test also measures English proficiency. On both the NYSITELL and NYSESLAT exams students can achieve the following levels:

Level	Description of English Language Proficiency Level
Entering (Beginning)	The student has great dependence on supports and structures to advance his or her academic language skills and has yet to meet the linguistic demands necessary to demonstrate English language proficiency in a variety of academic contexts within this grade level.
Emerging (Low Intermediate)	The student has some dependence on supports and structures to advance his or her academic language skills and has yet to meet the linguistic demands necessary to demonstrate English language proficiency in a variety of academic contexts within this grade level.
Transitioning (Intermediate)	The student shows some independence in advancing his or her academic language skills, but has yet to meet the linguistic demands necessary to demonstrate English language proficiency in a variety of academic contexts within this grade level.
Expanding (Advanced)	The student shows great independence in advancing his or her academic language skills and is approaching the linguistic demands necessary to demonstrate English language proficiency in a variety of academic contexts within this grade level.

If students earn a Commanding on the NYSITELL or NYSESLAT, that means they have tested out of ELL status. If students score an Expanding on the NYSESLAT and a level 3 or level 4 on the ELA exam, they will also exit ELL status, and are no longer considered to be an English Language Learner.

STATE EXAMS

In New York state, students in 6th, 7th, and 8th grade are required to take state exams once a year. The results of these exams may determine placement in other middle schools, high schools, and whether or not students have to go to summer school.

NYSITELL:

- Students are administered this test when they first arrive. It measures students' level of English proficiency.

LAB-R:

- Spanish-speaking students are administered this test when they first arrive. It measures students' Spanish literacy level.

NYSESLAT:

- all English Language Learners must take this exam once a year until they achieve a Commanding level.

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ELA exam:

- students who have been in the country for 1 year and a day on the day of the ELA exam, they have to take the test

Math exam:

- all students must take the annual math exam
- the exam is available in several languages, including Spanish and Arabic

Science exam:

- grade 8 students must take the science exam
- the exam is available in several languages, including Spanish and Arabic

Dates:

2025–26 School Year Elementary- and Intermediate-level Testing Schedule

Operational Test	Administration Window	Make-up Dates	Scoring Dates	Final Dates to Submit Answer Sheets to Scanning Centers
NYSAA English Language Arts, Mathematics, and Science	Monday, March 9— Friday, June 5	Make-ups must be given within the testing window	N/A	N/A
Grades 3–8 English Language Arts **Grades 3–8 mathematics** **Grades 5 & 8 science**	Monday, April 6— Friday, May 15	Make-ups must be given within the testing window	Completed by Friday, May 22	N/A
NYSESLAT Speaking	Monday, April 6— Friday, May, 22	Make-ups must be given within the testing window	Speaking is usually scored as it is administered.	TBD
NYSESLAT Listening, Reading, Writing	Monday, May 4— Friday, May 22	Make-ups must be given within the testing window	TBD	TBD

AFTER SCHOOL PROGRAMS

Title III:

- this program aims to help our students acquire the English language as

quickly as possible

Test Preparation:

- during our test preparation after school programs, students will get all the necessary help they need to do well on the New York State Exams (ELA, Math, Science, NYSESLAT)

New York Edge:

- our school partners with the school-based organization, New York Edge
- NY Edge runs a study hall/homework help and arts and crafts program

Sports:

- we offer sports through our weekly clubs, as well as during our after school programs

ACADEMIC RECOGNITION



Principal's Honor Roll

- students who earn an average of 90% or higher in a marking period will be recognized by the principal.
- Additionally, must score at 85 or above in five or more core subjects.
- students on the Principal's Honor Roll serve as role models to their classmates

Honor Roll

- students who earn an average of 85% or higher in a marking period will be recognized on the Honor Roll List
- Additionally, students must have earned at least 80 in five or more core subjects.
- students on the Honor Roll List serve as role models to their classmates

Updated 09.27.26

REPORT CARDS & PARENT-TEACHER CONFERENCES

Report Cards:

- report cards are given every marking period
- please carefully review your child's report card and have a conversation with them about what they've done well and what they need to improve
- report cards are to be signed by parents and returned to school

Parent-Teacher Conferences/ Student-Led Conferences:

- parents/guardians are strongly encouraged to participate in all parent-teacher conferences. These conferences are opportunities for you to support your child's academics progress and also to get to know the American educational system

2025-2026 Parent-Teacher Conferences Dates:

2025-2026 Parent Teacher Conferences

Marking Period	PTC Date	Time
1st	Sep 18, 2025	4:30pm - 7:30pm (virtual) Curriculum Night
2nd	Nov 13, 2025	12:20pm - 2:20pm & 4:30pm - 7:30pm (virtual)
3rd	Mar 12, 2025	12:20pm - 2:20pm & 4:30pm - 7:30pm
4th	May 14, 2025	4:30pm - 7:30pm (in Person) Multicultural Night

Questions to consider asking your child's teacher:

- What is my child expected to know/do/ learn in this class?
- What does my child do well? What does he/she/they struggle with? Can you give me examples?
- How can I help my child at home?
- Does my child seem happy/engaged at school?
- How many days of school has she missed/arrived late to school?
- Has my child made any friends?
- How does my child get along with other students/adults?
- Does my child participate in class in class discussions/group activities?

Updated 09.27.26

MARKING PERIODS

Marking Periods/ Bulletin Board Schedule

Marking Period	Date	Grade Due Date	Distribution	Bulletin Board updates by:
1st MP	September 4th- November 14th	November 18th	November 21st	October 31st
2nd MP	November 17th- January 30th	February 3rd	February 6th	January 16th
3rd MP	February 2nd- March 27th	April 14th	April 17th	April 3rd
4th MP	April 13th- June 12th	June 17th	June 26th	May 29th
5th MP	June 15th- June 25th	June 17th (Average)	June 26th	Reflections

GRADING POLICY

Formative Assessments **Classwork** (Participation, group work, individual work, presentations…) Homework	**Summative Assessments** **Assessments** (all exams, quizzes, projects, exit tickets, do now…and other assessments)
40%	60%

GRADING PLATFORM: JUPITER GRADES

Families and their children can check the student's grades by logging into Jupitergrades, our online grading and communication system.

Updated 09.27.26

Students will receive their log in information from the teachers at school. Parents's Login information can be obtained from Ms. Sinchico.

https://login.jupitered.com/login/

COMMUNICATION WITH FAMILIES (BLUE FOLDER, EMAIL)

Constant communication with families is extremely important to ensure the success of our students. We have the following systems in place to help us communicate with caregivers.

Blue Folder:

- every week students will receive flyers (including our monthly calendar), important announcements in a blue folder
- the folder will travel between the school and students' homes
- please make sure to have your child bring the folder back to school

Email/WhatsApp/Social Media:

- we use email, whatsapp and social media to communicate with our families (contact our parent coordinator, Ms. Gallegos for more information)

Jupitergrades:

- you may communicate with our staff members using the Jupitergrades platform.

Moving? Changing cell phone numbers? Please let us know immediately!

PARENT WORKSHOPS & CELEBRATIONS

During the school year we have several events for our families. To accommodate parents' schedules, these events take place after school hours. We offer workshops on immigration rights, health insurance, housing, mental health and wellness, and ENL classes. These are just some examples of what we are planning on doing this school year, and of course, we would love to hear your suggestions! Feel free to contact us at 718-956-4140.

Updated 09.27.26

SUBJECT AREAS

English as A Second Language

The focus of this class is to teach students the English language through thematic units.

Mathematics

Students work on grade-level standards to acquire mathematical concepts, such as computation, word problems, algebra, geometry, probability, statistics, and critical thinking.

Science

Students learn about life science, physical science and earth science.

Social Studies

Students will learn about the history of different nations, religions, wars. Students also study current events and recent trends in politics and economics.

Technology/Coding

Students receive instruction on how to use computers and technology skills, including robotics and coding.

Physical Education

The physical education program includes, physical fitness, soccer, volleyball, basketball, badminton and other activities.

Health

The goal of this course is to provide the student with a clear understanding of the principles of the physical and mental health habits and behavior. The opportunity is given to the students to discover how to make decisions that will affect their health and future.

Art

Students will be introduced to painting, drawing, color theory, and other concepts.

Music

Updated 09.27.26

Students will be instructed with professional percussion, guitar and chorus teaching artist to develop their musical skills and vocal repertoire.

NYCDOE CALENDAR FOR THE 2056-2026 SCHOOL YEAR

Date	Weekday	Event
September 4	**Thursday**	**First day of school**
September 17	Wednesday	Evening Parent-Teacher Conferences for elementary schools and Pre-K Centers
September 18	Thursday	Evening Parent-Teacher Conferences for middle schools and D75 schools
September 23–24	Tuesday–Wednesday	Rosh Hashanah, schools closed
September 25	Thursday	Evening Parent-Teacher Conferences for high schools, K–12, and 6–12 schools
October 2	Thursday	Yom Kippur, schools closed
October 13	Monday	Italian Heritage/Indigenous Peoples' Day, schools closed
October 20	Monday	Diwali, schools closed
November 4	Tuesday	Election Day; students do not attend school
November 6	Thursday	Afternoon and Evening Parent-Teacher Conferences for elementary schools; students in these schools dismissed three hours early
November 11	Tuesday	Veterans Day, schools closed
November 13	Thursday	Afternoon and Evening Parent-Teacher Conferences for middle schools and D75; students in these schools dismissed three hours early
November 20	Thursday	Evening Parent-Teacher Conferences for high schools, K–12, and 6–12 schools
November 21	Friday	Afternoon Parent-Teacher Conferences for high schools, K–12, and 6–12 schools; students in these schools dismissed three hours early
November 27–28	Thursday–Friday	Thanksgiving Recess, schools closed

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December 24–January 2	Wednesday–Friday	Winter Recess, schools closed
January 19	Monday	Rev. Dr. Martin Luther King Jr. Day, schools closed
January 20–23	Tuesday–Friday	Regents Administration
January 26	Monday	Professional Development Day; students that attend high schools and schools that serve only grades 6-12 are not in attendance. All other students attend school.
January 27	Tuesday	Spring Semester begins
February 16–20	Monday–Friday	Midwinter Recess, schools closed
March 5	Thursday	Afternoon and Evening Parent-Teacher Conferences for elementary schools and Pre-K Centers; students in these schools dismissed three hours early
March 12	Thursday	Afternoon and Evening Parent-Teacher Conferences for middle schools and D75 schools; students in these schools dismissed three hours early
March 18	Wednesday	Evening Parent-Teacher Conferences for high schools, K–12, and 6–12 schools
March 19	Thursday	Afternoon Parent-Teacher Conferences for high schools, K–12, and 6–12 schools; students in these schools dismissed three hours early
March 20	Friday	Eid al-Fitr, schools closed
April 2–10	Thursday –Friday	Spring Recess, schools closed
May 7	Thursday	Evening Parent-Teacher Conferences for elementary schools and Pre-K Centers
May 14	Thursday	Evening Parent-Teacher Conferences for middle schools and D75 schools
May 21	Thursday	Evening Parent-Teacher Conferences for high schools, K–12, and 6–12 schools
May 25	Monday	Memorial Day, schools closed
May 27	Wednesday	Eid al-Adha; schools closed
June 4	Thursday	Anniversary Day/Chancellor's Conference Day for staff development; students do not attend school
June 5	Friday	Clerical Day; no classes for students attending 3K, Pre-K, elementary schools, middle schools, K–12 schools, and standalone D75 programs.
June 17–26	Wednesday– Friday	Regents Administration (No exams will be held on June 19)
June 19	Friday	Juneteenth, schools closed
June 26	**Friday**	**Last day of school for students**

Updated 09.27.26

PLEASE REVIEW THE FOLLOWING DOCUMENTS WITH YOUR CHILD, SIGN THEM AND RETURN THEM TO MAIN OFFICE/HOMEROOM TEACHER AS SOON AS POSSIBLE!

Media Consent Form

Updated 09.27.26

Media Consent for NYC Department of Education Use

Student Name: _____

School: _____

I consent to the use and disclosure of the image, quotes, name, the participation in interviews, and the taking of photographs, recordings, and videos of the Student named above by the New York City Department of Education (**NYC DOE**) and NYC DOE-invited members of the press for NYC DOE-sponsored events. I grant the NYC DOE and invited members of the press the right to disclose, edit, use, and reuse the Student's image, quotes, name, and interviews, and photographs, recordings, and videos of the Student for the NYC DOE's nonprofit and public press purposes. This includes use in print, on broadcasts, in online spaces (such as the NYC DOE website and social media accounts and those of the press), and all other forms of media. I understand that when the school hosts a public event, individuals at the event may take their own photographs, videos and audio of the event, that such recordings may capture me or my child, and that they may also be made public.

I also release the NYC DOE, its agents, and employees from all claims, demands, and liabilities in connection with the rights granted above.

If Student is Under Age 18:

Name of Parent / Guardian: _____

Signature of Parent / Guardian: _____

If Student is Age 18 of Over:

Name of Student: _____

Signature of Student: _____

Date: _____

For students age 18 and over, the form must be signed by the student, and not the parent or guardian.

CONSENT FORM FOR NEIGHBORHOOD WALKING TRIPS

Name of the Student: _____ Class: _____

This consent form grants permission for the above-named student to participate in neighborhood walking trips not requiring transportation. This form shall remain in effect for the remainder of the school year unless revoked by the parent/guardian or school administration. Students will be accompanied by Department of Education teachers and IS235 staff members, always. I am aware that all rules of I.S.235 student conduct must be adhered to and will be enforced during these neighborhood trips.

Parent Name: _____

Parent emergency Contact # (required): _____
(Cellphone preferred)

Parent Signature: _____

Updated 09.27.26

Anti-Bullying Agreement

We, the students of Academy for New Americans, agree to join together and tread heavily on bullying.

We believe that everybody should enjoy school equally by feeling safe, secure and accepted, regardless of color, race, gender, popularity, athletic ability, intelligence and/or religious preference.

Bullying can be, but is not limited to: pushing, shoving, hitting, spitting, name calling, picking on, making fun of. Laughing at, and/or excluding someone or several people. Bullying causes pain and stress to victims and is never justified or excusable ad "kids being kids," "just teasing" or any other excuse. The victim is never responsible for being a target of bullying.

By signing this pledge, I/we agree to:

1. Value students' differences and treat others with respect.
2. Not become involved in bullying incidents.
3. Be aware of Academy of New Americans' policies and support system with regard to bullying.
4. Acknowledge that whether I am being a bully or see someone being one, if I don't report or stop the bullying, I am guilty of supporting it.
5. Be alert in places around the school where there is less adult supervision and bullying is more likely to occur.
6. Support students who have been or are subject to bullying.
7. Work with other students, teachers and administrators to help the school deal with bullying effectively, if it should occur.
8. Be a good role model by upholding my pledge in supporting zero tolerance toward bullying.

Student's Signature _____ Date_____

Parent's Signature _____ Date_____

Positive Behavior Contract for I.S. 235 Scholars

Dear Student,

Updated 09.27.26

We are excited to create a positive and supportive learning environment for you at school. To ensure that everyone feels respected, safe, and able to learn effectively, we have some expectations for behavior that we believe will help us achieve these goals together. Please read and sign this contract as a commitment to maintaining positive behavior.

1. **Safety:** I will follow school rules and procedures to ensure a safe and secure learning environment for everyone.
2. **Respect**: I will treat others with kindness, respect their opinions, and use polite language when communicating.
3. **Responsibility:** I will come to class prepared with all necessary materials, complete my assignments on time, and take ownership of my actions.
4. **Cooperation:** I will work collaboratively with my classmates, participate in group activities, and contribute positively to discussions.
5. **Attitude**: I will maintain a positive attitude, show enthusiasm for learning, and persevere through challenges.
6. **Problem-Solving**: If I encounter conflicts or problems, I will seek help from teachers or adults and work towards finding solutions peacefully.

Acknowledgement:

I understand and agree to abide by the expectations outlined in this behavior contract. I believe that by following these guidelines, I can contribute to a positive and successful learning experience for myself and my classmates.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Thank you for your cooperation and commitment to maintaining a positive school community.

Sincerely,

I.S.235, Academy for New Americans

Dear I.S. 235 Families,

We kindly request your attention to a **new policy** regarding punctuality. We've observed a concerning pattern of tardiness within our school community. Doors open for breakfast

Updated 09.27.26

promptly at 7:30am at the 30th Street student entrance. If your child needs to enter through our 29th Street entrance, we consider them **late**. It's crucial for our students to be in their first-period class, ready to greet their teacher by **8:00 am sharp**.

We appreciate your cooperation and understanding as we outline the following procedure for addressing tardiness:

1. Should your child arrive after 8 am, we will contact you to discuss the reason for their lateness.
2. Students will receive lunch detention for arriving late to school that day.
3. After being late three times, your child will not be eligible to participate in upcoming school trips.
4. We will require you to attend a meeting at the school to address persistent lateness issues.

Please feel free to reach out if you have any questions or concerns.

Sincerely,
School Admin Team

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STUDENT & FAMILY AGREEMENT FORM

Date:_____

Child's Name:_____ Class:_____

My child and I have read and discussed the items listed in this packet, including the behavior and academic expectations, and agree to work together with the school to ensure my child has a positive and productive learning experience at IS 235.

_____ _____
Student Signature Parent Signature

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School-Parent Compact (SPC) Agreement

Updated 09.27.26