IS 289

The Hudson River Middle School



Student and Family Handbook
2026-2027

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OUR PHILOSOPHY

Our Mission

IS 289 provides a caring and challenging environment that promotes the development of agency among all students in their pursuit of becoming life-long learners and engaged citizens of their various communities.

Our Beliefs

IS 289 is a small middle school serving approximately 300 students. We aim to bring into our community students and families who share our belief in the:

- Value of hard work,
- Importance of productive collaborations based on respect for the ideas and talents of others,
- Responsibility that students have for their own education, including self-initiation, self-evaluation, reflection, and the ongoing revision of work,
- Celebration of diverse ideas and talents,
- Value of authentic work; in other words, work that takes students beyond the traditional definitions of "school work" to work that has an impact on people's lives.

IS 289 is committed to providing a safe and supportive school environment where students are respected and free to learn without disruption or interference. We strive to ensure that students have a positive forum to express and explore different points of view in a peaceful and constructive manner.

We expect our students, families, and staff to show respect for one another by adhering to our rules and guidelines.

One of our founding principles is that learning happens when there is a combination of a high level of effort by the students and a high level of support from the teachers. Our teachers are committed to supporting students and are willing to be available for help. Structures that we have in place to ensure that students' work meets high standards include:

1. **Planners.** Each student is given a planner during the first week of school for organizing assignments. Every teacher requires that students write assignments in the planner and teachers provide time to review the assignments in the planners. We urge parents to check the planner regularly. New planners can be purchased from the main office for five dollars ($5) if the original one is missing. Students are expected to bring their planners to each class every day.
2. **Advisories.** One way in which we support students is through our advisory curriculum. Advisories are an important time for exploring the social and emotional issues that confront young adolescents. Students are assigned a teacher-advisor
3. **Academic Coaches.** Each student has a one-to-one personalized learning coach who meets with them regularly to provide them with organizational tools and strategies for completing daily and long-term assignments. During coaching sessions, students learn about setting goals, making a plan to meet their goals and explore how the school and family can support these goals.
4. **Extended Eighth Period** (sometimes called 'homeroom'). The extended eighth period at the end of each day serves to ensure that students understand assignments and have the materials they need to complete them before they leave. Students are expected to bring their planners to homeroom each day.

COMMUNICATION GUIDANCE

Clear and open communication with families is a vital component of the process of educating young adolescents. We value and recognize the importance of parent/teacher communication. We urge families to speak with teachers and the counseling team directly regarding any concerns.

Parent Square & Email

Families contact teachers or staff using Parent Square. Parent Square translates messages into multiple languages and can be set via text or email by the user. Parent Square can be used to send messages similar to text messages, with images and attachments. Each staff member has a Department of Education email address that families can use to contact staff. The directory is on the school website (www.is289.org).

We encourage families to stay up to date on school notices and class information through Parent Square. Many of our school forms will be available to download. Be sure to check it regularly to stay current on what your child is doing in each class – curriculum, projects, trips, homework, tests, etc.

Communication Tips

- For faster response, send a short email with direct questions or proposals for the teachers.
- Allow two school days for faculty and staff to respond to your emails.
- If you have not received a response after this window has passed, resend it with a gentle nudge by adding "nudge" to the subject line of your email.
- Consider proposing a phone conversation if your email is long, as in multiple paragraphs.

Fall and Spring Conferences

At IS289, we call these "Student Led Family Conferences." Family conferences are led by students and are conducted with the child's academic coach. The academic coach collects the course-specific data from your child's other teachers to share at this conference. If parents would like to make appointments to meet with teachers at any other time, they should contact teachers directly with available dates and times. Because staff are with students all day, staff availability is limited, please be flexible. Translation will be provided upon advance request. As per the NYCPS agreement with the teachers' union, all conferences will be held remotely. Guardians can request in-person conferences with teachers if they prefer.

Open School Week

One week each Fall, families are invited to visit their children's classrooms. Schedules and policies will be sent to families in advance. This is an excellent opportunity to visit your child's class and observe students and staff together. Please join us in fall for Open School Week.

Grades, Progress Reports, and the NYCSA Portal

In October, the grading portal will be available for families to view grades in real time. Expect updates every two to three weeks. Please review the grading policy for details. Progress reports are published three times a year in the family's NYCSA account. Notices will be sent home with instructions when the Portal opens.

Grade Team Curricular Communications

Normally called the "What's Happening?" or "Snapshot," each grade team sends a publication every month to families through Parent Square. This publication summarizes the topics students are studying in class and shares expected work and significant due dates.

Content Teacher Unit Letters

Teachers will sometimes send letters home for various reasons in addition to the monthly publication by the grade team. Four common reasons are: 1) to introduce a new unit, 2) to inform caregivers about an assignment,

3) to request chaperones for a class trip, and 4) to advertise a class event. These letters are normally sent through Parent Square.

Parent Coordinator

The Parent Coordinator, Monica Camacho, is available to meet with and talk to parents about school issues, concerns or questions. She can advise you regarding who to reach out to when you do not know your next step.

ATTENDANCE & LATE POLICIES

Expectations

Attendance every day is a requirement for every student. Students, guardians, and the school must work together to be sure that each student develops an appropriate understanding and attitude regarding his/her obligations to be present and on-time daily.

Students with regular attendance learn the skills and habits to succeed in their academic and social lives. Students start the day in a calm and routine manner when they are on-time. Students who are present every day are more likely to do well in school, demonstrate commitment in their extracurricular activities, and exhibit stronger social-emotional relationships with others.

Students who are late or absent are missing valuable instructional time and become unreliable partners and group members. It is the school's responsibility to ensure accurate attendance records are kept, and it is the caregiver's responsibility to ensure their child is present and responsible when an absence or lateness is necessary.

Chronically absent students have 10% absences (or are present 90% of the time). A 90% attendance rate means a student is on track to missing 18+ days over a school year; this is nearly a *month* of instruction.

A child's parent/guardian may be notified through Parent Square when a student is late. The parent/guardian will be called when a student is absent if the school was not notified.

Absences: "Every Child Every Day"

A student may be considered absent for a whole or a half day, depending on when they arrive at school or if they leave early. *All absences – excused or unexcused – are recorded on the student's official attendance record.*

Excused Absences

Absences may be excused (but not eliminated) for reasons listed below. However, the attendance team will follow up with caregiver(s) about recurring attendance issues, including recurring absences that may be considered excused.

1. Illness/injury: When a student is unable to attend school due to illness or injury, a note from parent/guardian or doctor is required to indicate it as excused.
    a. If an accommodation is required to return to school (cast, sling, or medication) caregiver(s) must provide the doctor's orders to the school within 24 hours.
    b. If the caregiver(s) fail to seek the necessary accommodation plans, then any continuing absences due to illness or injury, including asthma-related absences, may be considered unexcused.
2. Religious observation: When a student is unable to attend school due to religious observation, a parent/guardian's request in writing is required to indicate an excused absence. Please refer to Chancellor's Regulation A-630.
3. Family emergency: When a student is unable to attend school due to a death or an emergency, parent/guardian notification and documentation is required to indicate an excused absence.
    Please reach out to the Parent Coordinator, Guidance Counselor, or any adult in the school so that we can ensure your child receives support from the mental health team upon their return.

4. Pre-arranged appointments: When a student is unable to attend school due to appointments with the court, social services, or other city agencies, parent/guardian notification and documentation is required to indicate an excused absence.

a. Up to three full-day absences for school visits related to the middle school or high school application process or college visits will be considered excused with appropriate documentation of the activities.
b. Whenever possible, caregiver(s) are expected to schedule appointments, including school visits and doctors' visits, outside of regular school hours, or to schedule appointments so the student does not miss an entire day of school.

Unexcused Absences

Teachers are not required to provide assignments in advance for unexcused absences.

1. Unexplained absence: Notify the school whenever a student is unable to attend school, either in advance of the absence (preferred) or following the absence. Without explanation of a reason, the absence(s) are considered unexcused.
2. Immunization exclusion: When a student is unable to attend school due to lack of appropriate immunizations the absence(s) are considered unexcused. Please refer to Chancellor's Regulation A-701.
3. Extended family vacations or travel: Caregiver(s) should plan vacations and trips when school is not in session and must work with the school to develop plans for take-home and make-up work.

When a student must miss school

It is the caregiver's responsibility to notify the school of the reason for any absence by calling the school or using the online attendance form. When a student returns from a full-day unexpected absence, he/she must submit a note or documentation to their first period teacher.

- For any absence, students must make up any exams, quizzes, interim assessments, or other tests. It is the student's responsibility to coordinate make-up work with the teachers.
- Even though teachers are not required to provide work before extended holiday travel, it is a valuable exercise to teach students how to be responsible when absent. We recommend using a pre-planned absence graphic organizer, available for download or from the school.
- If a student will be out of school for two weeks or more, parent/guardian/guardians are asked to attend a conference and complete a transition plan which will include a schedule for missed classwork.

When a student must leave school during the school day

STUDENTS MAY NEVER LEAVE SCHOOL BY THEMSELVES DURING SCHOOL HOURS. Students may only be released to a parent, guardian, or authorized adult designee listed on the Emergency Contact Card.

- Anyone picking up a student must provide a photo ID and must be over the age of 18.
- If a student becomes ill and must leave during school hours the school nurse will contact the family.
- Plan 10 minutes for the sign-out process.
- Students will be called to the office when the parent has completed the sign-out process.

Lateness: Being at School on Time

Students are marked late if they are not in their first period class *ready to work* by 8:30 a.m. Students who are late must go to the main office, room 512, to explain their tardiness, sign in, and obtain a pass. If a student arrives at school on time, but is not in class ready to work by 8:30 a.m., the student will be sent to the main office.

- Lateness may be considered excused for reasons provided above (Illness/injury, religious observation, family emergency, pre-arranged appointments), school bus delays, or documented MTA delays.
- Lateness due to routine delays in public transportation are not considered excused. Students and families need to leave ample time for travel and monitor MTA reports. There are no exceptions for inclement weather days and families are advised to leave extra time.
- A pattern of lateness or excessive absence will result in a letter home, the loss of out-lunch and/or recess and may result in a meeting with parents and a NYC Department of Education Attendance Officer.
- All students will be allowed to be late a total of three times - excused or unexcused - before they are issued consequences.
- After three tardies, students will have their recess or out-lunch privilege removed on the day that they are late and each subsequent day that they are late.

Frequent Tardiness or Absences (3 times)

- All students will be allowed to be late a total of three times before they are issued consequences. Students with 10% absences are considered Chronically Absent.
- After 3 tardies (latenesses), students will have their recess or out-lunch privilege removed on the day that they are late and each subsequent day that they are late.
- After 5 absences, tardies, or early departures, excused or not, a guidance conference will be scheduled to understand the reasons and set up an intervention plan.
- After 10 absences, tardies, or early departures - excused or not - students complete a contract with steps for mitigating the reasons.

Other Arrival Details

- Free breakfast is available each morning at 8:05 a.m. for all students. No outside food is permitted.
- Students may enter through the Warren Street doors at 8:05 a.m. for breakfast, and must return to the schoolyard at 8:15 a.m.
- The schoolyard opens on Chambers Street at 8:15 a.m. Students go upstairs at 8:21 a.m. and then the yard gate is closed by 8:25 a.m. Students enter on Warren Street after the gate closes.
- The school day is from 8:25 a.m. to 2:45 p.m. Monday through Friday. Students are marked late at 8:30 a.m. if they are not present *and ready to work*.

When Students Meet Attendance Expectations

- Only students who are in school on the day of after school activities (dances, clubs, sports practice and games, etc.) can participate in after school activities.
- Seventh and eighth graders in good academic and disciplinary standing, as well as with strong attendance records will maintain their out-lunch privilege.

Expectations.

Learning the impact of behaviors on members of this community underlies our expectations for student behavior. In addition to the NYC DOE Discipline Code's regulations, the following are expected of students:

- Refrain from hugging and physical contact in school. This helps keep our learning environment free from distraction and prevents common discomfort and misunderstandings.
- Any ball brought to school must be in a bag and must be shared with peers. Students may bring balls to play with during out-lunch. Baseballs, softballs, or tennis balls are not allowed.
- No food or drink, except water, is allowed outside of the cafeteria. Students may **not** carry juice, sport drinks, iced tea, or any drink other than water to class. These items are for drinking in the lunchroom or outside of school only. Water can only be in clear plastic containers.
- Students may not have opaque, glass, or metal bottles at school. These are dangerous when they fall and staff are unable to monitor them.
- Sugary sodas, such as colas, are not permitted at school, even for lunch.
- Students may not spray perfumes, cologne, spray deodorants, or deodorizers indoors. These items may trigger allergic and asthmatic reactions in other members of the community.
- Gum chewing is not permitted in school. Sugar-free mints are permitted.
- Skateboards and scooters are not permitted on school property unless they are carried in a bag large enough to cover them. They must be small enough to fit into the student's locker. At no time may they be used in the school or yard. If the skateboard or scooter is not in a bag, it will be confiscated.*
- Students are not permitted to wear wheeled footwear such as wheelie shoes or roller blades on school property.
- No permanent markers, sharpies, paint markers, liquid white-out, or spray paint are permitted in school. Visible items will be confiscated.*
- Coats and backpacks remain locked in lockers during the school day, unless needed for out-lunch.
- All electronic devices, including cell phones, earbuds, smartwatches, and internet enabled fitness device must remain in lockers. Place devices in backpacks when entering the schoolyard. In accordance with NYC Department of Education regulations and IS289 policy, the use of electronic devices is not permitted anywhere inside school property, including the cafeteria and the yard. If a device is visible it will be confiscated.* This INCLUDES the schoolyard.
- Items that can explode, be used as a weapon, or cause harm, are not permitted. These include, but are not limited to, matches, lighters, pen knives, knives, firecrackers, smoke bombs, and stink bombs. Refer to the NYC Discipline Code for further information.

*Any confiscated electronic device will be returned in the following manner:

1. First time – Returned to the student *after* school. The parent will be notified.
2. Second time – Returned to student at the end of the school day *after* the student speaks with a parent/guardian in the presence of school personnel about this violation of the school protocol.
3. Third and all subsequent times – Returned *only* to the parent during school hours and following a parent conference. The privilege to bring any confiscated item to school is revoked.

IS 289's Discipline Plan.

IS 289 follows the policies set forth in the New York City Department of Education's Discipline Code and the Chancellor's Regulations. Copies of both, in multiple languages, can be found on the NYC Department of Education website: https://www.schools.nyc.gov/school-life/know-your-rights/discipline-code.

Expectations

- Students who are able to recognize and manage their own emotions are better able to be assertive rather than aggressive or passive when they interact with their peers.
- Students who develop caring and concern for others and establish positive relationships are less likely to engage in bullying or discriminatory behavior.
- Additionally, students who have learned how to make responsible decisions and handle challenging situations ethically and constructively are less likely to be bystanders and more likely to act as allies if a peer is the target of harassment or bullying of any kind.
- It is the responsibility of caregivers, in collaboration with the school, to help students develop the skills above.

Naming the Behavior Correctly.

When describing a situation among students at school, use this language to help describe it:

Bullying:

- ✓ A situation where one child or a group of children are intentionally mean and hurtful repeatedly to the same child or group of children.
- ✓ In these situations, one child or group of children overpowers the child they are hurting.
- ✓ It can be physical (including stealing or hiding belongings) or emotional (excluding kids, name-calling, humiliating, spreading rumors).
- ✓ Key Characteristics:
  - Targeted
  - Involving a power differential
  - Persistent
  - Unprovoked
- ✓ Conflict:
- ✓ An argument between two or more children that usually involves a problem that is difficult for the children to solve on their own.
- ✓ The range of conflicts includes whose turn it is with the ball at recess to a bossy friend or a friendship where something hurtful has happened.
- ✓ In a conflict, one child does not overpower the other child.
- ✓ Key Characteristics
  - Involves a back and forth between individual and/or groups of children
  - Happens when children don't have the skills to resolve a situation
- ✓ Something else:
- ✓ These situations do not fit into the bullying or the conflict categories.
- ✓ It may look like bullying, but not repeatedly, targeting one child, or with the issues of power.
- ✓ It may include exclusion (a couple times but not repeatedly) or name-calling (once or twice), but not ongoing.

When referring to a bullying situation, it is easy to call the kids who bully others "bullies" and those who are targeted "victims," but this may have unintended consequences. When children are labeled as "bullies" or "victims" it may:

- Send the message that the child's behavior cannot change,
- Fail to recognize the multiple roles children might play in different bullying situations,
- Disregard other factors contributing to the behavior such as peer influence or school climate.

Instead of labeling the children involved, focus on the behavior. For instance:

- Instead of calling a child a "bully," refer to them as "the child who bullied"
- Instead of calling a child a "victim," refer to them as "the child who was bullied"

- Instead of calling a child a "bully/victim," refer to them as "the child who was both bullied and bullied others."

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

The Importance of Reporting.

When students and families make a report to school personnel, they help keep this school a safe environment. It ensures that school personnel can follow-up with issues before they become too serious and it helps the school use an opportunity as a "teachable moment," often preventing a more serious disciplinary issue.

Sometimes students confuse Reporting and Tattling, or Snitch, and it is important that students know that a *tattler* is trying to get another person in trouble while a *reporter* is preventing a person from getting into bigger trouble. A reporter makes the school safe, a tattler does not.
(http://www.togetheragainstbullying.org/the-difference-between-telling-and-tattling)

Ways to Act as an Upstander in Our School Community.

All members of our school community are entrusted with making our school a safe learning environment. Students act as upstanders in our school community when they hold each other accountable for being kind and safe, and when they report any unkind or unsafe behaviors to adults in our school community. Families could support students in being upstanders by:

1) Supporting their child in naming unkind behaviors as bullying, conflict, or something else,
2) Encouraging their child to report any unkind or unsafe behaviors to an adult working in the school,
3) Sending an email and/or calling an appropriate adult community member to alert them of unkind or unsafe behaviors.

Use the chart below for guidance on reporting unsafe behaviors:

	During School Hours	After School Hours
Methods of Reporting for Students	-Write a note and hand it to a faculty member or to school administration -Ask for an appointment to talk with a faculty member or school administration privately	-Write a note to a Manhattan Youth counselor or program director -Ask to speak to a Manhattan Youth counselor privately -Send an email to any faculty member -Send a message through Parent Square to any school or after-school staff member
Key Contacts for Reporting for Families and Students	***School Guidance Team:*** **Emily Kustal** (ekustal@schools.nyc.gov) **Josh Espinoza** (jespinoza9@schools.nyc.gov) **Jasmyn Hoey** (jhoey3@schools.nyc.gov)	***Manhattan Youth Afterschool Director:*** **Natalie Lebron** (nlabron@manhattanyouth.org; 646-306-1205) ***And… school contacts listed to the left.***

SCHOOL ATTIRE

The Dress Code at IS 289 supports a positive learning environment and teaches students how to dress appropriately for school. It is expected that students wear attire that is both comfortable for their school requirements and appropriate to a learning environment.

Students often lose their jackets, sweaters, and other clothing in middle school. Help us return these lost items to your child by labeling all clothing with your child's name or initials.

Use the following guidelines when dressing for school:

1. Any headgear, such as hats and hoods, worn to school must be removed *before* entering the building and stored in the locker. Head coverings worn in observance of religious beliefs are allowed, as are headscarves for cultural reasons.
2. Coats and sunglasses must be stored in lockers, as soon as lockers are assigned to students. Students should have sweaters or sweatshirts to wear if they become cold.
3. Clothing must provide full coverage of torso, undergarments, and private parts. See-through clothing is prohibited.
4. Tops and bottoms should meet in the front and back.
5. Bottoms should have at least a 3-inch inseam.
6. Students are prohibited from wearing clothing which contains language, images or references to drugs, alcohol, gangs, sexual content, violence, racism, or other behaviors that discriminate or are profane, obscene, or violent.

When the appropriateness of student attire is questionable, school administration will make the final determination.

Students whose clothing does not meet the dress code expectations will be asked to make appropriate adjustments to conform with the Dress Code, and will be offered clean clothing to wear. Families will be notified after multiple incidents, and the student may be subject to the interventions in the Discipline Code.

**On holidays like Halloween, students at I.S. 289 do not wear costumes; they are allowed to wear small items to celebrate the holiday, however, these items must meet dress code requirements. School administration will follow up with students if their attire is inappropriate.*

Resource: DoE Dress Code Guidelines

MEALS

The New York City Department of Education (DOE) is pleased to announce that, again, breakfast and lunch at school is completely free for all students in every New York City public school.

We need your help to make this program a success. All parents, regardless of income, must still complete a School Meals Form so that our schools get access to federal funding for this program and others. Please complete the form online at http://nyc.applyforlunch.com by the second Friday of school in September.

Breakfast. A good breakfast provides nutrition and energy to help students be productive throughout the day. Both hot and cold breakfast is available free of charge to all students beginning at 8:05 am in the cafeteria. Students should plan to finish breakfast by 8:15.

Lunch. The NYC Dept. of Education requires that every family complete a school lunch form at the beginning of the year. Please do not bring lunches to the office for your child. If your child forgot their lunch in the morning, the school lunch is available for free.

Out Lunch. Only 7th and 8th graders are allowed out for lunch. Eighth graders who turn in their completed forms by the first Friday of school, will be allowed out for lunch on the first Monday. Seventh graders will be informed of their deadlines during the first week of school. Out-lunch will be revoked temporarily for students who have outstanding paperwork. See Appendix for more details about out-lunch.

Lockers.

A school locker will be assigned to students at the beginning of school. Lockers are the property of the school and are subject to administrative inspection at any time during the year. Students are responsible for the care and cleanliness of their lockers. Students may not store any items in the locker unless it has a lock that works. Students must use combination locks and provide the teacher with a copy of the combination code. Students should use simple combination locks only. Digital locks and "word" locks break easily. *Students should not share either their locker or their combination with any other person.*

Students may not go to their lockers in between classes. In the morning, all books and materials should be organized for classes which meet before lunch. After lunch, students should organize books and materials for afternoon classes.

The school and all personnel assume no responsibility for the contents of any locker. All problems with lockers must be reported to the Main Office in writing. Vandalism to lockers will result in disciplinary action as well as financial responsibility for any damage caused to school property. All electronic and internet-enabled devices must remain in lockers during the day.

Bathrooms.

Students may use the bathrooms only when they have a signed Bathroom Pass from a teacher, not when traveling between classes. Passes will only be given during work time, not during meeting time. For safety and security, students are permitted to use only the bathrooms on the 1st floor during breakfast, lunch, and dismissal. In all other circumstances, they can only use the bathrooms on the floor of their class - they may not go to other floors. If your child has special needs, please contact the nurse for accommodation.

Elevator Use.

Use of the elevator is restricted to students who have a medical condition or injury. We ask parents to send a note informing us of the reason for temporary elevator use. For extended use, students must bring a doctor's note informing us of the reason for use of the elevator. Students with permission to use the elevator will be issued an Elevator Pass with an expiration date. Students must have the pass in hand when on the elevator. The pass is valid only for the student for whom it is assigned; other students may not ride with that student. Students leave the pass with the Safety Agent each day and pick it up again in the morning at arrival.

Accidents.

Students must notify a teacher, administrator or school nurse if an accident occurs at school. In the event that an injured student cannot move independently, nearby students should get help from a teacher or the main office and should *not* try to move the injured child.

If an injury occurs outside of or inside school, the caregivers are responsible for sending a doctor's note to the school nurse, or any adult at school. This verifies not only that the child is receiving medical care, but also outlines your child's medical needs while at school. If you're not sure what to do to help your child, please ask any staff member.

Guidance Staff

IS 289 has one full-time Guidance Counselor, Emily Kustal, one full-time Social Worker, Joshua Espinoza, and one part-time Guidance Counselor, Jasmyn Hoey. Parents are urged to meet with Emily, Josh, or Jasmyn to discuss questions or concerns about their child. Students are also encouraged to meet with a Guidance Counselor or Social Worker to discuss any concerns they may have about social, emotional, and academic issues at school or elsewhere. Students must make an appointment and have a pass to visit guidance staff.

Nurse

IS 289 has a full-time nurse. Students may not self-administer or carry any medications in school. All prescription drugs or over-the-counter drugs consumed in school by students must be administered by the nurse. Any prescription medication left with the nurse must have the student's name, dosage and doctor's name written on its label.

All students needing medications in school, including asthma inhalants must have a doctor's note and a signed 504 form authorizing the dispensing of the medication on file in the nurse's office. These forms can be obtained in the nurse's office, room 415, or by contacting the Main Office.

If your child has any health issues of which you think we should be aware, we urge you to inform the main office. You may also meet with the nurse on the 4th floor in room 415.

Appointments with Administration

If you wish to meet with the Principal or Assistant Principal, please contact them to schedule an appointment. Contact by Parent Square or email is preferable but you may also leave a message or leave a note in their school mailbox. The Principal and Assistant Principal are often visiting classrooms or in meetings making it difficult to see families without an appointment.

NYC Suicide & Crisis Lifeline
988 (Call, Text, or Chat)
24 hours a day, 7 days a week
These trained professionals help callers find mental health services for emotional problems, depression, eating disorders, bullying, and other social or emotional issues.
Chat: 988 or https://nyc988.cityofnewyork.us

Boys Town National Hotline (for boys and girls)
1-800-448-3000
24 hours a day, 7 days a week
Contact if you're depressed, contemplating suicide, being physically or sexually abused, on the run, addicted, fighting with a friend or parent, or if you're facing an overwhelming challenge.

NYC Teenspace
https://www.nycteenspace.com/
24 hours a day, 7 days a week
NYC Teenspace is a free mental health support program available to any teenager age 13 to 17 living in New York City. Whether the teen struggles with mental health challenges or just wants somebody to talk to about the everyday ups and downs, teens can sign up online for Teenspace to be connected to a licensed therapist for ongoing support. Teenspace is offered by the NYC Health Department and powered by Talkspace.

BRAVE Against Bullying
1-917-727-1908
24 hours a day, 7 days a week
Building Respect, Acceptance, and Voice through Education (BRAVE) is a hotline launched by the Mental Health Association of NYC and the UFT. Trained professionals provide crisis intervention, suicide risk assessment, and supportive listening.
Chat: https://www.uft.org/your-union/uft-programs/be-brave-against-bullying#
Text: 43961
Call: 917-727-1908

Dial-A-Teacher
1-212-777-3380
4:00 – 7:00 p.m., Monday thru Thursday
Free homework help by qualified teachers to tutor students in reading, math, writing and science. Available languages are: English, Spanish, Chinese, French, Bengali, Haitian-Creole, Italian, Russian, Korean, Armenian, and Tagalog

Brainfuse Tutoring through NY Public Library
https://www.nypl.org/education/kids/brainfuse-homework-help-tutoring
2:00 – 11:00 p.m., Monday thru Friday
Get free online homework help from one-on-one tutors daily. Use your library card number to log in. Available languages are English, Spanish, and French from early elementary through high school grades, in core subject areas.

MANHATTAN YOUTH AFTER-SCHOOL PROGRAM

Joining the Manhattan Youth after-school program at I.S. 289 gives students a safe place to go every day after school where they can complete homework assignments, play for the school's sports teams, enjoy the arts, engage in city-wide competitions, and much more.

AFTER-SCHOOL ACTIVITIES BEGIN AT 3:00 p.m.
Students must stay in the school building and may not exit after dismissal. Snacks are free and provided in the cafeteria from 2:45PM to 3:00PM.

ATTENDANCE
If a student is unable to attend after-school, a parent/guardian should contact Program Director Nathalie Lebron (NLebron@manhattanyouth.org or 646-306-1205) no later than 2:30PM by phone, email, or written note. If a student wishes to change their schedule or drop any or all after-school activities, a request must be made in writing by a parent/guardian. Students may not simply stop coming to activities.

TEAM SPORTS SEASONS

Fall Sports:	Soccer, Flag Football, Volleyball	September — November
Winter Sports:	Basketball, Table Tennis	November — March
Spring Sports:	Baseball, Softball, Track & Field, Volleyball and Ultimate Frisbee	March — June

SPORTS & PERFORMING ARTS POLICIES
All students who play for a team are expected to attend all practices and games with the team. Students who are unable to attend a practice or game risk being benched for the game and must inform the Director with a written note or email from a parent. Students are expected to be prepared for every practice wearing proper attire. Any athlete who is unprepared will not be allowed to participate in the activity that day.

All students who are cast in a performance must attend all rehearsals and performances. When students are absent, not only do they miss working on their parts, but it makes it extremely difficult for their partners to rehearse. Once rehearsals begin, an understudy policy ensures that whoever is rehearsing will be the one performing.

SCHOOL POLICIES = AFTER-SCHOOL POLICIES
Manhattan Youth After-School Program focuses on fun and student empowerment. Expectations of conduct remain the same before and after 2:45 p.m.

CELL PHONE and ELECTRONIC DEVICES POLICIES
Manhattan Youth After-School device policy is the same as the IS289 day school electronics policy: devices may not be used and must be put away in backpacks while on school property. Students are not allowed to use internet enabled or electronic devices during After-School hours, except to contact a parent after explicit permission from, and under supervision of, a counselor or teacher. Electronic devices will be confiscated if used during the program and given back at the end of program. If a problem persists, parents will be required to meet with the Director.

CONTACT US
Nathalie Lebron, Program Director, IS 289
Manhattan Youth, 120 Warren Street, New York, NY 10007
646-306-1205 | 212.766.3980 fax
NLebron@manhattanyouth.org

Appendix 1: ELECTRONIC DEVICE PROTOCOL

Updated Summer 2025 in Accordance with 'New York State Distraction-Free Schools" Law

All electronic and/or internet enabled devices must be turned off, stored in bags, and locked in lockers as instructed by staff while on school property. "School property" begins at the entrance of the school yard and includes the yard, all off-campus walking field trips, and all of the building.

Examples of devices include, and are not limited to: 1) cell or mobile phones; 2) laptops, tablets, iPads and other similar computing devices ("computing system"); 3) portable music and entertainment systems, such as wireless headphones, PSP, eReaders, and Nintendo; and 4) smart watches, fitness devices connected to the internet, or other internet or cellular enabled devices not already named.

Devices are placed in lockers during arrival 'locker time' and are only removed, and immediately placed into backpacks, during 'locker time' for out-lunch or dismissal; devices may not be used on school property and must be in backpacks upon entering school property until locked during locker time. Students may take out their devices from backpacks only *after* leaving the building or yard on regular school days.

1. The use of all electronic devices at school is also subject to the restrictions below.
    a. Devices may not be turned on or used during school fire drills or other emergency preparedness exercises.
    b. Devices may not be used in locker rooms or bathrooms.
    c. Devices may not be turned on or used during the administration of any school quiz, test or examination, except where such use has been explicitly authorized by the school or is contained in an Individualized Education Program or Section 504 Accommodation Plan. Contact Guidance Counselor Emily Kustal with any questions regarding these exceptions. Expect a determination to IEP/504 exception requests within 10 school days.
2. Computing systems may not be turned on or used while on school property. *Only computing systems owned by the school may be used when on school property and only for instructional and educational purposes with the explicit approval of school personnel.*
3. eReaders may not be turned on or used while on school property, except for instructional and educational purposes with the explicit written approval of the teacher through a separate parent, student, and school agreement.
4. All other electronic devices not named in this policy, such as cameras and walkie-talkies, are subject to this policy and may not be turned on or used while on school property. *Only electronic devices owned by the school may be used when on school property and only for instructional and educational purposes with the explicit approval of the teacher.*
5. The school and all persons employed or contracted by the school are not responsible for any damaged, lost, compromised, or stolen items. In the unlikely event that an electronic device is stolen or damaged at school, parents can submit a claim to the Comptroller's Office. Use the Comptroller's webpage for information.
6. In case of emergency:
    a. Caregivers may call the school's main office, (212) 571-9268.
    b. Students may call the caregiver if permitted by and under the supervision of school staff.
    c. The school will use Parent Square (PS) and the DoE's GAMA system through the NYCSA account for mass communications. (GAMA and PS set-up and login instructions)

Confiscation and return of electronic items

- If any device is visible, it is presumed on or being used, and therefore it *will* be confiscated.
- If headphones are worn, it is presumed that it is being used or is connected to an electronic device that is on, and therefore the headphones and/or electronic device *will* be confiscated.
- Any confiscated device will be returned in the following manner:
    1. First time – Returned to the student *after* school from the main office. The parent will be notified and the student will be provided this full electronics policy.
    2. Second time – Returned to the student *after* school *if* the student speaks with a parent/guardian in the presence of school personnel about this violation of the school protocol.
    3. Third and all subsequent times – Returned *only* to the parent during school hours and following a parent conference. The privilege to bring any electronic devices to school may be revoked and an individualized plan for devices may be required.

Discipline

Students who use electronic or internet enabled devices such as cell phones, computing devices, and/or portable music and entertainment system in violation of any provision of the DOE's Discipline Code, Chancellor Regulation A-413, the DOE's Internet Acceptable Use and Safety Policy ("IAUSP"), and/or the school's practices will be subject to discipline in accordance with the guidance interventions and disciplinary responses set forth in the Discipline Code.

Posting Notice

This policy is posted on www.is289.org, in the Family Handbook online, included in the first-week-letters-and-handbook printed packet, emailed to all Parent Square registrants, and given to students and families each time a device is confiscated.

Appendix 2: INTERNET ACCEPTABLE USE (IAUP)

Digital Citizenship: https://www.schools.nyc.gov/school-life/school-environment/digital-citizenship
IAUP Full Version: https://www.schools.nyc.gov/about-us/policies/internet-acceptable-use-policy

Both parents and teachers need to help students be good digital citizens. They both need to support students in using the internet in ways that are safe, responsible, and appropriate. They also help students follow the rules and act in ways that lead to effective digital learning. Here are the responsibilities expected of parents, students, and teachers:

Parent Responsibilities

- Make sure your child acts responsibly. This includes knowing and understanding the Discipline Code, Internet Acceptable Use and Safety Policy (IAUSP), and Social Media Guidelines for Students 12 and Younger or 13 and Older.
- Keep track of your children's online use when they are not in school—including mobile apps, online games, and other social media
- Share values with your children and talk with them about what is—and is not—acceptable online behavior.

Student Responsibilities

Follow the rules

- Follow all school and class rules for using technology
- Act responsibly to all—both online and face-to-face
- Collaborate in positive ways that help you learn
- Use technology to support an inclusive school community

Stay safe

- Only use accounts that belong to you.
- Protect passwords—don't share them with others
- Don't automatically save passwords on school devices
- Don't give out personal information online without your parent's permission
- Have permission from a parent before meeting anyone in person that you have met only online

Take care of things

- Respect and care for both:
    - Student work (yours and your peers)
    - Devices

Take care of each other

- Only download music, photographs, or video if you have permission from your teacher
- Follow the owner's instructions for use
- If you don't know whether you can use something you found online, ask the owner for permission
- Follow your teacher's directions for fundraising online
- See something that is inappropriate, threatening, or unkind? Here is what you can do:
    - Reach out to a trusted adult at school or at home
    - Email RespectForAll@schools.nyc.gov
    - Call Respect for All at 212-374-2350

Students who do not act responsibly may face the consequences explained in the Discipline Code and Chancellor's Regulations.

Families, Students, and Social Media

Families today have a new role: helping children behave safely and responsibly when they're using social media. Read the guides available for Students 12 and Younger or 13 and Older. And families of Students 12 and Younger or 13 and Older.

Teacher Responsibilities

To Students

- Teach students how to act when working online with others
- Go over the online guidelines with students. Make sure they know:
    - How to use the internet safely and responsibly
    - Appropriate ways to react to cyberbullying
- If students misbehave, they may lose their online rights.
    - You must then offer other ways that they can complete their work.
- Protect student information as stated in the:
    - Chancellor's Regulation A-820 (see "Find Out More")
    - Family Educational Rights and Privacy Act (FERPA).
- As part of the Children's Internet Protection Act (CIPA) we have filters that block websites if they are:
    - inappropriate for minors
    - lack educational or work-related content
    - poses a threat.

  If such a site is discovered, the teacher should inform their principal to address the issue.

To Parents

- Let parents know if students need to communicate with people outside of your class (other classes, experts, authors).
- You usually need parental consent to share student information. There are some exceptions. Refer to the Privacy Policy to learn how information is protected, collected, and used.
- Review the discipline code.

To Themselves

- Follow Chancellor's Regulation A-610 to raise money for school activities.
- Review the educator materials under Helpful Links on the Digital Citizenship page of the Employee InfoHub
- Contact a supervisor if you encounter:
    - Inappropriate use
    - Communications that violate DOE policies or regulations

Appendix 3: OUT-LUNCH SUMMARY SHEET

7th and 8th Graders ONLY

The boundaries for the lunch period are (map):

East:	Church Street
West:	Hudson River Park including Rockefeller Park, basketball & swings.
North:	Duane Street and the gates of Washington Market Park
South:	Murray Street, including the Goldman Alley up to Pick-A-Bagel.

The following are OFF-LIMITS:

1. Students are not permitted to enter Tear Drop Park at lunch.
2. Students may not go home for lunch.
3. Students may not go to the ball field, the lower walkway of the field, or sit on the upper walkway.
4. Students may not enter the Conrad Hotel/Regal Cinema.
5. Students may not cross the West Side Highway. Use the Stuyvesant bridge.

If there is an emergency, go to one of these safe spaces in this order:

1. **ANY public school.** There are two very close to us: Stuyvesant & PS234. They know school protocols and have Safety Agents.
2. **Whole Foods.** They have private security.
3. **A deli, restaurant, or garage nearby.** These locations have adults at all times and can keep you safe.

At the start of the lunch period…

Initial next to your name on the sign-out sheet as you leave. Note the following:

- Students have 5 minutes to sign out.
- Students may not go to the cafeteria before going to out-lunch.
- Grayed out cells indicate that you are not permitted to sign-out.
- Students can only initial next to their name and cannot sign-out another student.
- Cell phones must be put away and *out of sight* until students have left the building.

At the end of the lunch period…

- Doors will open 4 minutes before lunch period ends.
- Students wait for entry on Chambers along the brick wall and along the fence.
- Students who are late must enter on Warren and will lose their out-lunch privilege.
- Students who were absent in the morning must enter on Warren.

Students who meet all four of the following criteria have out-lunch privileges:

1. Completed First Day Forms, and
2. Completed Out-Lunch Permission Form, and
3. No unresolved disciplinary issues at IS289.

Privileges may be revoked at any time by the parent or the school for any reason. Examples include: excessive lates, behavior concerns, or other issues.

Out lunch Summary Continued

Represent 289 Well:

- As a 289er, you are perceived as responsible and thoughtful students.
- Many years of students before you have ensured this reputation, and you will experience the benefits of this perception of IS289ers while out for lunch.
- Screaming, running around the streets, and play-fighting are not appropriate.

Five Behaviors of a 289er in NYC:

1. Walk 2-by-2 on the sidewalk to allow others to pass.
2. Don't stop short in the middle of a sidewalk.
3. Don't block the corner of a sidewalk at an intersection
4. Throw trash in a trash can, not on top of a pile of trash bags. (Leave no trace.)
5. Line-up, don't bunch up.

Tips for staying safe as a 289er in NYC:

- Be aware of your environment.
- Hold your bag and wallet securely.
- Travel in pairs or groups.
- Stay in public spaces.
- Trust yourself: if it feels unsafe, it is unsafe.
- Know the safe zones: any public school and Whole Foods.

Students may have their cell phones with them during out-lunch. Be responsible with it. (Phones must be *out of sight* when leaving and entering the building.) Scooters and bicycles may not be used during out-lunch.

Appendix 4: GRADING POLICY

When grading assignments, we aim to balance accountability with support. While grades can be used for feedback, it is not the only effective mode of feedback. IS 289 provides feedback and grades in accordance with state and local learning standards. Our competency-based grading ensures that students can continue to learn how to meet and exceed standards. This grading policy aligns with NYC DoE policy.

- The purpose of grades is to clearly communicate the student's level of performance on state learning standards and IS289 Competencies to the student and caregivers.
- The purpose of feedback is to move a student beyond their current performance levels.

Resources:

- Competencies: A list of IS289 competencies for use as rubric criteria in all courses.

General Guidelines:

1. Only grades for assignments demonstrating achievement towards a standard may be included in the student's grades. "Extra-Credit" to raise a grade is not an appropriate practice. Students must do the work of the class.
2. NYC DoE Gradebook will be the online grading system used at IS289. It is accessible through NYCSA and TeachHub.
3. Regarding late or missing work, deadlines will be extended for individual students with extenuating circumstances. Assignments graded for mastery can be submitted only:
    a. After a conversation with the teacher, and
    b. Up until one week before the end of the marking period

Equivalence Scale of Marks Used to Award Grades
Note: Year End Marks are an average of each competency for the year, not an average of each marking period.

IS289 Earned Mark	*Course %*	*Assignment Rubric %*	*Year End Mark*
ES - exceeding standards	95%-100%	100%	Earned course %
MS - meeting standards	85%-94%	90%	Earned course %
AS - approaching standards	75%-84%	80%	Earned course %
AC - area of concern	65%-74%	70%	Earned course %
NE - no evidence	<65%	55%	Earned course %
I or MI - incomplete/missing	Not included	Not included	Turns to "NE" & is calculated as a 55% for the year end final

Grading Policy Continued

Frequently Asked Questions (FAQs)

What marks can be awarded if there is not enough student work to determine mastery?

The mark that designates when there is not enough student work to determine mastery is an NE, and is equivalent to 55%.

When and how will students and families receive grades?

- Students will receive their assignment grades within 2 to 3 school weeks of the assignment's due date.
- Grades will be posted online in the Grade Book within 3 school weeks after a project/assignment is due.

When are marking periods (MP) and when will percentages be entered on student progress reports?

MP End Date	Grades due in Grade Book IEP Progress Reports Due	Progress Report Published in NYCSA
MP1: Dec. 4 (57 days)	Dec 8	Dec. 11
MP2: Mar. 15 (57 days)	Mar. 17	Mar. 22 incl. subject comments
MP3 (Final): Jun. 18 (57 days)	Jun. 14 *This Grade Book deadline is for all assignments due before 6/11/27.*	Jun. 25 incl. coach's comments *Teachers may add new grades for assignments due on & after 6/14/27.*

When and how can grades be changed after they have been finalized?

1. Obvious errors in grades can be corrected by school administration within 10 days of the close of the marking period.
2. Disputes regarding the earned grade must be submitted in writing by the parent to the teacher and principal within 5 school days of the grade either posting online or given to the student, whichever is earlier. The dispute must clearly state that the child or parent is disputing the earned grade on an assignment.
3. The teacher issuing the grade makes the final decision regarding grade disputes and must be concluded within one calendar week (7 days) of receipt of the written grade dispute request. If the teacher is no longer at I.S. 289, the principal makes the final decision regarding grade disputes.

How will students be expected to complete late/missing work?

Assignments graded for mastery can be submitted in accordance with the course's late-work policy and only:

a. With teacher approval after a conversation with the teacher, and
b. Up until one week before the end of the marking period

Appendix 5: STAFF CONTACT LIST

First Name	Last Name	DoE email	Role
Anne	Albright	aalbright@schools.nyc.gov	Secretary
Jacqueline	Anderson	janderson2@schools.nyc.gov	Learning Specialist
Joanne	Augustine	jaugustin9@schools.nyc.gov	Paraprofessional
Thomas	Backner	tbackner@schools.nyc.gov	Social Worker (SBST)
Yelena	Berdichevsky	yberdichevsky@schools.nyc.gov	Assistant Principal
Tom	Brewer	tbrewer4@schools.nyc.gov	Art & S.S. Teacher
Liliette	Cabrera	lcabrera15@schools.nyc.gov	Science Teacher
Monica	Camacho	mcamacho18@schools.nyc.gov	Parent Coordinator
Samuel	Chase	schase3@schools.nyc.gov	Learning Specialist
Lori	Coopersmith	lcoopersmith@schools.nyc.gov	Learning Specialist
Christina	DiZebba	cdizebba@schools.nyc.gov	Humanities Teacher
Carey	Dragone	cdragone2@schools.nyc.gov	Learning Specialist
Joshua	Espinoza	jespinoza9@schools.nyc.gov	Social Worker
Heather	Freyman	hgottli@schools.nyc.gov	Literacy Teacher
Jason	Gonzalez	jgonzalez91@schools.nyc.gov	Paraprofessional
Luda	Grishkevich	lgrishkevich@schools.nyc.gov	Family Worker (SBST)
Eric	Grispo	egrispo@schools.nyc.gov	Occ. Therapist
Patrick	Hector	phector2@schools.nyc.gov	Humanities Teacher
Jasmyn	Hoey	jhoey3@schools.nyc.gov	Guidance Counselor
Jazmine	Holloway	jholloway3@schools.nyc.gov	School Aide
Jenny	Hou	jhou5@schools.nyc.gov	ENL & Mandarin Teacher
Lindsay	Kelly	lkelly33@schools.nyc.gov	Speech Teacher
Emily	Kustal	ekustal@schools.nyc.gov	Guidance Counselor
Jade	Kwong	jkwong3@schools.nyc.gov	Psychologist (SBST)
Matthew	McGaley	mmcgaley2@schools.nyc.gov	Science Teacher
Joanne	Napoleon	jnapoleon@schools.nyc.gov	Paraprofessional
Chi-Man	Ng	cng@schools.nyc.gov	Math Teacher
Danny	Ospina	dospina2@schools.nyc.gov	Phys Ed Teacher
Zeynep	Ozkan	zozkan@schools.nyc.gov	Principal
Anisiya	Pallegedara	apallegedara@schools.nyc.gov	Technology Teacher
Christopher	Rimel	crimel@schools.nyc.gov	Learning Specialist
Harrison	Scheiner	hscheiner@schools.nyc.gov	Literacy Teacher
Carol	Shirai	cshirai@schools.nyc.gov	ENL & S.S. Teacher
Bart	Stadnicki	bstadnicki@schools.nyc.gov	School Aide
Marc	Todd	mtodd2@schools.nyc.gov	S.S. Teacher
Floridania	Villar	fvillar@schools.nyc.gov	Paraprofessional
Talia	Viscusi	tviscusi@schools.nyc.gov	Learning Specialist
Johnny	Yan	jyan@schools.nyc.gov	Math Teacher
Hafida	Zitouni	hzitouni4@schools.nyc.gov	Math Teacher

Appendix 6: SCHOOL CALENDAR

Note the following changes to the NYCPS calendar: September In-Person Curriculum Night (Time Change), May In-Person Transition Night (Date & Time Change), June Clerical Day (Date Change). Event dates and times may change; check Parent Square or *www.is289.org* for up-to-date information.

September	
7-9	Labor Day, Staff In-Service (No School)
10	First Day of School
14	First Day of Afterschool
18	PTA Meeting
21	Yom Kippur (No School)
23	Curriculum Night, In-Person

October	
9	PTA Meeting
12	Indigenous Peoples' Day (No School)
30	Picture Day

November	
3	Election Day, remote half day for students
3	Remote Family Conferences
11	Veterans Day (No School)
13	PTA Meeting
16-20	Open School Week/Book Fair
18	SHSAT
26-27	Thanksgiving Recess (No School)

December	
4	End of Marking Period 1 (MP1)
11	Picture Day Retakes
18	PTA Meeting
24-31	Winter Recess (No School)

January	
1	New Year's Day (No School)
15	PTA Meeting: Parent Workshop by Elevate
18	Rev. Dr. Martin Luther King Jr. Day (No School)
28	Career Day (tentative date)

February	
6	Lunar New Year
12	PTA Meeting
15-19	Mid-Winter Recess (No School)

March	
4	Half Day/Remote Family Conferences
9	Eid al-Fitr (No School)
15	End of Marking Period 2 (MP2)
19	PTA Meeting
26	Good Friday (No School)

April	
2	Cougar Run
15	7th Gd: High School Night (tentative date)
16	PTA Meeting
22-30	Spring Recess (No School)

May	
13	Auction
TBD	PTA Meeting
17	Eid al-Adha (No School)
27	Welcome/Transition Night, In-Person
31	Memorial Day (No School)

June	
4	Field Day
TBD	PTA Meeting
10,11	Chancellor's Day, Clerical Day (No School)
17	College Day (tentative date)
24	Graduation
28	Last Day of School