



Harbor Middle School
Parent Handbook 2025-2026

Table of Contents

- 1. Principal's Welcome**
- 2. Staff Directory**
- 3. School Calendar**
- 4. SLT & PTA Dates**
- 5. Our School Day**
- 6. After School**
- 7. Academics & Grading**
- 8. Homework**
- 9. NYCSA & Jump Rope**
- 10. IEP Services**
- 11. Student Behavioral Expectations & Code of Conduct**
- 12. Dress Code**
- 13. Cell Phone Policy**
- 14. Acceptable Technology Use Policy**
- 15. Securely**
- 16. Smart Pass**
- 17. C.O.A.S.T.**
- 18. Health & Wellness**
- 19. Safety Protocols**
- 20. Lost & Found**
- 21. Visitor Guidelines**
- 22. Important Forms & Quick Links**
- 23. Parent Engagement**
- 24. Supporting Academics At Home**
- 25. If You Have Questions**

Principal's Message

Dear Harbor Middle School Community,

Welcome to the 2025-2026 school year! This year is an important milestone for our school family, as this year marks the first year that Harbor Middle School serves only grades 6 to 8! Our remaining elementary grades have been rezoned to PS 15 but will retain admissions priority should they choose to apply. (We hope they do!) I would like to celebrate this accomplishment with all of you, our returning and new families, our students and our staff members. As we have reconfigured over the past few years, we have developed new ideas, instructional alignments and opportunities to include more culturally relevant experiences for all students and families. This has allowed us the pathway to strive for new ways to propel our school into the future and provide students with valuable experiences that will shape their goals and dreams.

Our hope is that you have had a restful and rejuvenating summer. Our staff has worked diligently to bring in new partnerships, customize curriculum, as well as ensure that the school environment is welcoming for students and families. We have also worked to implement systems and structures that build trust, social-emotional intelligence, and provide the Harbor Middle School and PS 676 community with various supports. All of the members of our school staff are dedicated to cultivating a community that ensures students are equipped with the tools needed to become successful members of society. We plan to achieve our vision of excellence through the implementation of:

- A customized social-emotional approach aligned with a researched based NYC Public Schools (NYCPS) model that supports the culturally responsive literacy framework.
- Follow Chancellor Regulations to create a full-time, in-person learning environment
- Incorporate harbor-themed project- and place-based experiences in partnership with the Harbor High School and our many school partners.
- Continue to use technology to support student learning experiences.
- Teach, model and encourage students to understand our Core Values of Equity, Integrity, Empathy, Curiosity, Resilience, Respect and Adaptability.

Our goal is to strengthen our instructional core and build capacity. We plan to do this by using advanced literacy approaches, applying the supportive environment framework, strengthening our social emotional CRSE learning approach. We will ensure that all of our students increase proficiency in reading across grades by the end of the year. We will utilize our harbor focus to incorporate projects that provide integration of science, technology, engineering, art and mathematics. Students will design hands-on projects and engage in place-based learning experiences that will provide opportunities to build interest in the harbor and training in the field.

I look forward to a productive and supportive school year. If you ever have any questions, concerns, or great ideas, please bring them to my attention.

Priscilla Figueroa, Principal

2025-2026 Staff Directory

Admin		
Priscilla Figueroa	Principal	pfigueroa4@schools.nyc.gov
Karin Miller	Assistant Principal	kmiller6@schools.nyc.gov
Tina Ponce	Secretary	tponceramirez@schools.nyc.gov
School Based Support Team		
Lydia Byun	Community School Director	lydia@counselinginschools.org
Marie Hueston	Parent Coordinator	mhueston@schools.nyc.gov
Edwin Pacheco	Community Associate	epacheco8@schools.nyc.gov
Emani Sanders	Community Associate/School Aide	esanders8@schools.nyc.gov
Rowlanda Omoigberai	School Counselor	romoigb@schools.nyc.gov
Alfredo Rosado	School Counselor	arosado13@schools.nyc.gov
Juliana Bernier Concepcion	Social Worker	jbernier4@schools.nyc.gov
Elida Ortiz	Art Therapist	Elida@counselinginschools.org
Nikki Iadanza	Speech Teacher	niadanza3@schools.nyc.gov
Carolyn Jimenez	Speech Teacher	Cjimenez36@schooos.nyc.gov
	Occupational Therapist	
JJ Cristall	Instructional Coach/SETSS	jcristall@schools.nyc.gov

Renee Sherman	School Psychologist	RSherman4@schools.nyc.gov
Celeste Aguilar	IEP Social Worker	CAguilar6@schools.nyc.gov
6th Grade Team		
Kristy Willis	Humanities Teacher	kwillis8@schools.nyc.gov
Meghan Berry	Humanities Teacher	MBerry9@schools.nyc.gov
Eva Ackerman	Humanities Teacher	eackerman6@schools.nyc.gov
Jamie Iadanza	Humanities/STEAM Teacher	jiadanza3@schools.nyc.gov
Lynn Shon	STEAM Teacher	lshon@schools.nyc.gov
Sarah Plutzer	STEAM Teacher	splutzer2@schools.nyc.gov
Darragh McConnell	ENL/STEAM Teacher	dmccConnell2@schools.nyc.gov
7th Grade Team		
Fiona Troiso	Humanities Teacher	ftroiso2@schools.nyc.gov
Anna Yarinsky	Humanities Teacher	ayarinsky@schools.nyc.gov
Eva Ackerman	Humanities Teacher	eackerman6@schools.nyc.gov
Joanne Scibilia	Humanities/STEAM Teacher	jscibilia@schools.nyc.gov
Hanaa Butcher	STEAM Teacher	hbutcher3@schools.nyc.gov
Andrew Zimmermann	STEAM Teacher	azimmermann3@schools.nyc.gov
Glenn Collins	STEAM Teacher	gcollins3@schools.nyc.gov
8th Grade Team		
Melissa Volpe	Humanities Teacher	mvolpe10@schools.nyc.gov
Tim Heintz	STEAM Teacher	theintz@schools.nyc.gov
Natalie Figueroa	STEAM Teacher	nfigueroa9@schools.nyc.gov
Electives Teachers		

Jack Wasylyk	Spanish/Boat Building Teacher	jwasylyk@schools.nyc.gov
Aubrey Miller	Art Teacher	amiller21@schools.nyc.gov
Fred Nouvertne	Gym/Advisory/Health Teacher	fnouvertne@schools.nyc.gov
Brandon Detres	Gym/Advisory/Health Teacher	bdetres@schools.nyc.gov
Darragh McConnell	ENL Teacher	dmccConnell2@schools.nyc.gov
Hanaa Butcher	Aquaculture/Hydroponics Teacher	hbutcher3@schools.nyc.gov
Andrew Zimmermann	Aquaculture/Hydroponics Teacher	azimmermann3@schools.nyc.gov
Lynn Shon	Sustainable Cooking Teacher	lshon@schools.nyc.gov
Natalie Figueroa	Sustainable Cooking Teacher	nfigueroa9@schools.nyc.gov
New York Edge DYCD Afterschool		
Verline Jolivet	Director	vjolivet@newyorkedge.org
Ayanna Perez	Assistant Director	aperez@newyorkedge.org
Lawman Lynch	Program Manager	lawlynch@newyorkedge.org

2025-2026 NYC Public Schools Calendar

https://pwsblobprd.schools.nyc/prd-pws/docs/default-source/default-document-library/school-year-2025-26-calendare4f5607e650341dda5beb3689e95b59c.pdf?sfvrsn=32f6213f_2

2025-2026 SLT/PTA Dates

September: SLT 9/30 @ 3:30pm / PTA 9/26 @ 8:30am

October: SLT 10/29 @ 3:30pm / PTA 10/31 @ 8:30am

November: SLT 11/19 @ 3:30pm / PTA 11/21 @ 8:30am

December: SLT 12/17 @ 3:30pm / PTA 12/19 @ 8:30am

January: SLT 1/28 @ 3:30pm / PTA 1/30 @ 8:30am

February: SLT 2/25 @ 3:30pm / PTA 2/27 @ 8:30am

March: SLT 3/25 @ 3:30pm / PTA 3/27 @ 8:30am

April: SLT 4/22 @ 3:30pm / PTA 4/24 @ 8:30am

May: SLT 5/20 @ 3:30pm / PTA 5/29 @ 8:30am

June: SLT 6/17 @ 3:30pm / PTA 6/26 @ 8:30am

Our School Day

Morning Arrival

Our instructional day begins promptly at 8:20am. All students will enter through the school yard gate on Columbia Street between Huntington and Nelson Streets by 8:15am. Markers for each class will be indicated on the first day until a routine is established. Teachers will meet students in the school yard and walk them inside. In bad weather, students will use the main entrance at 27 Huntington Street and proceed to the cafeteria where teachers will meet them.

Early Arrival

Breakfast is served in our cafeteria daily from 7:45-8:15am. Certain clubs will also require arrival before 8:20am; teachers and club advisors will inform students and parents as needed.

Late Arrival

After 8:20am, late students will enter the building through the main entrance. Late students arriving after 8:20am must pick up a late pass in the main office before going to class. Please make every effort to be on time. On-time arrival is crucial to your child's education and well being. Students who are late can have a difficult time getting settled and ready to learn and their entrance into the classroom can be disruptive to teachers and students.

Absences

Regular attendance is an essential part of a student's academic success. If your child is going to be absent, please notify the main office or the parent coordinator. Absences of more than two days in a row require a doctor's note. A doctor's note or sickness does not excuse the absence but a note will be made in our attendance system. Extended absences due to travel should be accompanied by an itinerary. Please note, your child is considered chronically absent if they are absent 10 or more days. Excessive absences will be discussed with the Principal.

School Meals

Breakfast and lunch are free for all students in New York City public schools. Students may also choose to bring lunch from home. Fresh fruit and vegetables are offered daily. You can view daily menus on the NYCPS website, below. If your child has any dietary restrictions or allergies, please make school staff aware of them.

<https://www.schools.nyc.gov/school-life/food/menus>

Dismissal

Our school day ends at 2:40pm. Students are dismissed through the school yard. Middle school students are able to self-dismiss and may travel home on their own.

Early Pick Up

Students who need to leave school early for any reason must be signed out in the main office by a parent or adult listed on the Emergency Contact Card. Staff will then call the student downstairs. Middle school students may not self-dismiss if leaving early.

After School

We have a new DYCD after school program with partner New York Edge. After school will be provided 5 days a week from 2:40-5:30pm beginning mid September. More information will be provided including the schedule of clubs before the start of the school year. Limited spots are available and are first come first served. To participate in the after school program, daily attendance is encouraged in order to maintain a spot as there will be a waitlist.

An application, physical, sports clearance and emergency contact card are needed in order for students to join. If you have any questions about the application process or New York Edge after school clubs, please speak with director Verline Jolivert (vjolivert@newyorkedge.org).

Harbor Middle School Grading Policy for 2025-2026

Standards-Based Performance Rubric Levels (Tiers)

5 Innovating	4 Integrating	3 Applying	2 Approaching	1 Limited Evidence
<i>What does it look like?</i> <i>Above grade level performance on this standard, independently</i> <i>"I can confidently do this skill above expectations consistently, and can also teach others this skill confidently."</i>	<i>What does it look like?</i> <i>At grade level performance on this standard independently</i> <i>"I can do this skill on my own in different contexts and situations."</i>	<i>What does it look like?</i> <i>Nearing grade level performance on this standard independently or at grade level with a limited amount of support</i> <i>"I can do this skill multiple times on my own."</i>	<i>What does it look like?</i> <i>At grade level performance on this standard, but with some additional support.</i> <i>"I can do this skill with some help from a teacher."</i>	<i>What does it look like?</i> <i>Evidence of proficiency/Mastery of the standard is limited and indicates a need of significant support, based on the student work products submitted.</i> <i>"I'm not there yet, I'm going to need some additional support"</i>
<i>What are my next steps?</i>	<i>What are my next steps?</i>	<i>What are my next steps?</i>	<i>What are my next steps?</i>	<i>What are my next steps?</i>

NY Harbor Middle School Standards-Based Academic Policy- Core Classes (STEAM and Humanities)			
Criteria		% of Total Grade	Standards to be Assessed
Academic Learning Targets (Standards-based) 80%	Projects and Summative Assessments	4x the weight of formative	Content-based Academic Standards Speaking and Listening Standards
	Formative Assessments	1/4th the weight of summative	Content-based Academic Standards Speaking and Listening Standards
Habits and Preparation			Only these 5 school standards:

20%			I have a positive relationship with peers and educators (according to the rubric for this standard) I use time management skills (time on task, on time to class, monitoring breaks) (according to the rubric for this standard) I follow classroom agreements and the Harbor Middle School Non-Negotiables (according to the rubric for this standard) I am an active participant (speaker and listener) during partnerships, small group work and whole class discussions. (according to the rubric for this standard) I complete my homework by the due date and to the best of my ability. (according to the rubric for this standard)
Note on Grade Calculation: All academic assessment scores are first averaged together using the Formative (1x) and Summative (4x) weights to determine an overall academic score. Similarly, all Habits and Preparation assessment scores are averaged together to determine an overall Habits score. The overall class grade is 80% from the academic scores and 20% from the Habits scores.			

NY Harbor Middle School Advisory Grading Policy			
Criteria			Examples of assessment materials
Academic Learning Targets	Projects and	4x the weight of formative	Content-based Academic Standards

(Standards-based) 80%	Summative Assessments		
	Formative Assessments	1/4th the weight of summative	Content-based Academic Standards
Habits and Preparation 20%		20%	I have a positive relationship with peers and educators (according to the rubric for this standard) I use time management skills (time on task, on time to class, monitoring breaks) (according to the rubric for this standard) I follow classroom agreements and the Harbor Middle School Non-Negotiables (according to the rubric for this standard) I am an active participant (speaker and listener) during partnerships, small group work and whole class discussions. (according to the rubric for this standard) I complete my homework by the due date and to the best of my ability. (according to the rubric for this standard)

NY Harbor Middle School Standards-Based Academic Policy for AIS/Intervention/PLT

Criteria		% of Total Grade	Standards to be Assessed
Academic Learning Targets (Standards-based at instructional skill level) 80%	Formative	80%	Academic Standards based on Intervention Materials Spring/Summer 2025 Updates coming
Habits and Preparation 20%		20%	I have a positive relationship with peers and educators (according to the rubric for this standard) I use time management skills (time on task, on time to class, monitoring breaks) (according to the rubric for this standard) I follow classroom agreements and the Harbor Middle School Non-Negotiables (according to the rubric for this standard) I am an active participant (speaker and listener) during partnerships, small group work and whole class discussions. (according to the rubric for this standard) I complete my homework by the due date and to the best of my ability. (according to the rubric for this standard)

NY Harbor Middle School Standards-Based Academic Policy for Electives and PhysEd

Criteria		% of Total Grade	Standards to be Assessed
Academic Learning Targets (Standards-based) 80%	Formative	80%	Content-based Academic Standards Speaking and Listening Standards Spring/Summer 2025 Updates coming
Habits and Preparation 20%		20%	I have a positive relationship with peers and educators (according to the rubric for this standard) I use time management skills (time on task, on time to class, monitoring breaks) (according to the rubric for this standard) I follow classroom agreements and the Harbor Middle School Non-Negotiables (according to the rubric for this standard) I am an active participant (speaker and listener) during partnerships, small group work and whole class discussions. (according to the rubric for this standard) I complete my homework by the due date and to the best of my ability. (according to the rubric for this standard)

Homework

The purpose of homework is to extend and reinforce learning and to develop self-discipline, personal responsibility, and independent thinking. Parents can help their children at home by creating a clear, well-lit space to do homework, by establishing a specific time to do homework, and by checking that assignments are completed neatly and are placed back into backpacks for the following day. Engage your child in conversation around homework. What in-class project or curriculum unit is their homework assignment based on? If your child seems to be struggling with any assignments, make an appointment to speak with the teacher. [Link to homework expectations by grade.](#)

NYCSA

NYC Schools Account (NYCSA) is a web-based application that lets you to see your child's academic and biographic information on any computer, phone, or tablet. The application is translated into nine languages other than English. Not only can you track your student's academic process, but you can also view other academic resources to support your student and family. If you have questions about your account or need to set up a new account, please see Ms. Marie.

JumpRope

Jump Rope is our online grading platform. We use Standard Based Grading and you can login to see your student's grades at any time. You will be invited by email to create a JumpRope account. Until then you can always login with your child's New York City email address and password. www.jumprope.com Questions? Want to create a parent account? You can reach out to Ms. JJ jcristall@schools.nyc.gov

IEP Services

The Individualized Education Program, or IEP, is a written statement of a school's plan to provide a student with special education services based on their evaluated needs. To request a meeting with our IEP Team, please contact parent coordinator Ms. Marie.

If your child does not yet have an IEP but you feel that he or she could benefit from additional support services, speak to your child's teacher. The next step for parents is to work with the teacher to come up with an intervention plan to better support the child in the classroom and also at home. After supports are provided, if your child still needs additional help, then the next step is to request an evaluation from the School Based Support Team. The members of the evaluation team differ according to each child's particular needs, and may include a School Psychologist, a School Social Worker, a School Counselor, a Physical therapist, and specialists in vision, hearing and speech.

Once the evaluation has taken place, the team members determine whether your child qualifies for services and what those services might include. An IEP meeting will be scheduled to inform you of specific recommendations for your child.

Schools are responsible for making sure IEPs are followed and for providing parents with progress reports as often as report cards are given out. At least once a year, the IEP will be reviewed, and every three years students will be reevaluated to determine if they are still eligible for services. If you feel like your child would benefit from an IEP or an evaluation, please contact our IEP Coordinator.

Schools are responsible for making sure IEPs are followed and for providing parents with progress reports as often as report cards are given out. At least once a year, the IEP will be reviewed, and every three years students will be reevaluated to determine if they are still eligible for services. If you feel like your child would benefit from an IEP or an evaluation, please contact our IEP Coordinator.

Student Behavioral Expectations & Code of Conduct

Establishing a safe, supportive, and inclusive learning environment is our top priority. To do this we use preventive approaches and reinforce positive behaviors through teachable moments. We also hold students accountable for their actions. The NYCPS Citywide Behavioral Expectations, also known as the Discipline Code, outlines the standards of behavior and the consequences if these standards are not met. Parents are important partners in this effort. You can access the Discipline Code on the NYCPS website schools.nyc.gov and review and discuss the code with your children.

In the event that a student engages in inappropriate behavior at school, our guidance counselor and crisis intervention specialist will be consulted. Parents may be contacted by the school and asked to come in to speak with the teacher, counselor, or principal. If we are unable to reach you, please return the call at (718) 330-2238 or come to the main office as soon as possible to address the issue quickly so instructional time is only minimally affected. Please read more about our Code of Conduct and C.O.A.S.T.

<https://docs.google.com/document/d/1202DtTaEZ5cP3oskZO7YZBpoAiEdY8AILIQaklhhs9k/edit>

Dress Code

In accordance with NYC Public Schools policy, schools may develop and implement a dress code. Dress codes must be implemented equally and in a non-discriminatory manner and schools must ensure that all staff, students, and parents are advised in writing of the dress code and the consequences for students wearing clothing that violates the dress code.

In order to maintain a positive, safe, and inclusive learning environment, NY Harbor Middle School adopts the following clothing guidelines in the school building, on school buses, or during any school-sponsored programs or activities that take place on or off school property:

Clothing may not contain language, images, or references which discriminate on the basis of race, color, creed, religion, religious practices, ethnicity, national origin,

citizenship/immigration status, gender, gender identity, gender expression, sexual orientation, disability, or weight.

Clothing may not contain images depicting alcohol, tobacco, drugs, obscenity or violence.

Face or head coverings are allowed for religious or medical purposes only.

Clothing on the lower body must cover legs to the mid-thigh. Clothing on the upper body must cover chest, midriff and back. If wearing transparent clothing, chest, midriff and back must be covered by an opaque layer of clothing. Specifically, all students, regardless of gender identity or expression, should not wear excessively short shorts or tank tops that expose chest, midriff, back or undergarments.

On days when students have Physical Education, they should come to school dressed in their Harbor Middle School gym clothes, which can be purchased from the school.

If a student comes to school wearing clothing prohibited by the dress code, Ms. Figueroa or Ms. Miller will call parents to discuss the importance of following the dress code and the expectation that the student will adhere to the dress code going forward. Parents may be asked to bring a change of clothes to school.

If a parent or student believes another student's clothing is discriminatory, they may speak to Ms. Figueroa or Ms. Miller. Repeated violations may result in C.O.A.S.T. reflection time during the school day.

Harbor Middle School Cell Phone Policy For 2025–2026

1. Policy Statement

In accordance with New York State Education Law § 2803 and Chancellor's Regulation A-413, Harbor Middle School prohibits the use of personal internet-enabled electronic devices by students during the school day, from the first bell to the last bell, including afterschool programming. Students will regain use of their devices when they exit the building for the day.

2. Definitions

- **School Day:** The period from the start of the first instructional period to the end of the last instructional period and extended into afterschool programs.
- **Internet-Enabled Electronic Device:** Any device capable of accessing the internet, including smartphones, tablets, smartwatches, and similar personal devices are included and may not be used during the school day.
- **School Grounds:** All areas within the school building and outdoor spaces under school supervision including all school trips, including weekend trips or overnight trips

3. Prohibited Use

Students may not use personal internet-enabled devices during the school day, including:

- In classrooms, hallways, restrooms, cafeterias, and outdoor areas.
- During lunch, recess, and transitions between classes.

4. Exceptions

Use of personal devices may be permitted under the following conditions:

- **Educational Use:** Authorized by a teacher or administrator for a specific emergency issue, not allowed for any other reason including instructional needs. .
- **Medical Necessity:** Required to monitor a medical condition, as documented by a healthcare provider and reviewed by the Office of School Health. Any student requiring a medical pouch will require medical documentation and a meeting with the principal for approval.
- **Caregiver Responsibility:** Approved by a school counselor for students who are primary caregivers.
- **Legal Requirement:** Where mandated by law.
- **IEP/504 Plan:** If specified in a student's Individualized Education Program or 504 Plan and no DOE-issued device is available, temporary arrangements may be made upon approval of the principal only.

Optional school-specific exceptions may include:

- Medical emergency with prior notification to the principal.
- Translation or interpretation needs when no alternative is available with principal approval.

5. Storage of Devices

Students must store personal devices in one of the following ways:

- In lockers or designated storage areas.
- In sealed pouches provided by the school. Harbor Middle School uses the Yondr pouch system. <https://www.veryondr.com/phone-locking-pouch>
- In personal bags, turned off or in airplane mode.

6. Emergency Communication

Parents may contact students during the school day via:

- The school's main office phone: (718) 330-2238
- Designated emergency contact channels provided by the school. At Harbor, you may also reach out to parent coordinator Marie Hueston mhueston@schools.nyc.gov.

7. Enforcement

Violations of this policy may result in:

- Confiscation of the device for the day.
- Parent notification and conference.
- Progressive disciplinary action in accordance with the NYC Discipline Code. At Harbor Middle School, students may receive in-school reflection during C.O.A.S.T. (Communication Owed At School Today) or further disciplinary action up to and including removals, depending on the severity of the technology use/infracton.

8. Notification

This policy will be:

- Distributed to all students and families before the start of the school year and periodically throughout the school year.
- Posted on the school website and in common areas. Reviewed in classrooms and at student council meetings.
- Reviewed during student orientation and staff meetings.

Acceptable Technology Use Agreement

At Harbor Middle School we are committed to working with our community to help create the future. Technology is a large part of our daily lives now, and it will become more important and necessary in the future. Because of this, we find it important that all community members agree to the responsible use of technology. Read our full policy here and student/parent contract here:

<https://docs.google.com/document/d/1bsdNbGXHebJw5lX6iyOEbjKI5reeB7wFrPmbknaBol8/edit>

Securly Classroom

Securly Classroom is a classroom management tool for teachers. Securly allows teachers to see student screens, limit students to specific tabs or websites, communicate and guide lessons, and keep students focused on their schoolwork. All students deserve a safe and supportive learning environment where they can focus, grow, and succeed. Technology should be a tool for empowerment, not a source of harm or distraction. Securly software helps protect students, support educators, and create digital and physical spaces where students can learn and thrive.

SmartPass

SmartPass, a digital hall pass built for K–12 schools. SmartPass allows our staff to better support our student movement throughout the school day. With SmartPass, we have more clarity about how long, and where, students are going while at Harbor Middle School. This clarity and information helps us ensure students are where they should be—in the classroom learning. Our staff is able to use the data from SmartPass to support more effective and informative parent-teacher conferences as well. By communicating the appropriate use of instructional time and student accountability. Students access SmartPass through a classroom kiosk to make their own passes when needing a break from class to drink water, use the bathroom, meet with another teacher, etc. Parents and students can also access SmartPass by signing in with the student's school email. This allows students and parents to review and get insights about their student's movement on campus as well, allowing clear transparency with parents about students' physical presence in class.

C.O.A.S.T. aka Lunch Reflection

C.O.A.S.T. is an acronym that stands for Communication Owed At School Today. As educators, we've learned that when students have a problem in class, it's often easier to reflect and grow from it after a little time has passed. Additionally, we've found that parents/guardians like to be aware of the smaller problems and mistakes, and not just big ones that means someone is "in trouble" and it feels like a total surprise.

So, if a student makes a choice in class that negatively impacts another person or otherwise goes against our code of student conduct or "Non-Negotiables," they can be given a Reminder in class. If a student has two Reminders from any teachers throughout the course of a school day, they are assigned C.O.A.S.T. reflection time during lunch that day or the following day. A teacher will call or email the parent to inform them of the reason the student has lunch reflection. Students will have undivided time to eat their lunch, complete a presentation to help them reflect on what happened and what they might do differently next time, then review the presentation with the teacher on duty aka the "coast guard."

We don't call it "detention" because it's not meant to be a punishment. However, if a student with C.O.A.S.T. doesn't hold up their side of the deal, we have to look at other consequences. For example, if a student doesn't show up for C.O.A.S.T., doesn't complete their presentation, or has multiple problems of the same type in the same week, that's when we speak directly with administration and the parent/guardian so we can find a solution to the problem.

Health & Wellness

Healthy students are better learners. We want to support our students' physical and mental health to make them more successful both inside and outside of school.

MAF & 504 Forms for Classroom Accommodations and Medical Conditions

If your child has a chronic condition such as asthma, seizures or life-threatening allergies that require medications to be stored and administered at school, parents must

inform the school and submit paperwork filled out and signed by your pediatrician. MAF (medication administration form) forms are needed for the staff to administer any medications, including asthma inhalers and Epi-Pens. No NYC public schools are nut-free, however we can provide a nut-free table at parents' request. 504 Plans can be created if your child needs classroom or testing accommodations. 504 forms must also be filled out and signed by a doctor. 504 and MAF forms must be renewed each school year.

When Your Child Should Stay Home

Any child with a fever of 100° F or higher should not be sent to school. Any child who develops a fever at school will be sent home and may not return to school until 24 hours after the temperature has returned to normal without the use of fever-reducing medicine.

Any child who is vomiting or has diarrhea will be sent home and should be kept home for 24 hours after the symptoms have ended.

Any child diagnosed with a contagious condition such as conjunctivitis (pink eye) or strep throat will be sent home and may not return to school without a doctor's note.

Lice

Lice is an unpleasant reality of childhood and can occur in any household. If a child is found to have lice (live bugs) or nits (eggs) only, parents will be notified by phone and given instructions for treatment. Please inform your child's teacher if your child has lice. To prevent lice from spreading, it is best that we notify all classmates, without mentioning your child by name.

Mental Health

Attention to the mental health of our students and their families is something we take very seriously at Harbor Middle School. When children experience a death in the family or trauma of any kind, it can affect their ability to learn and thrive in school. Teachers or staff may reach out to you if we feel something might be affecting your child's mood or behavior. Free children's and family counseling is available in Red Hook. Please see Parent Coordinator Marie Hueston if you would like to be connected with any counseling services.

If you feel more comfortable remaining anonymous, please consider contacting NYC-Well, a free and confidential referral line staffed by trained social workers 24 hours a day, 7 days a week. To contact NYC-Well, text "WELL" to 65173 or call 1-888-NYC-WELL (629-9355). Interpretation services are offered in more than 200 languages.

Referral for At-Risk Counseling

If your child does not have mandated counseling in their IEP and you'd like to request at-risk counseling/art therapy, please contact our school social worker Ms. Juliana jbernier4@schools.nyc.gov and art therapist Ms. Elida Elida@counselinginschools.org. Parents will need to sign consent form(s) which will be provided with your request.

NYU Health Center at Harbor Middle School

We now have an NYU Health Clinic IN our building for our students! The clinic will be able to complete MAFs, vaccinations, annual physicals, sick visits, first aid, make mental health referrals, and anything a primary care physician can do. They'll be here Mondays, Wednesdays, Fridays from 8am-4pm. As long as the parent completes the consent form, their child can be seen without the parent being physically in the building. Parents and siblings won't be able to be seen in the building but they can at the Red

Hook Family Health Center at 168 Van Brunt also run by NYU. Please make sure to sign the consent form for your child to be seen so that if they are ever sick or need their immunizations or medical forms for afterschool/camps they can be seen DURING the school day! This is a huge benefit for our students and families.

Safety Protocols

Emergency Drills

As mandated by the Department of Education, we hold emergency drills throughout the year. These include evacuation drills (formerly known as fire drills) and lockdown drills. Our Building Response Team, made up of teachers and staff, is responsible for teacher training and executing all drills. We will present an overview of our school safety procedures during our first Parent Coffee, held weekly on Fridays from 8:30-9:30am in our Family Resource Room, Room 111. If you have any questions you may always ask our Parent Coordinator, Marie Hueston.

City-Wide Emergencies & Extreme Weather

In the event of emergency conditions or a major storm, the decision to close schools will be made by the Schools Chancellor and announced on the 311 information line, on the NYCPS website (schools.nyc.gov), and on most radio and television stations in New York City. The NYCPS also has Facebook, Instagram and Twitter accounts and post inclement weather information there as well. Once the decision is made, we will follow up with announcements and updates directly from our school.

Lost & Found

Please clearly label your child's backpack, lunch box, and all removable articles of clothing such as jackets, hoodies, or hats. If an article of clothing is misplaced, you or your child can check the Lost & Found box located in the cafeteria. Students are

discouraged from bringing electronics, small toys, and other personal possessions to school to prevent their damage or loss.

Visitors Guidelines

Visitors are required to follow the following visitor-control protocols:

- Show a valid photo ID
- State which room or area of the building they will be going to

All visitors must proceed directly to the room they stated as their destination upon check in and they must leave through the main entrance as soon as their business in the building is completed.

Important Forms and Quick Links

Emergency Contact Cards (Blue Cards)

EMERGENCY CONTACT CARD:

<https://cdn-blob-prd.azureedge.net/prd-pws/docs/default-source/default-document-library/2020-emergency-contact-card-20200701-english-accessible.pdf>

To be sure we can contact you quickly in the event of an illness or emergency, it is extremely important that parents fill out the Emergency Contact Cards at the beginning of each year and that the information is kept up-to-date. Blue Cards include contact numbers for parents and guardians, space to list other adults who may—or may not—have permission to pick up your child, as well as contact information for your child's health care provider. Parents should also check that their contact information is up to date in their child's NYCSA account.

School Meals Form

<https://www.myschoolapps.com/Home/PickDistrict>

Even though school meals are free for all students, parents still need to fill out a School Meals form so that our school can get access to funding for important programs. School Meals forms can be filled out online, either at home by accessing the NYCPS website (schools.nyc.gov) or in school by using a computer in Ms. Marie's room, Room 111. Please see Parent Coordinator Marie Hueston if you would like to use the school computers. We will also send a copy of the form home in your child's backpack. Please help us achieve 100 percent completion of the School Meals forms this year!

Health Examination Form

<https://cdn-blob-prd.azureedge.net/prd-pws/docs/default-source/default-document-library/ch205-child-adolescent-health-examination-form-english.pdf>

All students must have a Health Examination Form filled out by a doctor and submitted to the school. These forms are available from the school nurse or from parent coordinator Marie Hueston. Once we have this form on file, you will not be asked to fill out another until your child moves to Middle School.

Health Accommodation (504 & MAF) Forms

https://cdn-blob-prd.azureedge.net/prd-pws/docs/default-source/default-document-library/medical-accommodations-request-form-school-year-2021-2022.pdf?sfvrsn=eac7cb8f_2

No member of the school staff, including the school nurse, may administer medication to a student unless the request has been specified on a 504/MAF Health Accommodation form. This includes asthma medication and Epi-Pens for life-threatening allergies. You may obtain a 504/MAF form from the school nurse and will need to get it filled out by your child's doctor. 504 requests are also used to establish classroom or testing accommodations.

Media Release Form

Media release forms are distributed at the start of each school year. We ask that parents return this form granting permission for their child's picture to be published in print or electronic format. Per NYCPS regulations, students' names will never be used on a school website or in any publication. This form will be sent home in backpacks and should be returned to your child's teacher or to Ms. Marie in Room 111.

Permission Slips for Field Trips and Neighborhood Walks

A general walking permission slip will be kept on file for local walks. For field trips, a permission slip listing the destination, date, time, transportation, clothing and lunch details will be sent home prior to the trip. This form will be sent home in backpacks and should be returned to your child's teacher or to Ms. Marie in Room 111.

Requesting School Letters

If you need any official letters from the school, you must request them in person from our school secretary Tina Ponce. Depending on Tina's schedule on a particular day, she will let you know if she's able to print the letter the same day or if you will need to pick it up the following morning. Parents must sign the form in person when they pick it up. We appreciate your patience in this matter.

Parent Engagement

A strong connection between home and school is at the heart of student success. Your involvement not only helps your own child, it also helps the whole school. Please consider volunteering in any way you can. No one can do everything, but everyone can do something!

Konstella

We use the communication platform, Konstella, to communicate between parents and teachers and share announcements and calendar events. To join Konstella, please use this link and register to be in your child's class <https://www.konstella.com/cd/CPCD47>. Please keep in mind, Konstella is to be used for school related purposes only. If you'd like to speak to another parent about a personal matter, please speak privately with them and not through the Konstella platform.

PTA

The PTA helps support the activities and goals of the school—a vibrant PTA makes the whole school community better! Just by being a parent or guardian at Harbor Middle School you are automatically a member of the PTA. Annual elections decide the members that make up the executive board. Meetings are held once a month and fundraisers are held throughout the year. Dates for this year's PTA meetings are listed at the beginning of this document.

SLT

The SLT—or School Leadership Team—consists of parents, teachers and administrators. The team works with the principal to produce the yearly Comprehensive Education Plan and discusses issues that affect student learning such as curriculum, budget, professional development, parent engagement, and community involvement. These meetings are held once a month and are open to all visitors. Dates for this year's SLT meetings are listed at the beginning of this document.

Class Parent

Being a Class Parent is a great way to help your child's classroom teacher while getting to know the other students and families in the class. Class parents support the teacher with non-academic activities and encourage other parents to help with classroom activities and events. Class Parents volunteer for one school year. To find out how to volunteer as a class parent, please ask Ms. Marie or reach out to our PTA board PTA@nyharbormiddleschool.org.

Friday Coffee

Every Friday throughout the year there will be a Friday coffee following morning drop off from 8:30-9:30am. This is a great time to connect with other parents or to share ideas or concerns with parent coordinator, Marie Hueston. Every last Friday coffee will also be our monthly PTA meeting. We hope you'll join us as often as your schedule allows. We will meet in our Family Resource Center in Room 111.

School-Wide Celebrations

Once a month we will host a family event based on a theme. Family Fun Nights are usually held from 4-6pm unless otherwise noted. New for 2025-2026, some events will be held outside of school with a school partner or local business. Parent volunteers are always welcome, and siblings and other family members are invited to attend.

Watch Harbor News & Follow us on Social Media!

Throughout the week we post announcements and interesting student projects to our social media pages. Please follow us on FB at Friends of PS 676 and on Instagram at @harborschoolbk. Watch and subscribe to our daily student-led news program <https://www.youtube.com/@Nyharbormiddleschool> !

Supporting Academics at Home

Parents are vital partners in a student's education. Please consider establishing the following routines to reinforce what your child is learning during the school day and to set them on the right path to achieve their dreams in the future.

1) Ask your child about their day.

Ask your child what they learned at school each day. This not only helps your child to review and reinforce what they are learning, it opens up a daily dialogue between parent and child. Ask follow up questions and share memories of things you liked learning about in school or things you wish you had learned more about.

2) Check backpacks daily.

Homework packets as well as important messages from school or your teacher are often sent home in backpacks at the end of the day. Please check your child's backpack daily to stay informed about all school and classroom schedules and activities.

3) Set up a homework routine.

The purpose of homework is to extend and reinforce learning and to develop self-discipline, personal responsibility, and independent thinking. Parents can help their children at home by creating a clear, well-lit space to do homework, by establishing a specific time to do homework, and by checking that assignments are completed neatly and are placed back into backpacks for the following day. If your child seems to be struggling with any assignments, make an appointment to speak with the teacher. Every Tuesday afternoon from 2:40-3:20P.M. is set aside for parent-teacher conferences, but teachers will be flexible to find a time that works best for your schedule.

4) Encourage nightly reading.

Take time to read to children and discuss the books they read at home and at school. This helps demonstrate the importance of literacy. For help finding books that match your child's interests and reading level, speak with the classroom teacher or visit the Red Hook Library at 7 Wolcott Street. Parent coordinator Marie Hueston also has a variety of free books for all reading levels in Room 111—stop by any time. Add online resources.

5) Limit screen time, especially before bed.

Kids often relax after school by playing on their phones or game systems. While there is no specific amount of time that's considered unsafe for children, be mindful about your child's screen usage and encourage breaks for physical activity and family conversations. Evening screen time has been linked to sleep problems in children and adults, so turn off all devices at least one hour before bedtime.

6) Attend parent workshops and parent-teacher conferences.

Parent workshops on topics such as homework strategies, easing test anxiety, internet safety, family nutrition, and self-care for parents will be scheduled throughout the year; check the school calendar for specific dates. Every Friday morning there will be coffee and donuts hosted by parent coordinator Marie Hueston. Feel free to stop by just to say hello or to discuss an idea or concern.

7) Be sure your contact information is up to date.

If your address or phone number changes during the year, please inform your classroom teacher, Ms. Marie in Room 111, and Ms. Tina in the main office.

Questions, Comments, Concerns?

We welcome dialogue, questions and suggestions from our school families. If there is something you would like to suggest or if there is an issue you would like to discuss with someone at school, a good first point of contact is our Parent Coordinator, Marie Hueston. She can be reached through our main school number (718) 330-2238, by email at mhueston@schools.nyc.gov, or feel free to stop by her office in the Family Resource Center in Room 111.