

2024-2025



# PS 889

# Family Handbook

Principal M. Lucia Militello



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# Our mission

At PS 889, our mission is to cultivate an equitable, nurturing and supportive environment in which we are committed to preparing all children for the future. Our goal is to educate the whole child and build a strong foundation for life-long learning. To ensure that all children reach their academic potential, we provide a high quality education and a rigorous curriculum within a caring school community that respects and values diversity. We build self-confidence in each and every child by providing an encouraging and enriching environment that maximizes opportunities for individual success and growth. Our aim is for students to develop innovative thinking, problem solving and communication skills. We encourage shared participation, responsibility and accountability between the school, home and community. Through the collaborative efforts of staff, parents, students and community, we strive to construct a learning environment in which all children are empowered to achieve their maximum potential in a safe and compassionate environment.

# Our vision

The vision for PS 889 is that through the collaborative effort of all members of our culturally diverse community, our students will be prepared for the opportunities and challenges they may encounter as they grow and pursue their dreams. We are committed to cultivating the intellectual, social, and emotional growth of each child to enable them to rise to their fullest potential. It is our ultimate goal that our students are confident in their ability to use their unique talents, skills and knowledge as future leaders of the 21st century.





## Address

21 Hinckley Place  
Brooklyn, NY 11218



## Phone

(929)-397-9171



## Website

ps889.org



## Email

22K889@schools.nyc.org



## Parent Coordinator

Alana Ruiz: ARuiz55@schools.nyc.gov



## Apps to download

**Class DOJO:** communication tool for Schools to Families

**Konstella:** communication platform for Parent Association to Parents

It is my honor and pleasure to welcome you to the 2024–2025 school year! I hope you have all had a relaxing and fun summer break. I am extremely proud to start my fourth year as the principal of this amazing learning community. It is my pleasure to reintroduce Ms. Denise Pergola, who will begin her first full year as assistant principal. I would also like to welcome our new parent coordinator, Alana Ruiz, to our PS 889 family. She is so excited to meet you all on the first day of school.

We are excited to share with you all that PS 889 has to offer and believe you will soon feel as we do, that PS 889 is truly a special place. With the tremendous support from our Parent's Association, we hope to continue all our residencies: The Brooklyn Conservatory, the NYC Ballet, Calpulli Mexican Dance Company, Franklin Furnace and so much more... This year we will also begin seeing the fruits of our labor in the STEM classroom. Last year, our amazing school social worker, Ms. Judy Brandwein applied for various grants, and we received TWO STEM grants allowing us to purchase so many wonderful materials and resources and we cannot wait to share them with you.

Our teachers and staff are eager to meet their new students and begin this year's journey with them. We have been working tirelessly to finalize classes and schedules, engage in professional learning opportunities, and update our instructional models, class routines, and expectations, to ensure the academic success and a true sense of belonging for our students. Our primary goal is that our students feel loved and cared for. As our school's motto states: What we learn with joy, we never forget.

Please be sure to sign up for updates through your child's classroom Dojo. You will receive an invite from your classroom teacher within the first week of school. Please ensure you open a NYCSA (New York City Student Account). If you need help, please contact Ms. Alana for any support. Her email address is ARuiz55@schools.nyc.gov Her office is located in the main office if you would like to meet with her in person.

Lastly, please connect with the PS Parent Association to sign up for Konstella and join their Instagram for information on events happening throughout the year.

I am looking forward to another amazing year with you and your children.

Sincerely,  
Principal Militello

# Who's who of 889

## Administration

Maria Lucia Militello – Principal  
Denise Pergola – Assistant Principal  
Anna Felicia – Payroll/Procurement Secretary  
Alana Ruiz – Parent Coordinator

## Classroom Teachers

Chidi Ogbonna – Pre-Kindergarten  
Megan Deliso – Pre-Kindergarten Para  
Gabrielle Zanelli – Pre-Kindergarten  
Waleska Chudery – Pre-Kindergarten Para  
Mary Fabrizio – Kindergarten  
Michelle Stankiewicz – Kindergarten, SPED  
Erica Duran – Kindergarten  
Maya Sheffield – Kindergarten  
Shade Celestine – K Special Class  
Christy Wolfe – 1st Grade  
Iffat Raza – 1st Grade, SPED  
Christine Seagriff – 1st Grade  
Christina Singh – 1st Grade  
Joscia Ralph – 2nd Grade  
Christine Latona – 2nd Grade, SPED  
Honora Myers – 2nd Grade  
Latisha Henson-Williams – 2nd Grade  
Jenna Stevenson – 1/2 Special Class  
Katherine Scandiffio – 3rd Grade SPED  
Kimberly Hernandez- 3rd grade  
Athinoulla Hood – 3rd Grade  
Anastasiya Myrovych – 4th Grade  
Alexa Basciano – 4th Grade, SPED  
Alissa Porto – 4th Grade  
Kristin Dale – 5th Grade  
Andrew Portnoy – 5th Grade  
Nicole DiLillo – 5th Grade, SPED  
Grace Matera – 3/4/5 Special Class

## Support Staff

Judy Brandwein — Social Worker  
Nkwasi Seals — Guidance Counselor  
Romana Ramzan — ENL Teacher  
Gregory Mellon — Psychologist  
Ginette Idy — Occupational Therapist  
Teresa Diblasi — Speech Therapist  
Sherley Simmons - Family Worker

## Cluster Teachers

Kalle Macdrides – Theater  
Marc Stern – Physical Education  
Kristine Fox-Rivera – Physical Education  
Simone Kung – Art  
Diana Russo – Music  
Taslim Hossain – Science  
Josh Breslauer - Band

## School Aides

Lisa Biagioni - Supervising School Aide  
Joanne Savino  
Hamouche Hayett  
Michael Ofei

# 2024 - 2025 School Year Calendar

Please note the following:

- On days when school buildings are closed due to inclement weather or other emergencies, all students and families should plan on participating in remote learning.
- Individual schools' Parent-Teacher Conference dates might be different from the dates below. Your child's teacher will work with you to schedule your conference.
- On this schedule, **elementary schools** are defined as programs that serve kindergarten (K) through grade 8, including schools with 3-K and Pre-K programs, as well as those that end in grade 5. **Middle schools** are defined as programs that serve grades 6–8, and **high schools** are defined as programs that serve grades 9–12.

DATE	WEEKDAY	EVENT
September 5	Thursday	First day of school
September 12	Thursday	Evening Parent-Teacher Conferences for elementary schools and Pre-K Centers
September 19	Thursday	Evening Parent-Teacher Conferences for middle schools and D75 schools
September 26	Thursday	Evening Parent-Teacher Conferences for high schools, K–12, and 6–12 schools
October 3–4	Thursday–Friday	Rosh Hashanah, schools closed
October 14	Monday	Italian Heritage/Indigenous Peoples' Day, schools closed
November 1	Friday	Diwali, schools closed
November 5	Tuesday	Election Day, students do not attend school
November 7	Thursday	Afternoon and Evening Parent-Teacher Conferences for elementary schools; students in these schools dismissed three hours early
November 11	Monday	Veterans Day, schools closed
November 14	Thursday	Afternoon and Evening Parent-Teacher Conferences for middle schools and D75 schools; students in these schools dismissed three hours early
November 21	Thursday	Evening Parent-Teacher Conferences for high schools, K–12, and 6–12 schools
November 22	Friday	Afternoon Parent-Teacher Conferences for high schools, K–12, and 6–12 schools; students in these schools dismissed three hours early
November 28–29	Thursday–Friday	Thanksgiving Recess, schools closed
December 24–January 1	Tuesday–Wednesday	Winter Recess, schools closed



## 2024 - 2025 School Year Calendar

January 20	Monday	Rev. Dr. Martin Luther King Jr. Day, schools closed
January TBD	TBD	Regents Administration
January TBD	TBD	Professional Development Day; no classes for students attending high schools and 6–12 schools, all other students attend school
January 29	Wednesday	Lunar New Year, schools closed
January TBD	TBD	Spring Semester begins
February 17–21	Monday–Friday	Midwinter Recess, schools closed
March 6	Thursday	Afternoon and Evening Parent-Teacher Conferences for elementary schools and Pre-K Centers; students in these schools dismissed three hours early
March 13	Thursday	Afternoon and Evening Parent-Teacher Conferences for middle schools and D75 schools, students in these schools dismissed three hours early
March 20	Thursday	Evening Parent-Teacher Conferences for high schools, K–12, and 6–12 schools
March 21	Friday	Afternoon Parent-Teacher Conferences for high schools, K–12, and 6–12 schools; students in these schools dismissed three hours early
March 31	Monday	Eid al-Fitr, schools closed
April 14–18	Monday–Friday	Spring Recess, schools closed
May 1	Thursday	Evening Parent-Teacher Conferences for elementary schools and Pre-K Centers
May 8	Thursday	Evening Parent-Teacher Conferences for middle schools and D75 schools
May 15	Thursday	Evening Parent-Teacher Conferences for high schools, K–12, and 6–12 schools
May 26	Monday	Memorial Day, schools closed
June 5	Thursday	Eid al-Adha / Anniversary Day; schools closed
June 6	Friday	Clerical Day; no classes for students attending 3-K, Pre-K, elementary schools, middle schools, K–12 schools, and standalone D75 programs
June TBD	TBD	Regents Administration
June 19	Thursday	Juneteenth, schools closed
June 26	Thursday	Last day of school for students

## Pre-K

Arrival	8:10	Turner Place gate	Parents/Caregivers accompany child to classroom
Dismissal	Beginning at 2:20	Turner Place gate	Parents/Caregivers pick up child from classroom

## Kindergarten & First Grade

Arrival	8:10	Turner Place gate	Children enter blue door and proceed to their classroom
Dismissal	2:25 (K - 2:20)	Turner Place gate	Schoolyard (K – Outdoor Rotunda Area. Rain location: classrooms.)

## Second & Third Grade

Arrival	8:10	Hinckley Place	Children enter the main door and proceed to their classroom
Dismissal	2:25	Hinckley Place	Schoolyard

## Fourth & Fifth Grade

Arrival	8:10	Hinckley Place	Children enter the door on Hinckley closest to Coney Island Ave.
Dismissal	2:25	Hinckley Place	Schoolyard

Dismissal will begin at 2:20 PM. Each child must identify the adult picking them up and the adult then acknowledged by the teacher before the child is released. If another authorized adult is coming, the person must show ID and be on the Emergency Contact (BLUE) Card. Verbal authorizations for release given over the phone are not permitted. If you live within close proximity of the school, please make every effort to walk your child to school. If you must drive, please do not double park as it creates hazardous conditions.

## Appearance

We are not a uniform school at this time. It is the expectation of PS 889 that our students should be dressed appropriately for school in clothing and footwear that is safe, comfortable and age appropriate. Students should wear Velcro or properly tied closed shoes and sneakers.

## Attendance policy

Consistent attendance is critical for student's success. Lateness – from 8:20am, all students will enter through the main entrance on Hinckley and is considered late; which is recorded on the daily attendance. The dismissal window begins at approximately 2:20pm and students are outside with their teachers until 2:30pm. Late pick-ups are taken back into the school building to the indoor Rotunda and must be signed out after 2:40pm.

### **Procedure for General Absences:**

- If your child is absent, please send a message to the teacher via Class DOJO by 8am who will then relay that message to the school pupil secretary OR call the main office at (929) 397-9171, option 0 directly.
- A note is required upon their return to school. All absences are permanently recorded with or without documentation.
- Early sign out should be kept to a minimum and on an emergency basis. Students cannot be signed out after 2:15pm, as dismissal procedure will have begun.

**The citywide attendance requirement for students is 90%.** Please refer to the chart below to see an illustration of how your child's absence reflects academic time lost:

<b>% Rate Attend</b>	<b>Days Present</b>	<b>Days Absent</b>	<b>Approximate Months Absent</b>
95%	174	9	0.5
90%	165	18	1
85%	156	27	1.5
80%	146	37	2
75%	137	46	2.5
70%	128	55	3
65%	119	64	3.5
60%	110	73	4



Students are expected to conduct themselves in a respectful and courteous manner. Our school will utilize the Sanford Harmony program to support the positive social and emotional growth of all children. Every effort is made to provide an encouraging, warm and successful learning environment. Regular discussions about standards of behavior will occur with the students and families. In the event that counterproductive behavior occurs, appropriate disciplinary action is taken according to the NYC DOE Student Discipline Code: <https://www.schools.nyc.gov/school-life/know-your-rights/discipline-code>

## Birthday celebrations

Individual birthday celebration policy is to send a note a week in advance to request the date. The teacher will respond to the request and give an alternative if the time is not available. Parents may send juice boxes and cupcakes, or another individually wrapped treat along with napkins.

## Cell phone policy

- All cell phones that enter the school building are to be turned off and stay in a student's schoolbag throughout the duration of the school day.
- If a cell phone is used at any point during the school day, it will be confiscated and returned only to the student's parent/guardian following a parent/guardian meeting.
- Devices may not be turned on during school fire/evacuation drills or other emergency preparedness exercises.
- Devices are not to be used in student restrooms, cafeteria, hallways, stairwells, schoolyard or playground, or in the auditorium during arrival, dismissal, or a performance or assembly.

This year, 889 teachers will be utilizing the following:

- ELA – HMH: Into Reading, Heggerty & Foundations.
- Math – Envision Math & Exemplars.
- Social Studies – Passport to Social Studies.
- Science – Amplify Science.
- Social Emotional – Sanford Harmony.

For more information, visit: <https://www.schools.nyc.gov/learning/subjects>

## Early dropoff

Students from Kindergarten through 5th grade can be dropped off at the main entrance daily from 7:45 until 8:00. They will be offered breakfast in the cafeteria and wait with school staff members before heading to class.

## Emergency contact cards

Every parent/guardian must complete and sign a student emergency blue card. The nurse secures a copy and two additional copies are kept in the main office. One for the school's records and the other to have in our BRT safety folder that goes with us in case of an emergency evacuation. It is important that telephone numbers of the persons needed in the event of said circumstances are accurate. Students are released only to those persons listed, with proper identification. **Note: If there is court order to deny access of a spouse or other adult to a child, you must provide the school with a copy of those papers to keep on file.** The school maintains a confidential Custodial Rights document that is referred to when necessary. A letter from an attorney is not considered a legal document so we cannot comply with such requests.

Please update the emergency card whenever addresses, telephone numbers, authorized contacts, etc. are changed during the school year. Updates must be done in-person. Also, include an email address on each blue card as another useful form of communication.

- Breakfast will be served in the cafeteria during Early Dropoff, from 7:45am-8:05am. After that, grab and go breakfast options will be available as students enter the building, to be eaten in the classroom.
- School lunch is served daily, including half days, at no cost. Parent/Guardians must fill out the “Family Inquiry Form” (Lunch Form), which can be submitted online at [www.myschoolapps.com](http://www.myschoolapps.com) Responses help schools receive funding for programs.
- Lunch may be brought from home. **Glass containers are not permitted.**
- Please send a note to your child’s teacher with any dietary restrictions and/or allergies. Parents are not permitted in the cafeteria during their child’s lunch period. All students are expected to exhibit proper behavior during lunch period. We want everyone to have an enjoyable lunch period.

## Grading policy

Students are graded based on their class participation, completed work assignments, test scores, writing portfolios, and project work. An overall percentage is utilized when factoring the student’s grade for each marking period (November, March, June).

### Report Card grades:

Subject area grades are calculated according to the following percentage breakdown:

<u>Score</u>	<u>Level</u>
0 – 64%	Level 1: far below grade level standards
65 – 79%	Level 2: approaching grade level standards
80 – 91%	Level 3: meets grade level standards
92 – 100%	Level 4: exceeds grade level standards

An appointment for a phone conference or Zoom meeting is made with your child's teacher, which will take place at a mutually convenient time before school or after students are dismissed. It is our goal to not have classroom instruction interrupted for conversations about individual students. Conversations should also not occur at drop off or dismissal time when the teacher is responsible for his/her class during that time.

## Homework

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Homework serves as a positive review, reinforcement and extension of previous classroom instruction. Grades K-5 will have written homework on an as-needed basis and checked by the teacher in a timely manner. Pre-K will not have homework. All families are encouraged to read and talk with their children about what is happening in school. Each teacher will speak more specifically about homework/extension activities that parents can do to help their children succeed in school.

## Lost & Found

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These articles are in a bin and on a rack outside the Cafeteria; valuable items are kept in the main office. Clothing, backpacks, lunch boxes, and books are to be labeled with the child's name. If you have lost an item, contact your child's teacher so that they may bring your child to the lost and found to try to look through the Lost and Found box. Items not picked up from the lost and found are donated at the end of each month.



The Nurse serves as a liaison for the students among medical providers, school and community groups.

## **Physicals:**

- All students entering public school for the first time are mandated to have a completed new admission examination form on file.
- If you are found to be out of compliance, you will be notified to meet this requirement immediately.

## **Communicable disease:**

- In the event of suspected communicable disease, the nurse will follow the OSH communicable disease control procedures, informing and advising school administration and /or parents regarding appropriate actions to take.
- Implementing steps to prevent further outbreak.

## **Emergency:**

- In the event of an extreme emergency, the nurse will provide first aid and monitor the student until EMS arrives.
- In less severe cases, the nurse can provide minor first aid. Band-Aid's and ice packs only.

## **Medications:**

- In some instances, students may be required to have medication in school for chronic illnesses or anaphylaxis. Example: Asthma & food allergies.
- The nurse can only administer medications to students with a completed 504/doctors order form for the current school year. All completed 504 forms must be returned to the nurse's office.
- A 504 is required for prescriptions and over the counter medications.
- A new 504 form must be completed every school year.
- Signature of both the doctor and the parent is necessary to allow the nurse to administer medications.
- All medications must be provided by the parent and brought to the nurse's office. Parents will be asked to sign a receipt with the nurse verifying medication drop off and /or pick up.
- 504 forms can be obtained from the school nurse.
- Staff members are not permitted to administer medications to students with the exception of an Epipen, which requires mandatory training.

**Independent students/Medication Administration:**

- Students can only carry and administer their own medications if a doctor states that on a 504 form, with the endorsement of a parent.

**Trips**

- Parents should make proper accommodations to ensure medication administration for school trips, as trip nurses are not guaranteed.

## Notices

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The school will provide consistent communication digitally and physical notices. In the event that a hard copy is necessary, we ask that you return all forms (medical, dental, home contact cards, schools notices, etc.) promptly. Please check your child's folder for notices daily. Place your responses and any additional correspondence for your child's teacher back in the folder.

## Parent Association

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The PA plays a very important role in our school, and everyone is automatically a member: no dues or membership fees are required. Meetings take place once a month (usually on the last Wednesday) via Zoom and/or in-person. The P.A. also utilizes the Konstella communication platform. To be added, visit [Konstella.com](https://Konstella.com) and search for PS 889 under "Find Your School".

Becoming an active member of the Parent Association is an opportunity to be engaged with your child's educational experiences, to have a say in how money is spent, and to participate in many fun and enriching activities. The PA also organizes fundraising efforts to support academics, equity, school enrichment, and social justice initiatives.

To learn more and get involved, visit [ps889pa.org](https://ps889pa.org), email [parents@ps889pa.org](mailto:parents@ps889pa.org), and follow them on Instagram @ps889pa.

The School Leadership Team is a collaboration of parents, teachers, and the principal. The team meets monthly to discuss educational and school matters as well as develop sub committees. To find out how you can run for a position, email the PA at [parents@ps889pa.org](mailto:parents@ps889pa.org).

## Visitors

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School safety agents are assigned to main entrances. All visitors must show identification and sign in at the security desk presence of the school safety agent. To ensure the health and safety of our school community parents and caregivers will not be permitted past the security desk to drop off items or pick up students. If there is an unexpected situation, the school safety agent will call the main office of your arrival and the office staff will give further direction.

No classroom drop-in visits are permitted. Teachers must supervise their children and cannot engage in conversation with parents during class time. Parents who wish to make an appointment to see their child's teacher should do so via written correspondence, phone call, or DOJO message.

## Weather & storm procedures

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A Citywide policy on storm day procedures for school closings and delayed opening has been established by the Office of Chancellor-New York Department of Education. In the event of a severe storm, parents should refer to information broadcast by any major local television or radio news; parents can call "311" or visit the DOE website at [www.schools.nyc.gov](http://www.schools.nyc.gov) to get latest information.

**\*Parents should not call the school to ask if school is open, updates will be posted on all platforms.**

# Thank you!

We appreciate your cooperation with these policies and procedures, and we are looking forward to another great school year at PS 889!







# Connect with us



**Website**

[ps889.org](https://ps889.org)



**E-mail**

[22K889@schools.nyc.gov](mailto:22K889@schools.nyc.gov)



**Phone**

**(929)-397-9171**