The Urban Assembly New York Harbor School
(02M551)

Student & Family Handbook
2026-2027

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Table of Contents

SECTION ONE:
Urban Assembly New York Harbor School Values....3
School Mission.... 4
Core Commitments.... 4
Educational Principles.... 4
HARBOR UP....4
History of the Urban Assembly New York Harbor School.... 5
Handbook Acknowledgment & Commitment.... 6
SECTION TWO:
Harbor Organization....7
School Leadership and Key Contacts.... 8
Bell Schedule.... 10
School Leadership Team (SLT)....11
Parent-Teacher Association (PTA)....12
SECTION THREE:
Instructional Program....13
Curriculum & Academic Standards Alignment....14
Career & Technical Education (CTE)....14
Student Support Services.... 15
Section 504 Accommodations.... 15
Graduation Requirements.... 16
Regents Exam Requirements.... 17
Advanced Regents Diploma.... 17
Students with IEPs.... 17
Academic Integrity....18
Consequences for Violations of Academic Integrity.... 19
Advanced Placement Courses....19
Summer School Policy....20
SECTION FOUR:
Grading....22
Urban Assembly New York Harbor School Grading Policy.... 23
Academic Calendar....25
Jupiter Grades.... 26
SECTION FIVE:
Student Attendance....27
Attendance Policy....28
Official DOE Attendance....28

Jupiter Ed Attendance....28
Absence Guidelines....28
Communication and Follow-Up....29
Attendance and Academic Standing....29
SECTION SIX:
Technology....30
NYCSA: New York City Schools Account....31
Operoo: Digital Forms & Permissions....31
Cell Phone and Electronic Devices Policy....33
Frequently Asked Questions (FAQ)....35
Digital Use Policy....36
Responsible Use of Artificial Intelligence (AI)....37
SECTION SEVEN:
Student Discipline and Safety....37
SCHOOL WIDE PROCEDURES....39
Discipline Policy....40
Ferry Behavior Expectations....41
Substance Use, Smoking & Vaping Policy....42
Policy on Leaving School Grounds & Trespassing....43
Health & Safety Guidelines....44
NYC Public Schools Non-Discrimination Policy....44
Immigrant Student Rights & "Know Your Rights" Guidance....45
Students in Temporary Housing or Foster Care....46
SECTION EIGHT:
Harbor Student Life....48
School Communication....49
Dress Code....49
Clubs & Extracurriculars....49
Working Papers (Employment Certificates)....50
Guidance & College and Career Office Visits....50

SECTION ONE:
Urban Assembly New York Harbor School Values

School Mission

The Mission of the Urban Assembly New York Harbor School is dedicated to providing an exceptional and challenging educational experience that prepares students for successful careers and long-term financial stability. Our commitment to excellence is reflected in our eight Career and Technical Education (CTE) programs, which emphasize Maritime and Environmental Sustainability. By fostering a collaborative community of passionate educators, engaged students, supportive families, and industry partners, we ensure that every student is equipped to tackle the academic, technical, civic, and workforce demands of the twenty-first century.

Core Commitments

- All students should have access to New York waterways.
- College should be a real option for all students.
- Partnerships are key to providing relevant, on-water experiences.
- The environment should be left better than it's found.
- A school is only as successful as its students.

Educational Principles

- Hands-on, inquiry-based learning in a natural environment stimulates curiosity, critical thinking, and vision – all of which help to improve student outcomes.
- All students have the desire and intellect to reach their highest academic standards when given the right opportunities and clear expectations.
- Students should receive the academic support and tools they need to be successful.
- All students should graduate from high school reading at or above grade level.

HARBOR UP

What does it mean when we ask you to *Harbor Up* for Harbor School? At Harbor School, we ask you to give 100% every day. That means coming to school prepared to learn in your Harbor outer layer (your uniform) and your Harbor inner layer (the dedication you give all day, every day). *Harbor Up* means taking pride in the way we represent ourselves and our mission every day - inside and out!

Here is an acronym that embodies what it means to *Harbor Up*:

Hard Work
Acceptance
Respect
Buoyancy (Resilience)
Opportunity
Restoration
Unity
Perseverance

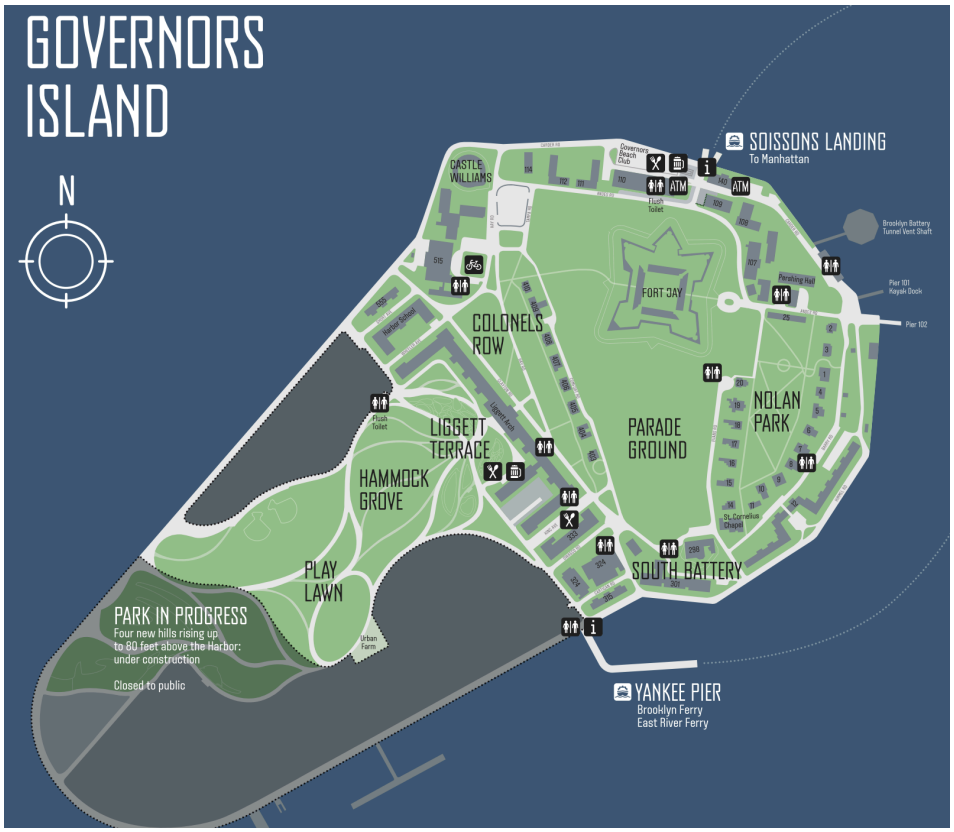
History of the Urban Assembly New York Harbor School

Founded in 2003, the Urban Assembly New York Harbor School was created with a visionary purpose: to connect young people to the rich natural and industrial heritage of New York Harbor. The school was the first in the city to blend a rigorous academic curriculum with real-world, maritime-focused Career and Technical Education (CTE).

Originally located in Bushwick, Brooklyn, the school quickly outgrew its space due to its unique programming and growing student interest. In 2010, the Harbor School moved to Governors Island, making it the first and only New York City public high school located on the island. The move allowed the school to expand its programming and develop a true waterfront campus where students engage in hands-on environmental science, vessel operations, diving, aquaculture, welding, and policy work.

Since its founding, the Harbor School has been a model of sustainability, experiential learning, and civic engagement. It is also home to the Billion Oyster Project, a nationally recognized initiative that aims to restore one billion oysters to New York Harbor through public education and community science.

Today, Harbor School continues to thrive as a leader in marine science and CTE education, proudly preparing students for college, careers, and a lifetime of environmental stewardship.



Handbook Acknowledgment & Commitment

By enrolling in the Urban Assembly New York Harbor School, students and families agree to follow the policies and expectations outlined in this handbook. These policies are based on New York City Public Schools regulations and are designed to support academic success, community safety, and equitable opportunity for all.

What This Handbook Covers
This handbook outlines:

- Attendance and grading expectations
- School discipline procedures and student rights
- Digital use and technology guidelines
- Graduation requirements and academic programming
- Transportation and safety expectations unique to Governors Island
- Student support services and extracurricular opportunities

We encourage all students and families to review these policies carefully. Questions may be directed to the school administration, guidance team, or main office.

Acceptance of Policies
There is no separate signature form required. Students and families acknowledge and accept these expectations through their continued enrollment and participation at the Urban Assembly New York Harbor School.

This handbook is also available digitally on our school website.

SECTION TWO:
Harbor Organization



School Leadership and Key Contacts

Name	Title	Responsibilities	Room/Extension
Michael Hojnacki	Principal	Oversees daily operations, partnerships, safety, CTE and Grade 12 supervisor	Room 213, Ext. 12141
Jackye Stephenson	Assistant Principal	Supervision of Building Operations, Physical Education, Art, and Grade 11 Supervisor	Room 215, Ext. 12151
Diana Halluska	Assistant Principal	Supervision of English, Social Studies, Special Education and Grade 9 supervisor	Room 303, Ext. 13031
Samantha Haimowitz	Assistant Principal	Supervision of Math, Science, Foreign Language, MLL, testing and Grade 10 Supervisor	Room 203, Ext. 12031
Christine Nunez	Assistant Principal	Supervision of Special Education, 504 Coordinator	Room 3208, Ext. 30281
	Athletic Director	Oversees PSAL sports teams	*Room, Ext. TBD*
Carla Gabaldon	Parent Coordinator	Family engagement, communication, NYCSA support, events coordination	*Room 213A, Ext. 12134*
Belia Lopez	Attendance Coordinator	Manages daily attendance records, outreach to families, chronic absenteeism prevention	*Room 213, Ext. 12132*
Louis Wong	Technology Coordinator	Manages devices, digital systems, DOE accounts, and instructional tech support	*Room 216, Ext. 12162*
Aliyah Flaherty	Student Council Advisor	Oversees student government and schoolwide activities	*Room, Ext. TBD*
Paul Garcia	Dean and Safety	School discipline, student support, crisis response, school safety liaison	*Room, Ext. TBD*

Helaine Winograd	School Nurse	Student health care, medication administration, emergency medical response, health screenings	*Room 210, Ext. 12101*
Yuderca (Judy) Castillo	Guidance Counselor (Grades 9–10)	Academic counseling	Room 211, Ext. TBD
Jennifer Feltes	Guidance Counselor (Grades 11–12)	Academic counseling	Room 211, Ext. TBD
Verna Diggs	College & Career Counselor	Oversees post-secondary planning, college applications, FAFSA, scholarship support	Room 216, Ext. 12161
Shaun Panton	At-Risk Counselor, STH Liaison	Supports students in crisis, supports STH and foster care students	Room 211, Ext. TBD
Erica Flashman	School Social Worker	Provides counseling, mental health services, and outside referrals	Room 216, Ext TBD
Jaylene Figueroa	SAPIS Counselor	Provides substance abuse-prevention and intervention and supports students in crisis	
Michael Vlahovic	UFT Chapter Leader	Represents UFT members, supports contract rights, coordinates with school administration	Room 316, Ext. 13161

Bell Schedule

Monday, Tuesday, Thursday & Friday		Wednesday	
Ferry	7:30/8:00 am	Ferry	8:30/9:00 am
Breakfast	7:45 - 8:25 am	Breakfast	8:45 - 9:25 am
Pd 1	8:30 - 9:14	Pd 1	9:30 - 10:07
Pd 2	9:17 - 10:01	Pd 2	10:10 - 10:47
Pd 3	10:04 - 10:48	Pd 3	10:50 - 11:27
Pd 4	10:51 - 11:35	Pd 4	11:30 - 12:07
Pd 5	11:38 - 12:22	Pd 5	12:10 - 12:47
Pd 6	12:25 - 1:09	Pd 6	12:50 - 1:27
Pd 7	1:12 - 1:56	Pd 7	1:30 - 2:06
Pd 8	1:59 - 2:43	Pd 8	2:09 - 2:45
Dismiss	2:43 pm	Dismiss	2:45 pm
Ferry	3:00 pm	Ferry	3:00 pm

School Leadership Team (SLT)

The **School Leadership Team (SLT)** at the Urban Assembly New York Harbor School is a collaborative decision-making body composed of school administrators, staff, parents, and students. The SLT plays an essential role in shaping the school's academic, social, and cultural environment.

What the SLT Does:

- Develops and reviews the Comprehensive Education Plan (CEP) each year
- Ensures alignment between the school's goals and budget
- Engages in collaborative problem-solving to improve schoolwide outcomes
- Serves as a liaison between school leadership and the broader school community

Membership:

The SLT consists of an equal number of staff and parent representatives, including:

- The Principal
- UFT Chapter Leader
- PTA President or designee
- Elected parents and staff members
- Community Based Organization Member
- Student Representatives

Meetings:

- SLT meetings are held monthly
- Meetings are open to the school community for observation

Agendas and meeting minutes are available upon request.

Parent-Teacher Association (PTA)

The **Parent-Teacher Association (PTA)** of the Urban Assembly New York Harbor School plays a vital role in building a strong school community and supporting student success. The PTA brings together families, teachers, and administrators to foster collaboration and provide opportunities for parents to get involved in school life.

Purpose of the PTA

- Support school programs and initiatives
- Facilitate communication between home and school
- Organize events and volunteer opportunities
- Advocate for student needs and family engagement

Membership
All parents and guardians of currently enrolled students are automatically members of the PTA and are welcome to attend meetings, vote, and run for office.

Meetings
PTA meetings are held monthly during the school year and are announced through email, flyers, and the school website. Interpretation services are available upon request.

Getting Involved
Families can get involved by:

- Attending meetings and events
- Volunteering at school functions
- Joining a PTA committee
- Running for a leadership role

SECTION THREE:
Instructional Program



Curriculum & Academic Standards Alignment

At the Urban Assembly New York Harbor School, all courses and instructional programs are designed in alignment with the New York State Learning Standards, including the Next Generation Learning Standards (NGLS) in English Language Arts and Mathematics. These standards ensure that students are engaging with rigorous, grade-appropriate academic content that prepares them for college, careers, and civic life.

Core Curriculum Areas
Our academic program includes coursework in:

- English Language Arts (ELA)
- Mathematics
- Science
- Social Studies
- World Languages
- Health & Physical Education
- The Arts
- Career and Technical Education (CTE)

Career & Technical Education (CTE)

The Urban Assembly New York Harbor School offers eight CTE programs:

- Aquaculture
- Marine Biology Research
- Vessel Operations
- Ocean Engineering
- Marine Systems Technology
- Marine Policy & Advocacy
- Professional Diving
- Welding and Fabrication

Each program includes:

- Industry-aligned coursework
- Work-based learning
- Industry-recognized certifications

Successful completion of a CTE sequence can serve as a Regents exam pathway toward graduation if all criteria are met.

Advanced Placement Courses

Advanced Placement (AP) courses are college-level classes designed to challenge students academically and prepare them for the rigor of higher education. Enrollment in an AP course requires a strong commitment to consistent effort, participation, and completion of all course expectations.
Please note that receiving this letter does not guarantee placement in an AP course for next school year.

Regents Requirements
To be eligible to take an AP course, students must complete the following prerequisites:

- For AP Literature and AP Language: A minimum score of 80 in the ELA course and Regents exam
- For AP Precalculus and AP Calculus: A minimum score of 75 in the Algebra 2 course and Regents exam
- For AP US Government: A minimum score of 80 in the US History AND Global courses and Regents exams
- For AP Environmental: A minimum score of 80 on two science Regents exams

Student Expectations for Advanced Placement Courses
By enrolling in an AP course, students agree to:

- Attend class regularly and be on time
- Complete all assigned coursework, including long-term and independent assignments
- Actively engage in class activities aligned to course learning objectives
- Seek academic support when needed (e.g., teacher conferences, tutoring, extra help)
- Adhere to all school and NYCPS policies regarding academic integrity and conduct

Course Drop Policy for Advanced Placement Courses

- Students may request a course change only through the end of **Term 1 Marking Period 1**.
- After Term 1 Marking Period 1, students are not permitted to drop the AP course.
- Enrollment beyond this point indicates a full commitment to completing the course and taking the AP Exam.
- After the conclusion of Term 1, Marking Period 1, students will not be permitted to drop the AP course for any reason.

Students and families are expected to use the summer and the start of the school year to reflect on readiness and commitment prior to this deadline.

AP Exam Requirement
All students enrolled in this AP course are expected to take the official AP Exam administered in May.
Please note that students enrolled in an AP course are responsible for paying any required AP Exam fees established by the College Board by the end of Term 1 Marking Period 2. The cost of each exam is $99.

- Students who qualify for free or reduced lunch may have their exam fee waived.
- Students who do not intend to take the AP Exam should not remain enrolled in the course.
- Any student considering not taking the exam must drop the course by the end of Marking Period 1.

Student Support Services

The following supports are available:

- School counselors for each grade level

- Social workers for emotional and mental health needs
- College & career counseling
- Services for students with IEPs and multilingual learners

Section 504 Accommodations

The Urban Assembly New York Harbor School is committed to ensuring all students have equal access to education. In accordance with Section 504 of the Rehabilitation Act of 1973, the school provides accommodations to eligible students with disabilities that substantially limit one or more major life activities.

What is a 504 Plan?

A 504 Plan is a legal document that outlines specific accommodations and supports to ensure a student with a qualifying disability can fully participate in school activities and access the general education curriculum. These supports may include changes to the learning environment, instructional methods, classroom routines, or testing procedures.

Eligibility and Services

Students may qualify for a 504 Plan if they have a physical or mental impairment that significantly affects their ability to:

- Learn and focus
- Walk, speak, or see
- Manage behavior or health-related conditions
- Participate in class or school activities

Accommodations are individualized and based on documentation from healthcare providers, evaluation teams, or educational specialists.

504 Coordinator and Support

504 Coordinator: AP Christine Nunez
Office Location: Room 3-208
Email: cnunez20@schools.nyc.gov

Parents or guardians who believe their child may need a 504 Plan should contact AP Nunez directly to begin the evaluation process. The school will schedule a review meeting to determine eligibility and, if appropriate, develop a written accommodation plan.

All 504 Plans are reviewed annually and may be revised based on student progress, updated documentation, or changes in educational need

Graduation Requirements

All students must earn **44 total credits** to graduate from a New York City public high school. Credits are earned in half-unit (0.5) increments per semester.

Required Credits for Graduation

Subject Area	Credits Required
English Language Arts	8
Social Studies	8 (including Global, U.S. History, Economics, and Government)
Mathematics	6
Science	6 (2 Life Science, 2 Physical Science, 2 additional)
World Language	2
Visual Art/Music/Dance/Theater	2
Health	1
Physical Education	4 (taken each year)
Electives	7
Total	44 credits

Regents Exam Requirements

For a Regents diploma, Students must also pass a minimum of five Regents exams (score of 65 or higher):

- English Language Arts (ELA)
- One Mathematics exam (Algebra I, Geometry, or Algebra II)
- One Science exam
- One Social Studies exam (Global History or U.S. History)
  A fifth exam or approved alternative (e.g., CTE assessment, or additional Regents

Advanced Regents Diploma

Students may pursue an Advanced Regents Diploma by earning additional credits and passing:

- All three Math Regents exams
- Two Science Regents exams
- A CTE Endorsement

Students with IEPs

Students with IEPs may be eligible for modified diploma requirements, including waivers for World Language credits or substitutions under appeal processes. For individual planning, families should consult with guidance counselors and IEP teams.

More details: Graduation Requirements – NYC Public Schools

Academic Integrity

All students are expected to uphold the values of honesty, responsibility, and respect in all academic endeavors. Academic integrity means producing original work and giving credit where it is due.

Expectations

- Complete and submit your own work
- Provide proper citations when referencing sources
- Ask for help when you don't understand an assignment
- Use permitted resources only
- Collaborate only when instructed to do so

Examples of Academic Misconduct

- Copying from another student
- Submitting work completed by someone else (including AI or internet sources without citation)
- Using cheat sheets or unauthorized digital tools during exams
- Plagiarizing writing, code, or designs

Consequences

Violations of academic integrity will result in disciplinary responses, which may include:

- Loss of credit for the assignment or exam
- Parent/guardian notification
- Conference with teacher and/or administrator
- Written reflection and resubmission (if permitted)
- Further disciplinary action depending on severity or repeat behavior

Students are encouraged to speak with their teachers if they are unsure whether something constitutes a violation.

Consequences for Violations of Academic Integrity

B31 Engaging in scholastic dishonesty which includes but is not limited to:

a. **Cheating** (e.g., copying from another's test paper; using material during a test which is not authorized by the person giving the test; collaborating with another student during the test without authorization; knowingly using, buying, selling, stealing, transporting, or soliciting, in whole or part, the contents of an un-administered test; substituting for another student or permitting another student to substitute for one's self to take a test; bribing another person to obtain a test that is to be administered; or securing copies of the test or answers to the test in advance of the test)

b. **Plagiarizing** (appropriating another's work and using it as one's own for credit without the required citation and attribution, e.g., copying written work from the Internet, or any other source)

c**. Colluding** (engaging in fraudulent collaboration with another person in preparing written work for credit) (A–I, J only, for particularly egregious situations (e.g., where numerous students are involved, where the behavior involves standardized tests, or where the behavior requires invalidation of a test) B32 Posting or distributing libelous material or literature, including posting such material on the Internet (A–I)

d**. Misuse of Artificial Intelligence (AI)** - using artificial intelligence tools or AI-generated content in a manner that violates a teacher's instructions or academic integrity expectations. This includes submitting AI-generated work as one's own when the use of AI has not been authorized or appropriately acknowledged.

The use of AI tools may be permitted for certain assignments or learning activities at the discretion of the teacher. Students should not assume that AI use is permitted unless explicitly authorized. When AI use is permitted, students must follow their teacher's instructions regarding how the tool may be used and whether its use must be disclosed or acknowledged.

Violations of academic integrity may result in consequences consistent with the NYCPS Discipline Code and school policies.

Summer School Policy

The Urban Assembly New York Harbor School follows all guidelines set by the New York City Public Schools regarding summer school. Summer school is an essential opportunity for students to make up required credits, stay on track for graduation, and strengthen academic skills.

Eligibility and Enrollment
Students are expected to attend summer school if they:

- Fail a core academic course (such as Math, Science, ELA, or Social Studies) in either the fall or spring term
- Are in danger of being off-track for grade promotion or graduation
- Receive a recommendation from their guidance counselor, teacher, or IEP team

If a student fails a fall term course, families should expect their child to be enrolled in summer school. In the Spring, it may take through the end of marking period 3 to determine if a student will need to take a summer school. Failure to attend may delay promotion, cause a student to repeat the class the following year, or place them at risk of not graduating on time.

All 12th grade and rising 12th grade students who require courses needed for graduation will automatically be enrolled in summer school to ensure they remain on track for a diploma.
Families should consult with their child's guidance counselor if they believe their student is at risk of summer school enrollment before planning vacations. This is especially important for students who are borderline in a subject area.

Program Details
Summer school typically runs from early July through mid-August. Specific dates, location, and schedule (in-person or remote) are announced each spring.

Attendance and Expectations
Summer school attendance is mandatory once a student is enrolled. Excessive absences may result in removal from the course and loss of credit. Students are expected to follow all school rules and behavioral expectations during summer programming.

Communication and Notification
Families will receive official notification in June if their child is being enrolled in summer school.

SECTION FOUR:
Grading

THE URBAN ASSEMBLY
New York
HARBOR
SCHOOL

Urban Assembly New York Harbor School 2026-2027 Grading Policy

Why We Grade
Grades show what students know and can do. They help teachers, students, and families understand learning progress. Grades are based on academic work, not on behavior, attendance, or effort alone. We focus on fairness, improvement, and learning.

How Grades Are Calculated: Most Classes
In most classes, grades come from the following areas:

Category in Jupiter	Assessment Description	What's Included	Weight
Major Assessments	These are **major assignments** given at the end of a unit to measure how well you've understood key skills and concepts. Teachers may refer to these as summative assessments.	unit tests, extended projects, longer writing assignments, presentations. *Minimum of 2 per marking period.	60%
Minor Assignments	These are **minor assignments** that help you and your teacher check your understanding as you learn. Teachers may refer to these as formative assessments.	quizzes, daily assignments, classwork, homework, exit tickets, discussions. *Minimum of 4 per marking period.	40%

★ Mandatory Assignments: Some major assignments can be considered mandatory assignments. These assignments can include a final exam, end-term paper, or final project. These assignments will be designated by the teacher as mandatory for the course and required to receive an overall passing grade.

Regents Science Classes with Labs (Biology, Chemistry, Earth & Space Science, and Physics)
In science courses, 20% of the final grade includes laboratory work. Students must satisfactorily complete 1200 lab minutes and the required State Investigations to receive credit and be eligible to sit for the Regents exam.

Assessment Description	What's Included	Weight
These are **major assignments** given at the end of a unit to measure how well you've understood key skills and concepts. Teachers may refer to these as summative assessments.	unit tests, extended projects, longer writing assignments, presentations *Minimum of 2 per marking period.	45%
These are **smaller assignments** that help you and your teacher check your understanding as you learn. Teachers may refer to these as formative assessments.	include quizzes, daily assignments, classwork, homework, exit tickets. *Minimum of 4 per marking period.	35%
Lab Work	Laboratory Investigations -	20%

	including official NYSED lab activities (1200 mins total)	

Science Lab Grade (P/F)
In Regents science courses, students receive a separate laboratory grade on their report card that reflects performance on laboratory investigations. Grades in this course are either Pass (P) or Fail (F). A "P" indicates that the student is on-track to complete their mandatory 1200 minutes of laboratory activities and their state mandated Investigations. An "F" indicates that the student is off-track to complete their mandatory 1200 minutes of laboratory activities and state mandated Investigations. The lab course grade is not averaged into a student's overall GPA. Students who receive an "F" in their laboratory course grade as their final grade are ineligible to take the corresponding Regents examination.

Assignment Grading Scale/Special Marks on Jupiter Grades
- We use number grades from 45 to 100 on all assignments.
- A grade of 65 or higher on any assignment is passing and indicates a student has met or exceeded standards.
- A grade of 45-64 on any assignment is failing and indicates a student has not met standards.
- The lowest grade on any assignment is 45.
- A grade of **"mis"** signifies a student was **not present** for an assignment is currently scored at 45
- A grade of **"ex"** signifies a student is **excused** and it will not factor in the final grade.
- A grade of **"inc"** signifies a student has an **incomplete** assignment. A score of 45 will be entered as a placeholder. The grade will be updated based on student progress.
- A grade of **"ng"** signifies an assignment is **not graded**. It has no impact on a student's grade.

Revisions and Late Work

- Students can work with teachers to revise assignments to improve scores. Students are encouraged to speak with teachers and to attend tutoring/office hours in order to remediate assignments. Teachers will indicate prior to giving an assignment if revisions can be made. If no indication is given, it will be assumed that revisions can be made.
- Late work will be accepted for credit within 5 school days of the original due date. After 5 days, it is at the teacher's discretion to provide additional days or alternate work.
- Teachers will give timely feedback and help students improve their work instead of offering extra credit.

How You'll Know Your Grades
You'll get updates throughout the year:

What	When
Online Gradebook (Jupiter Grades)	Updated a minimum every 2 weeks
Report Cards	3 times each semester
Parent-Teacher Conferences	Twice a year

★ If a student is at risk of failing, the teacher will contact the student and family directly by phone, email through Jupiter, or letter no later than two weeks before report cards are distributed.

★ Final course grades reflect the student's most consistent and recent level of learning across the three marking periods. While a final grade is calculated by adding all three marking periods and dividing by

three to obtain a final average, greater weight may be given to later performance, especially Marking Period 3, to recognize improvement over time.

Supports for All Learners
- Students with IEPs and 504 plans will receive their accommodations.
- English Language Learners may use glossaries, native language support, or give oral responses.
All students are graded on what they learn, when the right support in place.

Report Card Grading Scale
-Allowable Grades in Numeric Scale: 45, 50, 55, 60, 65–100
-Passing Grade: 65
-Grading Floor: No grade lower than 45 may be entered for any marking period or semester grade unless the student earns an NS (see below).
-Marking Period Invalid Grades: Grades of 0-44, 46-49, 51-54, 56-59, and 61-64 are invalid grades. These grades need to be rounded up to the nearest valid grade.
-Semester Invalid Grades: In addition to the MP invalid grades, no student may receive a grade of 60 as a final semester grade.
-A Marking Period grade of 61-64 will be rounded up to 65
-A Marking Period grade of 56-59 will be rounded down to 55
-A Marking Period grade of 51-54 will be rounded up to a 55
-A Marking Period grade of 46-49 will be rounded up to a 50
-A semester grade below 65 indicates that a student is not meeting course standards.

Report Card Special Grades and Appeals
- NX: Course in progress due to serious issue (e.g. medical situation)
- NL: Student joined class late (cannot be given as a semester grade)
- NS: No Show
- If you think a grade is wrong, speak to the teacher first, then you may request a review with the Assistant Principal.

Questions?
If you have questions about how grades work or how to improve them, talk to your teacher, counselor, or assistant principal. You can also visit our website or request a translated version of this policy.

Academic Calendar

The Harbor School Calendar of Events can be viewed each day on our website by clicking on “Calendar.” The calendar shows events such as Marking Period dates, Report card due dates, Parent Teacher Conferences, grade-level assessments, trips, etc.

Fall Marking Period 1: 9/10-10/23 **Grades Due: October 29, 2026 @ 8:00 am**	**Spring Marking Period 1:** 2/2-3/12 **Grades Due: March 18, 2027 @ 8:00 am**

Fall Marking Period 2: 10/28-12/4 **Grades Due: December 10, 2026 @ 8:00 am**	**Spring Marking Period 2:** 3/15-4/21 **Grades Due: May 6, 2027 @ 8:00 am**
Fall Marking Period 3: 12/7-1/25 **Grades Due: January 29, 2026 @ 8:00 am**	**Spring Marking Period 3:** 5/1-6/14 **Grades Due: June 18, 2027 @ 8:00 am** ***Senior Grades Due: June 4, 2027 @ 8:00 am**

Jupiter Grades

Jupiter Grades is the primary platform used at the Urban Assembly New York Harbor School for monitoring academic progress, communicating with teachers, and accessing important classroom information.

What is Jupiter Grades?

Jupiter Grades is an online gradebook and messaging system that allows students and families to:

- View current grades and assignment feedback
- Track missing or late work
- Message teachers directly
- Stay up to date on classroom announcements and upcoming assessments

Student & Family Access

Each student receives a login at the start of the school year. Families can also create their own accounts using a unique access code provided by the school.

If you need help logging in or retrieving your account information, please contact:

Carla Gabaldon

Parent Coordinator

📧 cgabaldon@schools.nyc.gov

Expectations for Use

- Students are expected to check Jupiter regularly to monitor their academic progress.
- Families are encouraged to check in weekly and reach out to teachers with any questions or concerns.
- Teachers update Jupiter Grades regularly, typically within two weeks of assignment submission.

Course Drop/Add Policy

1. Student and/or parent-initiated schedule changes will be permitted until:
    - The end of Marking Period 1 - Fall Term (first 6 weeks of the term)

2. In order to process a change, students must:
    - Meet with their school counselor during their lunch period or study hall

- Parent/guardian must submit the Drop Course Request Google Form obtained through communication with the Guidance Department

3. Final approval of a change is contingent upon whether the change: jeopardizes graduation, negatively affects the prospects of college admission, is logistically possible and does not negatively affect class sizes.

Under no circumstances will schedules be adjusted to change teachers, change lunch periods (unless supported by medical documentation), change to a more convenient and/or desirable period, group friends together in the same class or to take a study hall.

Changes in a student's placement based on academic concerns that are recommended by administrators, teachers, and/or counselors may occur throughout the school year pending team approval.

SECTION FIVE:
Student Attendance



Attendance Policy

The Urban Assembly New York Harbor School school day runs Monday- Friday from 8:00 am- 2:45 pm

Daily attendance is essential to full participation in learning and builds the habits needed for college, careers, and future employment. The Urban Assembly New York Harbor School's attendance goal is 95%, which means no more than 9 absences per year.

Students are expected to be in school every day and arrive on time. Repeated lateness may result in parent meetings, guidance support, or additional interventions.

Official DOE Attendance

Were you marked present for the day?

Students must take the 8:00 am Governor's Island Ferry to be considered on time for school. Students must arrive on time to the Main Building or MAST Center where they are required to swipe their Harbor School ID.

Official attendance is taken during 2nd period class. Students who arrive after 2nd period attendance is submitted must sign in with Belia Lopez in room 215.

Jupiter Ed Attendance

Were you physically present in each class?

Jupiter Ed Attendance is taken by TEACHERS at the beginning of each class period.

If you are not physically in a classroom, you will be marked absent from that class period. Teachers have the ability to mark

This is NOT a student's official attendance record, but used to keep track of students attending every class, on time.

Absence Guidelines

Absences must be documented with a written note, email, or phone call from a parent/guardian indicating the reason and be sent to blopez12@schools.nyc.gov

Communication and Follow-Up

Parents/guardians will receive notifications through our automated system if a student is marked absent. If a student is absent for three or more consecutive days, a parent or guardian should notify the school and provide medical or legal documentation. In cases of chronic absenteeism, defined as 10% or more missed school days, a meeting will be scheduled with a member of the school support team.

Attendance and Academic Standing

Consistent attendance is directly tied to academic success. Students with frequent absences risk falling behind in coursework, which may result in students not receiving credit for classes.

Students who are absent from school are still responsible for making up missed work. Teachers will work with students on timelines for completing assignments. Families are encouraged to stay in contact with guidance counselors if extended absences are anticipated.

Family vacations should be planned during scheduled school breaks. The Urban Assembly New York Harbor School strongly discourages extended travel during instructional days.

SECTION SIX:
Technology



NYCSA: New York City Schools Account

The New York City Schools Account (NYCSA) is an essential tool for families to stay connected to their student's academic progress, attendance, and school communications.

Why You Need an NYCSA Account

Having an active NYCSA account allows you to:

- Track student attendance in real time
- Receive official updates from New York City Public Schools and the Urban Assembly New York Harbor School
- View digital report cards and transcripts
- Access information about school enrollment, transportation, health records, and more

How to Set Up Your NYCSA Account

1. Go to: https://www.schoolsaccount.nyc
2. Click on "Create Account"
3. Use the account creation code provided by the school. If you do not have one, please contact our Parent Coordinator.
4. Follow the prompts to set up your username and password.

Support for Families

If you need help accessing or setting up your NYCSA account, please contact:

Carla Gabaldon

Parent Coordinator

📧 cgabaldon@schools.nyc.gov

We strongly encourage all parents and guardians to activate their accounts to support student success and receive timely information from the school.

Operoo: Digital Forms & Permissions

The Urban Assembly New York Harbor School uses **Operoo**, a secure digital platform, to streamline the collection of important school forms and parent permissions.

What Is Operoo?

Operoo replaces traditional paper forms with a convenient digital system that allows families to:

- Complete and sign Blue Cards, medical forms, and media consent forms online
- Receive and submit permission slips for field trips
- Provide updated contact, health, and emergency information as needed

This system helps reduce paper waste, minimizes errors, and ensures the school receives timely and complete information.

How It Works

- Families receive an email invitation to set up their Operoo account at the start of the school year or when enrolling.
- Once registered, families can access all forms from any internet-enabled device.
- Reminders and updates are sent automatically when new forms are assigned or due.

Privacy & Security

Operoo is compliant with FERPA and HIPAA regulations, ensuring that all student information is handled with the highest level of security and confidentiality.

Urban Assembly New York Harbor School

Distraction-Free Learning Policy & Family Agreement

Cell Phones and Personal Electronic Devices

2026-2027 School Year

Michael Hojnacki, Principal

Purpose

The Urban Assembly New York Harbor School is committed to providing a safe, focused, and distraction-free learning environment where all students can fully engage in instruction, collaborate with peers, and participate in the unique educational opportunities our school provides.

In accordance with New York State's Distraction-Free Schools Law and Chancellor's Regulation A-413, Harbor School maintains a bell-to-bell policy prohibiting the use of personal internet-enabled electronic devices during the school day unless an approved exception applies.

Research consistently demonstrates that reducing access to personal electronic devices during the school day improves academic engagement, student well-being, social interaction, and overall school climate. This policy is intended to support student learning while ensuring a safe and equitable educational environment for all members of our school community.

The purpose of this policy is not to punish students for possessing electronic devices. Rather, it is to ensure that all students can fully engage in learning, build healthy peer relationships, participate in school activities without distraction, and contribute to a focused educational environment.

Bell-to-Bell Expectations

From the moment students enter a Harbor School building until dismissal, all personal internet-enabled electronic devices must remain turned off and secured in accordance with this policy.

This includes, but is not limited to:

- Cell phones
- Smartwatches
- AirPods and wireless earbuds
- Tablets
- Internet-enabled music devices
- Any other internet-enabled electronic device

Students may not use personal electronic devices in:

- Classes
- Hallways
- Bathrooms
- Lunch periods
- Advisory
- Assemblies
- Field studies
- School-sponsored activities during the school day

Harbor School utilizes the Yondr pouch system to ensure compliance with this policy.

Yondr Pouch Procedures

Each student will be issued a Yondr pouch and is responsible for bringing the pouch to school every day.

Upon arrival, students must:

1. Place their phone, smartwatch, AirPods, and any other required devices into their Yondr pouch.
2. Show staff that the required devices have been secured.
3. Lock the pouch before entering the school day.

Students are responsible for ensuring that all personal electronic devices in their possession are secured in their Yondr pouch upon arrival. Possession of an undisclosed, secondary, or otherwise unsecured device during the school day will be considered a violation of this policy.

Devices must remain secured for the entire school day.

All internet-enabled devices that do not fit inside the Yondr pouch must remain powered off and stored in the student's backpack throughout the school day.

At dismissal, staff will unlock Yondr pouches and students may access their devices.

Students with approved early dismissal must report to the Main Office where their pouch will be unlocked prior to departure.

Students Without a Device

Students who do not bring a cell phone or other internet-enabled electronic device to school are still required to bring their assigned Yondr pouch each day.

Students who report that they do not have a device with them may be required to present their empty Yondr pouch during morning check-in.

By entering the school building without securing a device in their pouch, the student is affirming that they are not in possession of any personal electronic device covered by this policy.

Students are expected to provide accurate information to school staff regarding possession of electronic devices. If a student reports that they do not have a device and is later found to be in possession of or using a device during the school day, the incident may be treated as both a violation of this policy and a violation of school expectations regarding honesty and compliance with staff directives.

Forgotten, Lost, or Damaged Pouches

Students are expected to bring their assigned Yondr pouch to school every day.

If a student arrives at school with a cell phone, smartwatch, AirPods, or other covered device but does not have their assigned Yondr pouch, the device will be confiscated during morning check-in and secured by school staff for the duration of the school day. The device will be returned to the student at dismissal.

Repeated failure to bring an assigned Yondr pouch may result in parent contact, parent conferences, loss of school privileges, or additional disciplinary consequences.

The Urban Assembly New York Harbor School reserves the right to require students who repeatedly fail to bring their assigned Yondr pouch to check their electronic devices with school administration upon arrival each day.

If a Yondr pouch is lost or damaged, families will be charged a $35 replacement fee.

Communication During the School Day

We understand that families may need to contact their child during the school day.

Parents and guardians should contact the Main Office at 212-458-0800 if they need to reach a student.

Students who need to contact a parent or guardian during the school day may request permission to use a school telephone.

Harbor School communicates important information through Jupiter, NYCSA, DOE email, and automated phone messaging systems. Families are strongly encouraged to maintain an active New York City Schools Account (NYCSA) to ensure they receive important school communications and have access to attendance, grades, and other student information.

Exceptions

As required by law, certain students may qualify for an exception to this policy.

Exceptions may be granted for:

- Medical reasons
- IEP accommodations
- 504 accommodations
- Caregiving responsibilities
- Other circumstances permitted by law or New York City Public Schools policy

Families seeking an exception should contact:

Ms. Carla Gabaldon
Parent Coordinator
cgabaldon@schools.nyc.gov

Requests will generally be reviewed within one week of submission.

Progressive Interventions and Consequences

Students are expected to comply immediately with all staff directions regarding electronic devices.

Refusal to surrender a device, providing false information regarding possession of a device, attempting to circumvent the Yondr pouch system, using a second or undisclosed device, or otherwise attempting to evade this policy may result in an accelerated response.

Each violation level is cumulative for the duration of the school year and does not reset at the end of a marking period, semester, or quarter. Students will progress through the intervention and consequence steps based upon the total number of violations during the school year.

Failure to comply with this policy will result in the following progressive interventions and consequences:

Step 1: Parent Notification Through Jupiter

- Violation documented by school staff.
- Parent/guardian notified through Jupiter.
- Student reminded of school expectations.

Step 2: Parent Phone Call

- Violation documented by school staff.
- Parent/guardian contacted by telephone.
- Student counseled regarding future consequences.

Step 3: Device Confiscation

- Parent/guardian contacted by telephone.
- Device confiscated by dean or administrative staff.
- Device secured by the school for the remainder of the school day.
- Device returned to the student at dismissal.

Step 4: Device Confiscation and Detention

- Parent/guardian contacted by telephone.
- Device confiscated by dean or administrative staff.
- Student assigned immediate after-school detention.
- Student will not be permitted to depart on the regular dismissal ferry.
- Student must remain at school until the 3:30 p.m. ferry.
- Device returned to the student at the conclusion of detention.

Step 5: Parent Conference and Device Retrieval

- Parent/guardian contacted by telephone.
- Device confiscated by dean or administrative staff.
- Student assigned immediate after-school detention.
- Student will not be permitted to depart on the regular dismissal ferry.
- Student must remain at school until the 3:30 p.m. ferry.
- Parent/guardian required to attend an in-person conference with school administration.
- Device will only be released directly to the parent/guardian following the conference.

Step 6: Persistent Non-Compliance / Insubordination

Students who continue to violate this policy after repeated interventions, refuse to surrender a device when directed by school staff, provide false information regarding possession of a device, attempt to circumvent the Yondr pouch system, or otherwise fail to comply with school rules regarding electronic devices may be considered persistently non-compliant and insubordinate.

At this stage:

- Parent/guardian will be notified.
- Student will be referred for disciplinary action consistent with the New York City Public Schools Discipline Code.
- Consequences may include suspension.

The school reserves the right to accelerate consequences when student conduct involves refusal to comply with staff directives, disruption of the educational environment, recording or photographing individuals without authorization, social media misuse during the school day, safety concerns, or other serious misconduct.

Participation in extracurricular activities, athletic programs, clubs, field trips, overnight trips, internships, senior activities, senior privileges, school events, and other school-sponsored privileges is contingent upon a student's

ability to follow school rules and expectations. Students are expected to remain in good standing with this policy. Continued violations may result in the temporary or permanent loss of eligibility to participate in such activities, in addition to the interventions and consequences outlined above.

Lost or Stolen Devices

Students must immediately report any lost or stolen device to the Dean's Office so the incident can be documented and appropriate follow-up actions can be taken.

The Urban Assembly New York Harbor Scho

ol is not responsible for lost, stolen, or damaged personal electronic devices.

Family Acknowledgement and Agreement

We have read and understand the Urban Assembly New York Harbor School Distraction-Free Learning Policy & Family Agreement.

We understand and acknowledge that:

- Harbor School maintains a bell-to-bell electronic device policy.
- Personal internet-enabled devices must remain secured throughout the school day.
- Students are expected to comply immediately with all staff directions regarding electronic devices.
- Violations of this policy are cumulative throughout the school year.
- Violations may result in device confiscation, detention, parent conferences, and disciplinary action.
- Continued violations may result in restrictions from extracurricular activities, internships, school events, athletic programs, senior privileges, and school trips.
- Repeated violations or refusal to comply with staff directions may result in disciplinary consequences consistent with the New York City Public Schools Discipline Code, including suspension.
- Students who report that they are not in possession of a device are expected to provide accurate information and comply with all check-in procedures.

Student Name: _____

Student Signature: _____ Date: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____

Frequently Asked Questions (FAQ)

Q: What if I need to reach my child during the day?
A: Call the main office at 212-458-0800, and we will get the message to your child right away.

Q: What if my child needs to call me?
A: They can use a school phone with staff permission.

Q: What if my child forgets their Yondr pouch?
A: A loaner pouch will be provided for the day. If this happens frequently, a parent/guardian meeting will be scheduled.

Q: What happens if the Yondr pouch is lost or broken?
A: Families will need to pay a $35 replacement fee.

Q: What should my child do if their phone or device is lost or stolen?
A: Students must report a lost or stolen device to the school dean immediately so the incident can be documented and appropriate steps taken.

Q: Who do I contact if I think my child needs an exception to this policy?
A: As required by law, some students may qualify for an exception. Families should reach out to Parent Coordinator Carla Gabaldon cgabaldon@schools.nyc.gov. Requests will be processed after school opens on September 2nd, and the timeline for processing requests is approximately one week. The school may also consider optional exceptions in certain situations, such as emergencies or translation/interpretation needs.

Q: Can my child use their phone during lunch or breaks?
A: No. The policy is “bell to bell,” which means all devices must stay secured from arrival until dismissal.

Q: Will my child have access to their phone while on the ferry?
A: Yes. Students will check-in their phones once they arrive to the school buildings.

Q: What if my child has an early dismissal?
A: Students with an approved early dismissal will go to the main office, where their Yondr pouch will be unlocked before they leave.

Q: What types of devices are covered by this policy?
A: The policy applies to all internet-enabled devices. Phones, smartwatches, and AirPods must be secured in the Yondr pouch provided to each student. Upon arrival, students are required to place these items in the pouch and show staff before locking it. All other internet-enabled devices (such as tablets or music players) must be put away in the student’s backpack. If a student uses such a device during the day, the school will follow the discipline procedures outlined in this policy.

Q: How do I make sure I receive school calls and emails?

A: All families must create a NYCSA account to receive automated GAMA messages from the school. Sign up or log in here: https://www.schoolsaccount.nyc/

Digital Use Policy

Technology is an essential part of our instructional model. Students are expected to:

- Use laptops, tablets, and lab equipment for academic purposes only
- Follow teacher guidelines for all digital platforms

Never share passwords or access unauthorized content.

Responsible Use of Artificial Intelligence (AI)

The Urban Assembly New York Harbor School embraces innovation and emerging technologies to support student learning, including the responsible and ethical use of Artificial Intelligence (AI). While AI tools (like ChatGPT, Grammarly, and others) can be helpful, students must use them in ways that promote original thinking, academic honesty, and integrity.

Appropriate Uses of AI

Students may use AI tools in the following ways only when permitted by a teacher:

- To brainstorm ideas for writing or projects
- To improve grammar or spelling in drafts
- To summarize information for study or review
- To practice with vocabulary or test prep
- To help organize research or outlines

Students must always review and revise AI-generated responses to ensure they reflect their own thinking and voice.

Inappropriate Uses of AI

The following uses are considered violations of academic integrity:

- Submitting AI-generated writing, code, or artwork as your own work
- Using AI to complete assignments, essays, or projects without permission
- Asking AI to solve math problems, write lab reports, or answer test questions dishonestly
- Using AI tools to bypass learning rather than support it

Violations may result in:

- A loss of credit for the assignment
- Parent contact or conference
- Disciplinary action under our academic integrity policy

Teacher Expectations Matter

Each teacher may set different guidelines for when and how AI may be used in their class. Students are responsible for understanding and following these expectations.
When in doubt, ask your teacher before using any AI tools.

Privacy & Safety Reminder

Students should never:

- Share personal or private information with AI tools
- Input confidential schoolwork or information into unapproved apps
- Use unauthorized accounts or bots during school hours

We are preparing students for the future — and that means learning how to use technology ethically, critically, and responsibly.

SECTION SEVEN:
Student Discipline and Safety



SCHOOL WIDE PROCEDURES

You are expected to be on campus all day during the school day. The two campus locations are the main building and the MAST Center. If you have a schedule that requires transit between the two buildings, move quickly and on approved, paved roads.

Lateness and Hall Passes
Excessive lateness will affect your capacity to excel in your academic endeavors. Punctuality is important, not just to prepare for the world of work and college, but because you need to be in class to master the material.

- Excessive lateness may lead to disciplinary actions according to the school's ladder of referral.
- Students must have permission and a pass to leave class.
- All students must remain in their classrooms during the first and last 10 minutes of a period except in the case of an emergency.
- No more than one student at a time from a class will be allowed to use the bathroom.

Medical Passes
- If a student is ill and would like to go to the nurse, they should request a nurse's pass by the teacher. No student can be seen in the nurse's office without a pass.

In the Classroom
Come to class ready to learn:
- Be in your seat and ready to learn when the bell rings
- Take out your learning materials including your notebook, writing utensils, homework, and other materials needed for class.
- All students are expected to put forth their best effort in every classroom especially when confronted with a challenge

Respect yourself, your peers, the staff, and the environment:
- Use considerate words and actions with everyone in the room
- Communicate your needs respectfully to your teacher
- Be supportive to all members of your classroom community
- Clean up after yourself at the end of class

During Lunch
- During your lunch period, you must be in the Mess Hall, in front of the building, in the library, or in a classroom with a teacher for office hours. You must have a pass to be on the 2nd or 3rd floors during your lunch period.
- The only time you can be in the Mess Hall or on the basketball court is during your assigned lunch period.
- You must throw away all of your trash. Please keep the tables and the ground free from trash.

Discipline Policy

All students are expected to follow the New York City Public Schools Discipline Code for Grades 6–12. The Harbor School enforces this code while also maintaining a restorative and supportive environment. Major

violations may result in disciplinary responses including parent conferences, removal from class, or principal's suspension.

Discipline Tiers & Examples

Level	Description	Examples of Behaviors	Possible Responses
1	Minor classroom infractions	Disruption, unpreparedness, off-task behavior	Redirection, parent call, lunch detention
2	Ongoing disruptions or misconduct	Cutting class, inappropriate language, defiance	Parent meeting, counseling referral, dean support
3	Serious or repeated violations	Bullying, physical aggression, chronic disruption	Behavior contract, in-school suspension
4	Dangerous or harmful behaviors	Fighting, vandalism, harassment, threats	Principal's suspension, DOE safety referral
5	Major safety or legal violations	Weapons, drugs, extreme aggression or threats	Superintendent's suspension, expulsion hearing

Restorative Approaches

We seek to repair harm and rebuild trust through:

- Conflict mediation
- Restorative circles
- Re-entry meetings following suspension
- Student-led accountability plans

Student Rights & Responsibilities

Students have the right to:

- Be treated fairly and respectfully
- Understand the reason for disciplinary action
- Appeal and participate in re-entry processes

Search & Confiscation

The school reserves the right to inspect bags and confiscate prohibited items. Items will be returned to families when appropriate.

Full Discipline Code: NYC Discipline Code Grades 6–12 (PDF)

Ferry Behavior Expectations

As a school located on Governors Island, ferry transportation is a daily part of the Urban Assembly New York Harbor School experience. All students are expected to conduct themselves with respect, safety, and maturity while traveling to and from school on the ferry.

The Ferry as an Extension of the School

The ferry is not just transportation — it is considered an **extension of the school environment**. From the moment students arrive at the terminal until they disembark on Governors Island or in Manhattan, they are expected to follow the **same behavior expectations** as they would inside the school building.

General Conduct Guidelines

While riding the ferry, students must:

- Comply with directions from Trust for Governors Island staff and ferry crew at all times
- Line up calmly and respectfully when boarding and disembarking
- Speak at an appropriate volume and refrain from shouting or playing loud music
- Avoid horseplay, running, or throwing objects
- Keep aisles and exits clear
- Respect ferry property, including seats, walls, railings, and signage
- Secure belongings and keep the ferry clean.
- In order to ease congestion on the a.m. ferries and morning entry at the main building, students who arrive to the Battery Maritime Building earlier than 7:45 will be asked to board the 7:45 ferry.

Safety Requirements

- No leaning on railings, hanging limbs over edges, or entering restricted areas
- No vaping, smoking, or substance use at any point during the commute
- Follow all posted safety signage and emergency instructions
- In case of emergency, follow crew directions promptly and calmly

Accountability and Consequences

Students who fail to meet expectations while on the Governors Island Ferries may face disciplinary actions aligned with school policy. Consequences may include:

- Warning or verbal redirection
- Parent/guardian notification
- Referral to a dean or administrator
- Loss of privileges or suspension from field trips
- Suspension or other disciplinary action in accordance with the NYC Discipline Code

Students are ambassadors of the Harbor School wherever they go — especially while traveling on the ferry. Consistent respectful behavior helps maintain our partnership with the Trust for Governors Island and keeps all passengers safe.

Substance Use, Smoking & Vaping Policy

The Urban Assembly New York Harbor School is committed to providing a safe, healthy, and substance-free learning environment for all students and staff. The use of tobacco, vaping devices, marijuana, alcohol, and other controlled substances is strictly prohibited in school, on Governors Island, on school trips, and during any school-sponsored events — including during travel on the ferry.

Prohibited Activities
Students may not:

- Possess, use, or be under the influence of alcohol, marijuana, vapes, e-cigarettes, tobacco, or any controlled substance on school grounds or at any school-sponsored event
- Distribute or sell any illegal substances or paraphernalia
- Possess or use vape pens or cartridges, even if labeled as "nicotine-free" or "CBD"
- Bring lighters, matches, or related items to school

Vape Detectors
To protect student health and deter unsafe behavior, vape detection systems are installed in school bathrooms and other monitored areas. These sensors alert school personnel when vaping is detected. Tampering with these detectors is a serious offense and may result in disciplinary action, including suspension and referral to the school dean or administration.

Health & Safety Risks
The use of vaping products, especially among adolescents, poses serious health risks. Devices may contain unknown substances, high levels of nicotine, or dangerous additives. Secondhand exposure can also harm other students and staff.

Consequences
Violations of this policy will result in progressive disciplinary action as outlined in the NYC Public Schools Discipline Code (Grades 6–12). Responses may include:

- Parent/guardian contact and conference
- Confiscation of prohibited items
- Referral to counseling or health services
- In-school or out-of-school suspension
- NYPD involvement in cases of illegal possession or distribution

Repeated offenses or distribution of substances will be escalated and may result in long-term suspension.

Support & Intervention
Our goal is to support students in making healthy choices. Students struggling with substance use may be referred to the school social worker or counselor for confidential help. Families are encouraged to speak with school staff if they have concerns about a student's behavior or well-being.

Policy on Leaving School Grounds & Trespassing

To ensure student safety and maintain a secure learning environment, all students at the Urban Assembly New York Harbor School must remain within defined school grounds during the instructional day unless officially signed out or supervised on a school activity.

Defined School Grounds

The following areas constitute school property:

- The Main Building
- The MAST Center
- The basketball court and volleyball play area
- The designated walking route between the Main Building and the MAST Center

These areas are under school supervision during the instructional day. Students may only move between buildings using the designated path.

Prohibited Areas

Students may not:

- Enter abandoned buildings, construction zones, or areas posted as "off-limits" by the Trust for Governors Island
- Access any non-school buildings on Governors Island without direct staff supervision
- Wander off school grounds during class time, lunch, or transitions without a school-issued pass and legitimate reason

Trespassing into restricted areas or abandoned structures — even for a short period — is strictly prohibited. Many of these buildings are unsafe, structurally unstable, or under protection by NYPD or the Trust for Governors Island.

Legal Consequences

When students cross into non-school property (abandoned or occupied buildings, off-limits zones), they are no longer under the jurisdiction of the school and may be subject to law enforcement consequences. In these cases, Governors Island Trust may take independent action, which could result in:

- Police warnings or summonses
- Temporary detainment or escort off Governors Island
- Additional consequences per the NYC Discipline Code

School-Based Consequences

In addition to possible legal consequences, the school may apply disciplinary responses such as:

- Loss of off-site privileges
- Parent conference and behavior contract
- In-school suspension or detention
- Restorative justice processes

Safety Reminder

This policy is rooted in a commitment to student safety. Governors Island is a dynamic public space that includes visitors, workers, construction, and sensitive environmental areas. Students must remain where they can be supported and supervised by school staff at all times.

Health & Safety Guidelines

- Students must report injuries or illnesses to a staff member immediately
- Medical forms for allergies, medication, or physical restrictions must be submitted to the school nurse
- No vaping or smoking on school property or ferries
- Emergency drills (fire, lockdown, evacuation) are mandatory

NYC Public Schools Non-Discrimination Policy

The Urban Assembly New York Harbor School adheres to the New York City Public Schools' policy on non-discrimination and equal opportunity. Discrimination, harassment, intimidation, and bullying are prohibited in all academic, extracurricular, and school-sponsored activities.

It is the policy of the New York City Public Schools to provide equal educational opportunities without regard to:

- Race or ethnicity
- Color
- Gender identity or expression
- Sexual orientation
- Religion
- National origin or citizenship/immigration status
- Disability
- Language
- Socioeconomic status
- Height, weight, or body type
- Marital or parental status
- Military status
- Any other protected status under applicable federal, state, or local laws

This policy applies to students, staff, parents, and visitors in all school programs and activities, including admissions, instruction, grading, discipline, employment, and access to resources.

Reporting Discrimination or Harassment

Students and families who experience or witness discrimination, harassment, or bullying should report it immediately to a trusted staff member, dean, guidance counselor, or the principal. Reports can also be submitted to the NYC Public Schools' Office of Equal Opportunity (OEO).

📞 OEO Complaint Line: 718-935-3320

📧 Email: eocomplaints@schools.nyc.gov

🌐 More Info: schools.nyc.gov/OEO

All complaints are taken seriously and will be investigated promptly. Retaliation against any person who reports discrimination or participates in an investigation is strictly prohibited.

Immigrant Student Rights & "Know Your Rights" Guidance

The **Urban Assembly New York Harbor School** is dedicated to ensuring a welcoming and inclusive environment for all students—regardless of immigration status. All students in NYC have the right to attend and succeed in our schools.

Key Rights Guaranteed

- **Education for all**: Every child, regardless of immigration or citizenship status, has the right to free public education from age 5 through graduation or until age 21.
- **No inquiry into status**: School staff cannot ask about or track a student's or family's immigration status. Any such information is kept strictly confidential.
- **Shielded from immigration enforcement on campus**: ICE and other federal authorities may not enter school buildings or access school records without a judicial warrant or legal requirement—and DOE staff are required to consult their legal counsel in such situations.

"Know Your Rights" Resources

- The NYC Mayor's Office of Immigrant Affairs (MOIA) offers multilingual "Know Your Rights" booklets to educate families on school-related rights, including access to translators and legal support resources.

Guidance for Our School Community

- Any attempts by non-local law enforcement to enter our school must be directed to school leadership and legal counsel immediately before any access is granted.
- Families may seek immigration legal help through 311 (search "immigration legal help") or via city-supported resources like Project Open Arms and MOIA – contact information is available in the Parent Resource Section on the school website.

Students in Temporary Housing or Foster Care

The Urban Assembly New York Harbor School is committed to supporting the educational success of students who are experiencing temporary housing insecurity or who are in foster care. We ensure compliance with federal and state regulations including the McKinney-Vento Homeless Assistance Act and New York State Education Law §3209.

Definitions

- **Students in Temporary Housing (STH):** Includes students living in shelters, doubled-up with other families due to loss of housing or economic hardship, in hotels/motels, cars, parks, public spaces, or other temporary arrangements.
- **Foster Care Students:** Includes students placed by the Administration for Children's Services (ACS) or other agencies in foster homes, group homes, or other care settings.

Rights and Support Services

Students in these circumstances are entitled to:

- **Immediate Enrollment:** Even if lacking documents such as proof of address, immunization records, or academic transcripts.
- **Transportation Assistance:** Access to transportation to and from their school of origin if it is in the student's best interest.
- **Priority for Certain Programs:** Including access to before/after-school programming, summer learning, and tutoring.
- **School Stability:** The right to remain in the school of origin for the duration of the school year, even if housing changes.
- **Support with Educational Barriers:** Assistance with school supplies, uniforms, fee waivers, and connection to community-based supports.

Designated STH and Foster Care Liaison

Our school's liaison for students in temporary housing and students in foster care is:

Shaun Panton

STH/Foster Care Liaison

Email: spanton@schools.nyc.gov

Location: Main Building, Room 1-211

Mr. Panton is available to assist students and families with:

- Enrollment and registration
- Transportation access
- Navigating support services and resources
- Coordinating with shelters, foster care agencies, and DOE STH/Foster Care units

SECTION EIGHT:
Harbor Student Life

School Communication

We communicate with families using:

- Jupiter Grades
- School Messenger (calls/texts)
- Email and flyers sent home with students

Parents should ensure contact information is always up-to-date.

Student Council

Student Council Representatives meet weekly to discuss issues within our school community and suggest solutions. Representatives meet frequently with school administration to discuss their work and organize student meetings to give all students a chance to have their voices heard around important issues facing Urban Assembly New York Harbor School.

Dress Code

Students may express individuality through clothing, but must do so in a way that supports safety, learning, and community norms.

Key Requirements:

- Clothing must fully cover the chest, torso, and bottom
- No clothing promoting drugs, alcohol, violence, hate speech, or sexual content
- Footwear is required at all times

Harbor-Specific Expectation:
Students must wear at least one clearly identifiable piece of Harbor School clothing daily. This may be a sweatshirt, T-shirt, jacket, or sweatpants.

On certain days, Harbor gear may be mandated, including field trips or events.

Full NYC Policy: Dress Code Guidelines – NYC Public Schools

Clubs & Extracurriculars

The Urban Assembly New York Harbor School offers a wide range of clubs and extracurricular activities that vary from year to year. Please visit our website: www.newyorkharborschool.org for more information.

PSAL Sports

The Urban Assembly New York Harbor School currently offers the following PSAL sports:

Fall	Spring
● Girls Volleyball ● Boys Soccer	● Baseball ● Softball

Academic Requirements: Students must pass at least four credit-bearing classes plus physical education on their most recent report card and maintain an 80% attendance rate in each subject.

Required Consent Forms: Participants must submit a valid Pre-Participation Sports Physical Examination Form (within 12 months) and a Parental Consent Form to their coach or athletic director.

For more information about PSAL Rules and Regulations, please see the website.

Working Papers (Employment Certificates)

In accordance with New York State labor laws, students under the age of 18 who wish to work must obtain working papers (also called *employment certificates*).

Who Needs Working Papers?

- Students aged 14–17 who wish to be employed, including during weekends, after school, or over the summer.
- Different certificates are required based on age and the type of job (e.g., factory work vs. retail or clerical).

How to Obtain Working Papers:

1. Pick up the application in the Main Office during school hours.
2. Complete the application and return it with:
    - A birth certificate or passport for proof of age
    - A parent/guardian signature
    - A physical exam record (dated within the past 12 months)
3. The school will issue the appropriate certificate upon receipt of all documents.

Types of Certificates:

- Blue: For students 14–15 years old
- Green: For students 16–17 years old, in non-factory jobs
- White: For students 16–17 years old, in factory work (special cases)

Important Reminders:

- You must have valid working papers before starting any job.

- Employers are required by law to ask for them.
- Certificates must be renewed if they expire or if the student changes employment type.

Guidance & College and Career Office Visits

The Urban Assembly New York Harbor School is committed to supporting students' academic, emotional, and postsecondary needs through dedicated guidance and counseling services.

Appropriate Times to Visit
To minimize classroom disruptions, students may only visit the Guidance or College and Career Offices during the following times:

- During their scheduled lunch period
- During an approved appointment time (scheduled in advance with a counselor)
- In the event of a crisis or emergency

Students should never leave class to visit a counselor without prior teacher permission or a confirmed appointment. Staff may issue passes when necessary.

Office Location
The Guidance Suite is located in Room 1-211
The College and Career Office is located in Room 1-216

Counseling Team

Name	Role
Yuderca (Judy) Castillo	Grade 9 Counselor - All students
Jennifer Feltes	Grade 10-12 Counselor - Professional Diving, Ocean Engineering, Aquaculture, Vessel Operations
Verna Diggs	College & Career Counselor
Shaun Panton	Grade 10-12 Marine Biology, Marine Systems Technology, Marine Affairs, Welding & Fabrication
Erica Flashman	School Social Worker

Senior Events

In order to participate in grade-wide events, students must follow the requirements below. Students will receive this in the form of a contract for students and parents to sign.

Participation Requirements

- **Behavior:** Students are expected to act respectfully and responsibly both in school and online. Bullying, harassment, cyberbullying, or other inappropriate conduct may affect eligibility for participation in extracurricular activities and events.
- **Attendance:** Regular attendance is essential. Students are expected to attend all classes and arrive on time. Excessive absences, lateness, or cutting class may affect eligibility for participation. Students approaching NYCPS's chronic absenteeism threshold (10% of school days, or approximately 18 days per year) will be connected with support staff before any eligibility determination is made.
- **Academic Standing:** Students must be passing all required courses and making satisfactory progress toward graduation requirements. Failure to do so may affect eligibility for participation in extracurricular activities and events.

Eligibility Determinations

Students who do not meet these expectations may be deemed ineligible to participate in activities, including:

- Field trips, college tours, and postsecondary experiences
- Club activities
- Prom
- Graduation ceremony
- Senior trip
- Other school-sponsored events

Appeals Process

Students or families may submit a written appeal to the College & Career Counselor or Assistant Principal within five (5) school days of notification. Decisions made through the appeals process are final.

Senior year is an opportunity to celebrate your achievements, finalize your plans for life after high school, and represent the Harbor community with pride. Stay focused on meeting graduation requirements, preparing for your next step, and making the most of the opportunities and traditions that mark this important milestone.