



Annotated School Directory

Communication Tips	Problem Solving Tips
<ul style="list-style-type: none"> Allow two school days for faculty and staff to respond to your emails. If you still have not received a response after this window has passed, send a gentle reminder email. For faster response send a short email with direct questions or proposals for the teachers. Try to resolve questions and concerns by email and/or phone. Faculty and staff are with children all day and will need to reserve meeting time for extenuating circumstances. 	<p>When engaging the school to support you in a problem solving effort, use this protocol until your problem is resolved:</p> <ol style="list-style-type: none"> 1) Start with emailing or talking with your child's teacher, if your problem is not resolved reach out to... 2) Academic coach, if your problem is not resolved reach out to... 3) Guidance Counselor, if your problem is not resolved reach out to... 4) Assistant Principal/Principal

Community Title	Contact Me When You Have Questions About...	Contact Information...
Content Specialist Teachers (literacy, math, science and social studies)	<ul style="list-style-type: none"> Student academic performance in a specific class Class curriculum Projects and Assignments 	Teacher emails are posted on school website at IS289.org/directory
Academic Coach	<ul style="list-style-type: none"> Overall student academic performance How to support your child during extended absences When you don't know who to go to 	Staff emails are posted on school website at IS289.org/directory
Learning Specialists and Speech Teacher	<ul style="list-style-type: none"> Academic performance in a specific class for students with IEPs IEP Services 	601: Sara Rush (srush@is289.org) 602: Keisha Adams (kadams@is289.org) 7th: Jessica Collins (jcollins@is289.org) 8th: Lori Coopersmith (lcoopersmith@is289.org) Speech: Lindsay Mahl (lmahl@is289.org)
Guidance Counselor	<ul style="list-style-type: none"> Student conflict resolution support Student social emotional needs The 504 process The high school selection process 	Emily Kustal (ekustal@is289.org)
Assistant Principal	<ul style="list-style-type: none"> School discipline Supporting your child's attendance School safety When you don't know who to go to 	Andolyn Brown (abrown@is289.org)
School Principal	<ul style="list-style-type: none"> School policy and/or programs School personnel When you don't know who to go to 	Zeynep Ozkan (zozkan@is289.org)
School Main Office	<ul style="list-style-type: none"> Reporting student absence Metro card replacement General questions not listed above 	Main Office: 212-571-9268 EXT 5150 and 5152
School PTA	<ul style="list-style-type: none"> Volunteer opportunities for parents PTA meeting agendas and/or notes 	pta@is289.org
After School Director	Afterschool programming and events/questions	Kevin Doyel (kdoyel@manhattanyouth.org)