



The New York City Department of Education  
**P.S. 135Q: The Bellaire Magnet School of Exploration through the Arts**

The School That C.A.R.E.S.

207-11 89<sup>th</sup> Avenue

Queens Village, New York 11427

Telephone: 718.464.2119

Fax: 718.464.8448

Website: <https://bellaireschool.com>

*Diana Graf, Principal*

*Andrea Mitchell, Assistant Principal  
Michael Ramlogan, Assistant Principal*

# Parent Handbook 2023-2024

Pending DOE Changes in Policy

Ms. Diana Graf, Principal

Vision: Every child will have the opportunity to develop into a lifelong learner through exploration in a safe and nurturing environment. High expectations will promote academic and social growth in preparing them to become independent and collaborative problem solvers.

Mission: Our Mission is to provide each student with a supportive, safe and nurturing learning environment that will foster creative and independent problem solvers. Through a project based curriculum each student will be equipped with the skills they need to reach their full potential. Students will embrace their creativity, curiosity, and diverse community as they become a confident lifelong learner.

## **Administrative Staff**

Ms. Diana Graf, Principal – [dgraf3@schools.nyc.gov](mailto:dgraf3@schools.nyc.gov)

Ms. Andrea Mitchell, Assistant Principal - [agritz2@schools.nyc.gov](mailto:agritz2@schools.nyc.gov)

Dr. Michael Ramlogan, Assistant Principal - [mramlogan@schools.nyc.gov](mailto:mramlogan@schools.nyc.gov)

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**School Phone Numbers**

Telephone: 718.464.2119 | Fax: 718-464-8448

Press 2 - Parent Coordinator

Press 3 - Main Office

Press 4 - School Nurse

Press 5 - PTA

Press 6 - Guidance Office

Press 7 - School Based Support Team

**School Times**

Morning Line-Up and Dismissal:

Pre-K: 8:00 a.m. – 2:10 p.m.

Kindergarten: 8:00 a.m. – 2:15 p.m.

First Grade: 8:00 a.m. – 2:15 p.m.

Second Grade: 8:00 a.m. – 2:15 p.m.

Third Grade: 8:00 a.m. – 2:15 p.m.

Fourth Grade: 8:00 a.m. – 2:15 p.m.

Fifth Grade: 8:00 a.m. – 2:15 p.m.

School Day: 8:00 a.m. – 2:15 p.m. Monday – Friday

**Morning Line and Dismissal will Take Place in the Following Areas Outside:**

Pre- K: Exit 10 (Inner Courtyard before the Auditorium)

Kindergarten: Exit 2 (Inner Courtyard by the cafeteria)

First: Exit 2 (Inner Courtyard by the cafeteria)

Second: Exit 7 (89th Ave and 207th Street)

Third: Exit 7 (89th Ave and 207th Street)

Fourth: Exit 5 (207th Street)

Fifth: Exit 5 (207th Street)

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Michael Ramlogan, Assistant Principal***Time and Attendance****Every Student, Every Day Attendance Policy and PlanSchool Year 2023-24****P.S. 135 The Bellaire Magnet School Exploration Through the Arts, 29Q135**

Welcome to the 2023-24 School Year!

Please see below for the attendance policies for P.S 135.

**Our school community's attendance goal**

Every Day Counts! Attendance is an important part of your child's educational success. When the number of days that a child is absent accumulates, you may not realize how it impacts your child's education. Our school's goal is that every child is in attendance more than 95%, but we strive for every day.

**Attendance taking**

P.S. 135 completes their attendance by 9 a.m. daily through the Attendance Portal in Teach Hub:

**Attendance definitions:** While every single absence is equal to missed instructional time, we nonetheless mark absences as excused and unexcused. Please provide us with information on the reason for your child's absence.

<b>Present</b>	Student attends (is physically present in the classroom/school learning environment) at least one full instructional period during the school day.
<b>Absent</b>	A student that is not physically present in the classroom school learning environment for instruction during the scheduled school day.

<b>Excused Absence</b>	An excused absence may be excused for reasons including illness, injury, family emergency, religious observation, or pre-arranged appointments.
<b>Unexcused Absence</b>	An unexcused absence is when the above does not apply.

**Communication with families**

Our school utilizes different outreach strategies, it is important that we have the most up to date information. If anything changes, please make sure to call Ms. Last at (718) 464-2119. Our school uses the following methods to communicate with families about attendance:

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### **Phone call, email, Class Dojo and mailed**

*Attendance will be discussed at each family event, PTA meetings, and parent professional development sessions. It will also be discussed during administration open office hours via zoom each week.*

### **Absences**

If you know your child is going to miss school on a certain day or will be missing school for an extended period of time, we are asking you to notify the school in advance by:

***Write a handwritten or typed note to the teacher and the classroom teacher will alert the attendance teacher.***

If your child is absent for more than two consecutive days, your child's classroom teacher will reach out to you via a phone call or a Class Dojo message. This is to check-in on their health and to give any support that is needed to have your child come back to school as soon as possible. When your child returns to school after an extended period, you will meet with a member of the attendance team prior to your child returning to class to ensure that we can provide you with any support you might need. Families should plan vacations and trips when school is not in session. If you are traveling, please send a copy of your child's airline tickets (ticket depart and arrival) with their name clearly printed.

### **Lateness**

Even if a child is late, they are still marked as present. If you know your child is going to be late on a certain day, please contact your child's teacher via Class Dojo. For the 2023-2024 school year lateness will be recorded. When your child enters into the school past 8:15 a.m., they will be given a late pass before going to their classroom.

### **Leaving early**

If your child is going to leave early on a certain day, you must bring proper photo ID. Your child's teacher should have been notified prior to your time of arrival via Class Dojo. There may be a delay if it is your child's lunch period. If you are picking up your child during 1:55-2:15p.m., we will not be able to release your child as your child may be in transit.

### **Make-up work**

If a child is absent or late, their grades and classwork could be impacted. This results in loss in instructional time. The expectation is that the child will make up the work that was assigned for the day at home. If you are traveling or plan to be absent for a long period of time, work will be provided when the child is back in school. It will not be given out before you leave.

### **Communication**

Every day a child is absent you will receive an automated phone call from the DOE. If your child is absent for more than two consecutive days, your child's teacher will call to check-in. When your child has seven accumulated absences, you will receive a letter mailed to your home. If your child has 90% or less attendance, they will be considered chronically absent. A 407 will be generated and you may be contacted by the District Attendance Person.

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### **Celebrations**

We will continue to recognize and celebrate all of the children's attendance improvement. School-Wide, we celebrate attendance each Monday with Shout-Outs over the announcements. The class numbers are displayed each week in a central location of the school building. Each month we celebrate the class with the highest attendance as well. We acknowledge and greet each and every one of our children when they come back to school and tell them how much they were missed.

Students are celebrated once a week (every Monday) with a random drawing for prizes. To enter the random drawing the child must have an 95% or higher attendance rate.

### **School calendar**

To view a calendar of the school's events, go to:

<https://www.bellarieschool.com>

If you have any questions or concerns, please contact Ms. Myriam Barreiro at (718) 464-2119.

**\*Anyone who is picking up a child must be listed on the Emergency Blue Card and must be 18 years old or older. Please remember to update your child's Emergency Blue Cards (when applicable). Parent/Guardians and anyone picking up a child must have picture ID to enter the school building and to pick up children.**

Please do not park in front of the school during morning drop off or afternoon dismissal time. The front of the school is a bus loading and drop off area. It is not a legal parking area during school hours. If cars are parked where the buses need to stop, it causes safety concerns.

For safety reasons, all children and parents must cross at the corners with the crossing guards. We want all of our children and their families to cross the street safely.

### **Dismissal**

Parents are required to pick up their children no later than 02:20p.m. every day. If the school is unable to get a hold of a parent/guardian or if there is a long period of time has elapsed after dismissal, then the school may contact NYPD to pick up the student.

Pre-K: 8:05 a.m. – 2:10 p.m.

Kindergarten: 8:00 a.m. – 2:15 p.m.

First Grade: 8:00 a.m. – 2:15 p.m.

Second Grade: 8:00 a.m. – 2:15 p.m.

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### **Pick-Up After 2:20 p.m.**

All parents or guardians that are listed on the blue card must wait outside the school building until a staff member brings your child to you at the designated area. Parents/Guardians are no longer allowed into the building to pick up their child. Once your child is brought to you outside the school building, parents/guardians must sign their children out in the school Sign Out book which requires a parent's signature, date and time. Location for Late Pick Up is the Auditorium.

All adults that are picking up a child in an emergency situation must be listed on the Emergency Blue Card. If the person that is picking up the child is not on the blue card, then the parent may email (please see previous section for administrator's email addresses) or fax permission to release their child to non-blue card adult with the Principal or Assistant Principal's consent (718-464-8448). The person that is picking up the child must sign out the student out from the P.S. 135 School Sign Out book and provide picture ID. We understand that emergencies may occur. However, our expectations are that all children will be picked up by 02:15 p.m.

There is an after-school program that is privately operated by our partner the Legacy Youth Organization. You can learn more about the afterschool program and register your child(ren) by calling 212.381.6099 or by visiting online at: <https://www.legacyafterschool.com>

If you have specific questions, then you can also contact the Legacy Program director Mr. Edison Bardowell and you can contact him via email at: [Edison@Legacyafterschool.com](mailto:Edison@Legacyafterschool.com)

### **Half-Day Dismissal**

On half days all students will be dismissed at 11:20 a.m. Please plan to have someone pick up your child on time. If your child regularly takes the school bus, they will be picked up from the school and dropped off at their assigned bus stops.

### **Homework**

Homework is given daily. The approximate time of homework per grade is:  
Kindergarten through Grade 2- 10 minutes + 15 minutes of reading time  
Third through Fifth Grade - 15 minutes + 15 minutes of reading time

Please check books and folders every night for your child(ren)'s homework and letters sent home by the school administration and your child's teacher. If your child doesn't understand the homework, please write a note/contact your child's teacher to seek support.

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We encourage you to take your children to the local library and sign up for a library card. Reading is a part of every night's homework. Picture books for younger grades are a great way to begin your child's journey in reading.

**School Supplies**

Please refer to your teachers supply list for your child's needed school supplies.

Replenish the supplies as needed. For your convenience grade level school supplies are listed on the school website at: <https://www.bellaireschool.com/policies>

**Breakfast and Lunch**

Breakfast will be served in the cafeteria at 7:45 a.m. in the cafeteria. Breakfast and lunch will be served in the cafeteria. Students will also be permitted to bring their own lunch if preferred.

**Dietary Restrictions**

Please inform the school in written form of your child's health or religious restrictions in food consumption. Although we will try our utmost best to help support and accommodate the dietary restrictions your child is responsible for not eating his/her restricted foods.

**Snack**

Students may bring snack but will be directed not to share their snacks. We encourage healthy snacks such as: pretzels, goldfish, fruit, saltines, popcorn, crackers, animal crackers, etc. Please notify your child's teacher and the school nurse immediately if your child has any allergies to food (i.e., wheat, soy, nuts, etc.).

**Report Cards**

Report Cards are posted the Parent's NYCSchools Account to children in grades K- 5 three times a year as follows, November, March and June. Children in Pre-K will receive a Progress Report three times a year. Progress Reports will be sent home in November, March and June.

Below is a Table of the Grading Dataset Methodology:

Marking Period 1	Datasets completed and collected during Marking Period 1 only
Marking Period 2	Datasets completed and collected during Marking Period 2 only
Marking Period 3	Datasets completed and collected during Marking Period 3 only
<b>Final Grade</b>	<b>Cumulative average of all three marking period datasets</b>

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The school will continue to use the following grading scale:

Level	Grade Range	Explanation
Level 4	95 – above	Excels in standards for their grade
Level 3	75-94	Proficient in standards for their grade
Level 2	74-60	Partially proficient in standards for their grade
Level 1	59 – below	Well below proficient in standards for their grade

**Vacations/Leaving the Country**

Vacations during the school year are considered unexcused absence(s). More than 2 days of absence per month, or 10 absences per school year is considered chronic absence. Chronic absence may impact your child's promotional status.

**Parent Engagement Time with Administration and Parent Coordinator**

In an effort to support communications between Administration-parents we are providing Office Hours via Zoom on Fridays at 9:30am-10:30am. You can also set up an appointment with an administrator or the Parent Coordinator by writing a note, via phone call, or E-mail. Please note that due to safety, we cannot meet with any parents during Morning Arrival (7:55am-8:30am) or Dismissal (2:00pm-2:30pm)

**Parent Engagement Time with Teachers**

If you would like to speak to your child's teacher about any issues or concerns, please send the teacher a note, an email or a message on ClassDojo to set up a meeting time. We ask that you send the request with enough time for the teacher to confirm the date and time with you. This will give all the parents the time they need to speak to their children's teacher without being rushed. Meetings will be held via phone or virtually.

All correspondence with teachers and staff must have your child's full name, daytime phone number and your child's official class. You may want to write down and keep with you (you can store this information on your iPhone or other Smartphone's note area). You will need your child's class number for:

1. When calling the school for an issue
2. When picking-up your child
3. When writing a note to a teacher/school.



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### **Change of Address/Phone Number**

Parents are required to notify the school if there is any change in their address, business or home phone numbers. In order for your address to be changed, parents must bring two proofs of address, to the main office. Please note that the school relies on these phone numbers to contact you in case of illness or an emergency. Three Emergency Blue Cards will be sent home. Please write all names and corresponding phone numbers of anyone that might pick up your child.

Emergency blue card information needs to be updated when necessary. Children will **not** be released to anyone not listed on the blue card.

### **Health**

When your child is not feeling well, sneezing, coughing or has a temperature, they should be kept at home or taken to the doctor until they are feeling better. Your child must be fever and vomit free for 24 hours before returning to school. A visit to the dentist at least once a year is recommended for preventive dental health treatment. Doctor and dental visits are asked to be made, if possible, after-school or during the weekend. If your child has an appointment during school hours, please send a note to your child's teacher so that they can prepare your child for an early dismissal. Physical Education is mandated by the State Department of Education. If your child for any reason cannot take part in Physical Education due to a medical reason, a medical note should be sent to the teacher. Please remember children should be wearing sneakers for physical education class.

If your child wears glasses, please make sure he or she wears them every day.

### **Toys/Handheld Devices**

We encourage you to keep all valuable devices or goods at home. We do not provide replacement for any lost or damaged goods. iPad, iPod, gaming systems, other electronic devices should be kept at home. If a child is seen with these items, they will be collected, and you will have to come to the school to pick up the item.

### **Cell Phone and Electronic Communication Device Policy**

Students are permitted to bring cell phones or electronic communication devices to school under the following guidelines:

- The cell phone/electronic communication device must remain off and placed in student's backpacks.
- If parents must communicate with their children during the school day, they must contact the school.

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- On the days of the State Exams, the cell phone/electronic communication device must be collected by their classroom teachers and returned after the test. It is highly recommended that cell phones be kept home on the dates of the exam.
- Cell phone/electronic communication device may not be used to take any pictures, video, or record any person and/or events of the school.
- Cell phone/electronic communication device are not permitted in the bathroom.
- If a student is seen using a cell phone/electronic communication device during school hours, school personnel will confiscate the cell phone/electronic communication device and contact the parents. The phone will then be returned to the parents/legal guardians.
- Students, who have multiple offenses, will have their cell phone/electronic communication device confiscated. Their parents will be contacted, and their cell phone/electronic communication device will not be returned until the end of the school year. The cell phone/electronic communication device will be returned to their parents/legal guardians.
- The school must post a notice of its policy on the school's website.
- The Chancellor may waive portions or all of the regulation if the Chancellor determines it to be the best interests of the school system.
- Our school assumes no responsibility for cell phones/electronic communication devices that are lost, stolen or damaged.

### **Clothing**

We are not a uniform school, but children may wear uniforms to school. (Girls-Dark skirt or slacks, and a white shirt and red tie. Boys- Dark slacks and a white shirt with a red tie.) Please label all children's clothing, book bags and lunch boxes with your child's name and class. This will help the school to return any lost items.

### **Visiting the School**

All visitors are required to follow the visitor control protocols, including showing a Government issued ID. All visitors must receive a visitor's pass, which must be returned upon exiting the building. All visitors must be escorted to and from the meeting destination, in order to prevent visitors from accessing unauthorized areas and limiting the possibility of exposure. If a parent is called by the school to pick up their child, your child will be escorted by a staff member and meet you at security.

### **Lunch Menu**

If you are interested in the lunch menu, you may visit the New York City Department of Education website at:

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

NOTE: Glass containers, gum and candy are not permitted in school.

### **Birthday Celebrations**

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We are committed to providing a safe and welcoming environment for all of the children in our school. Birthday Celebrations will be conducted in the classrooms. The birthday will be acknowledged during snack time. Food must be individually wrapped and please make arrangements with the class teacher two weeks prior to ensure the snack can be enjoyed by all children. Please note, no goodie bags will be given out to students.

**Unsafe Items**

Please do not allow your child to bring an item that would be considered unsafe to school. This includes laser pointers (which may cause eye damage), bats, plastic water guns of any kind, or anything that looks like a weapon. Such items will be confiscated by school personnel, and it may lead to disciplinary actions.