



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 89th 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 2024-2025

Pending DOE Changes in Policy

Ms. Diana Graf, Principal

Vision: At P.S. 135, we nurture lifelong learners in a safe and supportive environment. We aim to prepare independent, collaborative problem solvers through high expectations for academic and social growth. Our commitment to community, acceptance, respect, encouragement, and safety ensures all students feel valued and ready to thrive.

Mission: Our mission at P.S. 135, The Bellaire School, is to foster a safe and nurturing environment where every student feels empowered to take academic risks and explore their creativity through the arts.

Administrative Staff

Ms. Diana Graf, Principal – dgraf3@schools.nyc.gov

Ms. Andrea Mitchell, Assistant Principal - agritz2@schools.nyc.gov

Dr. Michael Ramlogan, Assistant Principal - 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. – 2:10 p.m.

First Grade: 8:00 a.m. – 2:10 p.m.

Second Grade: 8:00 a.m. – 2:10 p.m.

Third Grade: 8:00 a.m. – 2:10 p.m.

Fourth Grade: 8:00 a.m. – 2:10 p.m.

Fifth Grade: 8:00 a.m. – 2:10 p.m.

School Day: 8:00 a.m. – 2:10 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 (207th Street)

Fourth: Exit 5 (207th Street)

Fifth: Exit 5 (207th Street)

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Time and Attendance

Every Student, Every Day Attendance Policy and Plan School Year 2024-2025

P.S. 135 The Bellaire Magnet School Exploration Through the Arts, 29Q135

Welcome to the 2024-2025 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 absences accumulate, it can significantly impact your child's education. Our school's goal is for every child to have an attendance rate of more than 95%, though we strive for perfect attendance.

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.

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

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

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Communication with families

Our school utilizes various outreach strategies to ensure effective communication. It is crucial that we have the most up-to-date contact information. If any changes occur, please call Ms. Last at (718) 464-2119.

We use the following methods to communicate with families about attendance:

- Phone calls
- Emails
- Class Dojo
- Mailed notices

Attendance will be discussed at each family event, PTA meeting, and parent professional development session. It will also be addressed during administration open office hours via Zoom each week.

Absences

If you know your child will miss school on a certain day or for an extended period, please notify the school in advance by:

- ***Writing a handwritten or typed note to the teacher, who will alert the attendance teacher.***

If your child is absent for more than two consecutive days, the classroom teacher will reach out to you via phone call or Class Dojo message. This is to check on their health and provide any support needed to help your child return to school as soon as possible.

When your child returns to school after an extended absence, you will meet with a member of the attendance team before your child returns to class to ensure we can provide any necessary support.

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 (departure and arrival) with their name clearly printed.

Lateness

If you know your child will be late on a certain day, please contact your child's teacher via Class Dojo. For the 2024-2025 school year, lateness will be recorded. When your child arrives at school past 8:15 a.m., they will be given a late pass before going to their classroom.

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Leaving early

If your child needs to leave early on a certain day, you must bring proper photo ID. Notify your child's teacher in advance via Class Dojo. There may be a delay if it is your child's lunch period. If you are picking up your child between 1:55-2:15 p.m., we will not be able to release them as they may be in transit.

Make-up work

If a child is absent or late, their grades and classwork could be impacted due to the loss of instructional time. The expectation is that the child will make up the assigned work at home. If you are traveling or plan to be absent for an extended period, work will be provided when the child returns to 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, their teacher will call to check in. When your child has seven accumulated absences, a letter will be 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.

Attendance Celebrations

We will continue to recognize and celebrate all children's attendance improvements. School-wide, we celebrate attendance each Monday with Shout-Outs over the announcements. Class numbers are displayed weekly in a central location of the school building. Each month, we celebrate the class with the highest attendance.

We acknowledge and greet every child when they return to school, letting them know how much they were missed.

Students are celebrated once a week (every Monday) with a random drawing for prizes. To enter the drawing, the child must have a 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. Maria at (718) 464-2119.

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Pick-Up Procedures and Safety

- **Emergency Blue Card:** Anyone 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 Card as needed. Both parents/guardians and anyone picking up a child must have a picture ID to enter the school building and pick up children.
- **Parking:** Please do not park in front of the school during morning drop-off or afternoon dismissal. The front of the school is a bus loading and drop-off area, and parking there is not allowed during school hours. Parking in this area can create safety concerns by blocking buses.
- **Crossing Safety:** For safety reasons, all children and parents must cross at the corners with the crossing guards. We want everyone to cross the street safely.

Dismissal

Parents are required to pick up their children no later than 2:20 p.m. each day. If the school is unable to reach a parent or guardian, or if a long period of time elapses after dismissal, the school may contact the NYPD to pick up the student.

Pre-K: 8:05 a.m. – 2:10 p.m.

Kindergarten: 8:00 a.m. – 2:10 p.m.

First Grade: 8:00 a.m. – 2:10 p.m.

Second Grade: 8:00 a.m. – 2:10 p.m.

Third Grade: 8:00 a.m. – 2:10 p.m.

Fourth Grade: 8:00 a.m. – 2:10 p.m.

Fifth Grade: 8:00 a.m. – 2:10 p.m.

Pick-Up After 2:20 p.m.

- **Pick-Up Procedure:** Parents or guardians listed on the Emergency Blue Card must wait outside the school building until a staff member has checked their ID and completed the Sign-Out Book process.
- **Location:** For late pick-up, go to the cafeteria. Adults will need to walk through the Main Lobby and into the cafeteria to pick up their child from the late pick-up area.
- **Emergency Pick-Up:** All adults picking up a child in an emergency must be listed on the Emergency Blue Card. If the person picking up the child is not on the blue card, the parent must email or fax permission to release their child to the non-blue card adult, with the Principal or Assistant Principal's consent (fax: 718-464-8448). The person picking up the child must sign out the student from the P.S. 135 School Sign-Out Book and provide a picture ID. While we understand emergencies may occur, all children are expected to be picked up by 2:15 p.m.

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- **After-School Program:** Our after-school program is operated by the Legacy Youth Organization. For more information or to register your child, call 212-381-6099 or visit [Legacy Afterschool](#).
- **Contact for Legacy Program:** For specific questions, contact Mr. Edison Bardowell, Legacy Program Director, at Edison@Legacyafterschool.com.

Half-Day Dismissal

On half days, all students will be dismissed at 11:20 a.m. Please ensure someone is available to 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 assigned daily. The approximate time for homework per grade is:

- **Kindergarten through Grade 2:** 10 minutes of homework + 15 minutes of reading time
- **Third through Fifth Grade:** 15 minutes of homework + 15 minutes of reading time

Please check books and folders every night for your child's homework and any letters from the school administration and your child's teacher. If your child does not understand the homework, please write a note or contact the teacher for support.

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

School Supplies

Please refer to your teacher's supply list for your child's needed school supplies. Replenish supplies as needed.

For your convenience, grade-level school supplies are listed on the school website at: Bellaire School Supplies and on Class Dojo.

Breakfast and Lunch

- **Breakfast:** Served in the cafeteria at 7:50 a.m.
- **Lunch:** Also served in the cafeteria. Students may bring their own lunch if preferred

Dietary Restrictions

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Please inform the school in writing of your child's health or religious dietary restrictions. While we will make every effort to accommodate these restrictions, your child is ultimately responsible for avoiding restricted foods.

Snack

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

Report Cards

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
Final Grade	Cumulative average of all three marking period datasets

Grading Weights:

- **Classwork and Work Habits:** 40% of the grade
- **Assessment Scores:**
 - End of Unit Assessments: 20% of the grade
 - Quizzes: 20% of the grade
- **Project Based Rubric Scores:** 20% of the grade

The school will continue to use the following grading scale:

Level	Grade Range	Explanation
Level 4	90 – above	Excels in standards for their grade
Level 3	75-89	Proficient in standards for their grade
Level 2	74-65	Partially proficient in standards for their grade
Level 1	64 – below	Well below proficient in standards for their grade

- Report cards will be completed online using the STARS program. All classroom, ENL, and cluster teachers are responsible for entering their student's grades online by close of business (COB) the date due to administration. Website URL Address to enter grades: <https://www.nycenet.edu/starsclassroom/> User ID and Password is your DOE Email credentials.

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Vacations/Leaving the Country

Vacations during the school year are considered unexcused absences. 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

To support communication between Administration and parents, we offer Office Hours via Zoom once a month on Fridays from 9:30 a.m. to 10:30 a.m. We also hold monthly in-person meetings.

You can set up an appointment with an administrator or the Parent Coordinator by writing a note, making a phone call, or sending an email. Please note that due to safety concerns, meetings cannot be scheduled during Morning Arrival (7:55 a.m. - 8:30 a.m.) or Dismissal (2:00 p.m. - 2:30 p.m.).

Parent Engagement Time with Teachers

If you would like to speak with your child's teacher about any issues or concerns, please send a note, an email, or a message on ClassDojo to arrange a meeting time. Allow sufficient time for the teacher to confirm the date and time, ensuring that all parents have adequate time to discuss matters without being rushed. Meetings will be held via phone or virtually.

All correspondence with teachers and staff should include your child's full name, daytime phone number, and your child's official class. It's helpful to keep this information handy, such as in a note on your iPhone or other smartphone. You will need your child's class number for:

1. Calling the school about an issue
2. Picking up your child
3. Writing a note to a teacher or the school

Change of Address/Phone Number

Parents are required to notify the school of any changes to their address or phone numbers, whether business or home. To update your address, please bring two proofs of address to the main office. 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 list all names and corresponding phone numbers of anyone who might pick up your child.

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Emergency Blue Card information needs to be updated as necessary. Children will not be released to anyone not listed on the blue card.

Health

- **Illness:** If 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 better. Your child must be fever and vomit-free for 24 hours before returning to school.
- **Dental and Medical Visits:** A visit to the dentist at least once a year is recommended for preventive dental health. Doctor and dental appointments should, if possible, be scheduled after school or on weekends. If an appointment is during school hours, please send a note to your child's teacher so they can prepare for an early dismissal.
- **Physical Education:** Physical Education is mandated by the State Department of Education. If your child cannot participate due to a medical reason, a medical note should be sent to the teacher. Please ensure children wear sneakers for Physical Education class.
- **Glasses:** If your child wears glasses, make sure they wear them every day.

Toys/Handheld Devices

We encourage you to keep all valuable devices or goods at home, as we do not provide replacements for lost or damaged items. iPads, iPods, gaming systems, and other electronic devices should remain at home. If a child is seen with these items at school, they will be collected, and you will need to come to the school to retrieve them.

Cell Phone and Electronic Communication Device

Please refer to the Cell Phone Policy.

Clothing

While we are not a uniform school, children may choose to wear uniforms. For those who do:

- **Girls:** Dark skirt or slacks, white shirt, and red tie.
- **Boys:** Dark slacks and a white shirt with a red tie.

Please label all clothing, book bags, and lunch boxes with your child's name and class. This will help the school return any lost items.

Visiting the School

- **Visitor Protocols:** All visitors must follow visitor control protocols, including presenting a government-issued ID. Visitors must obtain a visitor's pass, which should be returned upon exiting the building.

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- **Escorted Access:** Visitors will be escorted to and from their meeting destination to prevent access to unauthorized areas and limit exposure.
- **Child Pick-Up:** If the school calls a parent to pick up their child, the child will be escorted by a staff member and meet you at security.

Lunch Menu

To view the lunch menu, visit the New York City Department of Education website at: [NYC DOE Lunch Menus](#).

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

Birthday Acknowledgments

We are committed to providing a safe and welcoming environment for all students. Given that many students have food allergies, we request that parents follow these guidelines for birthday celebrations to ensure the safety of all children:

1. **Food Guidelines:** Parents should refrain from sending goodie bags or purchasing food other than a quick snack or dessert. All snacks and desserts must be peanut-free. Items should be purchased from a store listing the ingredients.
2. **Advance Notice:** To have a birthday celebration during class snack time, parents must make arrangements with the teacher at least two weeks in advance. This allows teachers to plan accordingly.
3. **Celebration Details:** Birthday celebrations can be held during class snack time and will last 15 minutes.
4. **Restrictions:** Goodie bags, pizza, gifts, Bakery Items and balloons are not permitted for any celebration.

Unsafe Items

Please ensure your child does not bring any items considered unsafe to school, including but not limited to:

- Laser pointers (which may cause eye damage)
- Bats
- Plastic water guns
- Weapons or any item that resembles a weapon
- Lighters
- Household chemicals

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Such items will be confiscated by school personnel and may result in disciplinary actions.