

THE ABIGAIL ADAMS SCHOOL

P.S. 131 Q

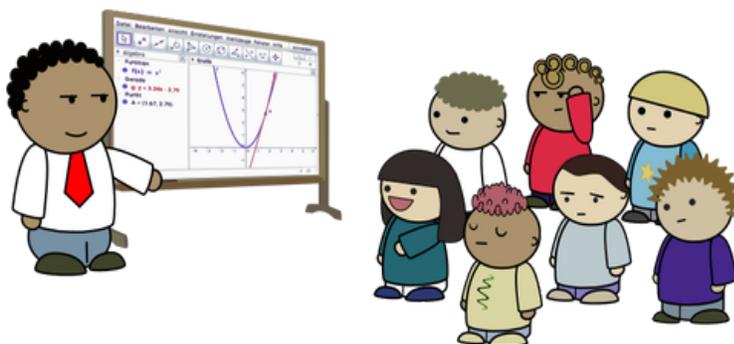
170-21 84th Ave, Jamaica, NY 11432

Phone: 718-480-2840 ~ Fax: 718-480-2845

Mrs. Veronica DePaolo, Principal

Parent Handbook

2025-2026



Website:

<https://www.ps131q.com>

Follow us:

<https://www.facebook.com/ps131q/>

<https://twitter.com/ps131q>

<https://www.instagram.com/ps131q/>

School Calendar:

<https://ps131q.com/2024-2025-school-calendar/>

"EXCELLENCE FOR ALL"

P.S. 131's School Vision Statement

We imagine a future where the students at P.S. 131 are conscious, critical thinkers of a modern and diverse society.

P.S. 131's Mission Statement

Our mission at P.S. 131 is to educate our students while supporting their social and emotional needs. In our commitment to academics, innovation and technology, we provide our students with opportunities to engage in challenging tasks, work collaboratively, develop independence and become productive citizens of a diverse learning environment, creating excellence for all.

NYCPS Mission Statement

Our mission at the New York City Public Schools is to ensure that each student graduates on a pathway to a rewarding career and long-term economic security, equipped to be a positive force for change.



P.S. 131 School Song

Stand up and sing.

Let the bells ring.

Altogether shout,

RAH, RAH, RAH!

One thirty-one,

we've just begun,

teachers and students striving for perfection.

We'll never stop.

We'll go to the top.

Cause that's the American way.

We work and we play,

and remember each day

at PS 131!



SCHOOL COMMUNITY

SCHOOL PHONE NUMBER

Main Building- (718) 480-2840/ Fax (718) 480-2845

Press ext. 2411- the Nurse

Press ext. 0- Main Office

ADMINISTRATIVE STAFF

Mrs. Veronica DePaolo, Principal	VDepaolo@schools.nyc.gov
Mrs. Kelly Cintron, Assistant Principal	KCintron2@schools.nyc.gov
Mrs. Amy Guttell, Assistant Principal	AGuttell@schools.nyc.gov
Ms. Jennifer Isgro, Assistant Principal	JIsgro@schools.nyc.gov

PARENT COORDINATOR

Mrs. Sarah Howard	slafleurhoward@schools.nyc.gov
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3K Teacher

M. Ferencz	mferencz@schools.nyc.gov
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Pre-K Teacher

L. Cataldo	lcataldo@schools.nyc.gov
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Kindergarten Teachers

M. Parker	mparker26@schools.nyc.gov
C. Taylor	ctaylor61@schools.nyc.gov
L. Sabatino	lsabatino@schools.nyc.gov
G. Gannon	ggannon3@schools.nyc.gov
T. Meir	tmeir@schools.nyc.gov
H. Damianeas	hdamianeas@schools.nyc.gov
J. Carvalho	jcarvalho@schools.nyc.gov
S. Brown	sbrown104@schools.nyc.gov
C. Miao	cmiao@schools.nyc.gov

First Grade Teachers

A. Singh	asingh22@schools.nyc.gov
N. Rahman	nrahman22@schools.nyc.gov
L. Miller	LMiller68@schools.nyc.gov

T. Denk	tdenk@schools.nyc.gov
C. Finnocchiaro	COlgiati@schools.nyc.gov
R. Juliano	RJuliano@schools.nyc.gov
S. Sharmin	ssharmin@schools.nyc.gov
L. Feldman	lfeldman13@schools.nyc.gov
L. Modik	lrainis@schools.nyc.gov
J. Youkilis	jyoukilis@schools.nyc.gov

Second Grade Teachers

T. Drouin	tdrouin2@schools.nyc.gov
E. Siltan	esiltan@schools.nyc.gov
D. DiCrescento	ddicrescento2@schools.nyc.gov
M. Partenza	mpartenza@schools.nyc.gov
C. Barrella	cbarrella@schools.nyc.gov
M. Aslam	MAslam@schools.nyc.gov
D. Terenzi	DTerenzi@schools.nyc.gov
K. Otero	KOtero@schools.nyc.gov
J. Verdecchia	JVerdecchia@schools.nyc.gov
D. Wasiak	dwasiak@schools.nyc.gov
M. Dellolacono	MDelloiacono2@schools.nyc.gov

Third Grade Teachers

L. LaMagra	llamagra@schools.nyc.gov
J. Doran	JDoran3@schools.nyc.gov
K. Karydis	kkarydis@schools.nyc.gov
N. Sata	nsata@schools.nyc.gov
L. Stojic	lstojaic@schools.nyc.gov
D. Kashdan	dkashdan@schools.nyc.gov
D. Buteric	dbuteric@schools.nyc.gov

Fourth Grade Teachers

J. Schoenbach	jschoenbach@schools.nyc.gov
J. Saia	jsaia2@schools.nyc.gov
S. Schiavo	sschiavo2@schools.nyc.gov
N. Rozhik	nrozhik@schools.nyc.gov
I. Mak Rivera	IMakRivera@schools.nyc.gov
A. Dolan	ADolan4@schools.nyc.gov

Fifth Grade Teachers

S. Barnhill	sbarnhill@schools.nyc.gov
C. DeVardo	cdevardo2@schools.nyc.gov
K. Gole	kgole2@schools.nyc.gov
J. Rindner	Jrindner@schools.nyc.gov
L. Ushry	lushry@schools.nyc.gov
J. Wittenstein	JWittenstein@schools.nyc.gov

Cluster Teachers

Science	A. Berezow	aberezow@schools.nyc.gov
Dance	C. Rodriguez	crodriguez145@schools.nyc.gov
Technology	E. Poole	epoole@schools.nyc.gov
Art	C. LaRosa	clarosa3@schools.nyc.gov
Art	N. Klein	nklein4@schools.nyc.gov
Physical Education	J. Jerabek	jjerabek@schools.nyc.gov
Physical Education	P. Anzalone	panzalone@schools.nyc.gov
Physical Education	A. Lalama	alalama@schools.nyc.gov
Physical Educaiton	S. McGann	SMcgann5@schools.nyc.gov

Speech

T. Cambourakis	tcambourakis@schools.nyc.gov
L. Ribacoff	lribacoff3@schools.nyc.gov
V. Pallotta	vpallotta@schools.nyc.gov
J. Morrice- Porrino	jmorriceporrino2@schools.nyc.gov

ESL

M. Torodash	mtorodash@schools.nyc.gov
P. Mingozi	pmingozzi@schools.nyc.gov
S. Green	sgreen82@schools.nyc.gov
J. Doyle	jdoyle8@schools.nyc.gov

IEP Teacher/SETSS

D. Penney	dpenney3@schools.nyc.gov
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Librarian

V. Levy	vlevy3@schools.nyc.gov
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Guidance Counselors

J. Brugge	JBrugge2@schools.nyc.gov
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C. Tully	cTully@schools.nyc.gov
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Social Worker

A. Knott	aknott@schools.nyc.gov
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Supervising School Aide

D. Lampkin	alampkin@schools.nyc.gov
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BUS TRANSPORTATION

Transportation eligibility is based on a student's grade level, walking distance between home and school, and existing accommodations based on a medical condition, housing status, or safety assessment. For more information please contact Ms. Denise Lampkin at alampkin@schools.nyc.gov.

SCHOOL TIMES

School Day: 8:00 am-2:20 pm Monday- Friday

Breakfast Arrival
Door Opens 7:30 AM
Door closes 7:45 AM

Grade	Door
Kindergarten	Main (new)
1 st and 2 nd	Door 1
3 rd - 5 th	Door 1

Early Arrival
Door opens 7:50 AM
Door closes promptly at promptly at 8:04 AM

- Grab & Go breakfast will be available at door 8 for all students who need breakfast after 7:50am.

Grade	Door
Kindergarten	Main
1 st and 2 nd	Door 8
3 rd - 5 th	Door 8

3K and Pre-K will enter at the main entrance at **8:00am** and be escorted to their class by their parent/guardian with an escort card.

After 8:04am, all students must enter through the main entrance and receive a late pass.

DISMISSAL:

Please see the new Dismissal Authorization Form for pickup of your child. This is a new form where you can list names of people that can pick up your child at the end of the school day. Parents or representatives listed on the Dismissal Authorization Form must pick up their children no later than **2:19 pm every day at the class designated exit door.**

The Blue Cards will still be required for picking up your child in the event of an emergency. For example, your child is sick in school and needs to be picked up early or a school emergency arises.

[W Student Authorization Letter and Form.docx](#)

Parents or authorized representatives on the Blue Card are allowed to pick up children early for an emergency, such as the child is sick. When you come in to pick them up, you must sign them out in the **Main Office first and have a photo ID.**

Children will only be released early from school to Parents/Guardians. If a parent emergency arises that the school is unaware of and someone listed as an Emergency Contact on the Blue Card has to pick up the child early, the school will contact the parent or guardian for permission/verification of an emergency. For the safety of the children, no exceptions will be made.

Parents/Guardians or Emergency Contacts must have a picture ID to enter the school building and to pick up children.

Students in grades K, 1, and 2 must be picked up by an adult listed on the Dismissal Authorization Form.

Students in grades 3, 4, and 5 may walk home only after school hours. Parents must complete the "Permission to Walk" form prior to students being released to walk.

If an older child (grades 3, 4, or 5) is being dismissed with a younger sibling (grades K, 1, and 2), the parent must write a note to both teachers. An adult must be at the lower grade student's exit to pick up both children.

Please do not park in front of the school during drop off or dismissal. It is not legal parking at that time and is a safety concern.

For safety, all children and parents must cross at the corner.

Parents may not pick up students early from school on a routine basis. For example, every Thursday at 2:00pm.

IMPORTANT - Due to dismissal procedures beginning in classrooms and to ensure the safety and security of all students, children will not be permitted to be signed out of school beginning 2:00pm and after.

CHILDREN THAT ARE PICKED UP AFTER DISMISSAL

Please understand that many staff members leave at the end of the school day and supervision for children after school hours is difficult. We understand emergencies do happen. However, we cannot provide daily care for your child after 2:20PM.

In the event you are late picking up your child, you must sign him/her out in the book at the side entrance Exit 8 on 172nd Street. Late pick-up begins at 2:30pm. Please show your ID when picking up your child.

HALF-DAY DISMISSAL

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

TIME AND ATTENDANCE

Any student arriving at school after **8:04 am** will be marked late and must enter through the new main entrance to receive a late pass. All lateness will be documented in the student's attendance.

Attendance Policy: Every missed day of school is marked as an absence.

Every absence counts. Excused absences are still absences.

- Students are expected to be at school each and every day. The New York City Department of Education Calendar is linked below:
[2025-2026 School Year Calendar](#)
- Please plan appointments and vacations accordingly.
- While we understand that life happens (illness, religious services, emergency reasons, etc.), we also firmly believe that missing a day of school is a missed learning opportunity, and thus even if the absence is "excused" (sufficient documentation is provided), the student is marked absent. Any missed day of school is marked as an absence.
 - ❖ **Students should stay home if they are sick** until at least 24 hours after their fever (temperature of 100 degrees Fahrenheit or 37.8 degrees Celsius or higher) is gone. Temperature should be measured without the use of fever-reducing medicines (medicines that contain ibuprofen or acetaminophen).
 - ❖ Not everyone with the flu will have a fever. Individuals with suspected or confirmed flu, who do not have a fever, should stay home for at least 4-5 days after the onset of symptoms. Persons with the flu are most contagious during the first 3 days of their illness.
- A student who arrives late to school or leaves early is counted as present for the day. While being at school for the entire school day is important, it is always better to come to school for part of the day than to miss the whole day. While students are marked present, missing any amount of class instruction can impact academic performance.
- An administrator, teacher, and/or a school social worker will contact a student who has a chronic number of unexcused absences.
 - **At every unexcused absence:** school staff will contact the student's family to learn why the student missed school and how we can help. Parents must provide a reason for absences.
 - **At 2 consecutive unexcused absences:** the teacher will reach out to the family to discuss absences

- o **At 10 absences or more:** an absence investigation will be generated; the teacher and a member of the Administrative Team will contact the family about the absences.
- Excessive absences may negatively impact student academic progress, which could be a cause for retention.
- We are required by law to report chronic absences (18 for the year), which affect your child's academic performance, to the State of New York.
- If you have a doctor's note for the lateness, it will be marked in the computer as an excused lateness. All late students must receive a late pass upon entering the building.

Good attendance habits are an important part of your child's school career. Therefore, the attainment of at least 90% (18 days) attendance must be the goal for every student. A note from the doctor or parent is due the day that your child returns back to school from an absence. Daily attendance and punctuality are required as it sets the tone for your child(ren) throughout their school career.

VACATIONS/LEAVING THE COUNTRY

Vacations during the school year are considered unexcused absences. Extended vacations can affect your child's promotional status if the leave impacts their progress towards grade level standards. Families should plan vacations and trips when school is not in session.

CHRONIC ABSENTEEISM

Chronic absenteeism is defined as 2 or more days absent in a given month, or more than 18 absences per school year. A staff member will call to schedule a required meeting regarding your child's absences from school if their attendance indicates that they are at risk for chronic absenteeism. Your child may also receive a Success Mentor to support with meeting the attendance policy requirements.

HEALTH

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 on the weekends.

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 must be sent to the teacher.

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

Student Devices

Student devices that have been loaned by the Department of Education are required to be brought to school daily. Please make sure the devices are fully charged. These devices will be used to support learning taking place in the classroom. Student devices will also be used to support students with homework and assignments at home, as well as on fully remote days. (ie. snow days).

HOMEWORK

Students are required to independently read each night. Suggested independent reading times are as follows:

Kindergarten	10 minutes
1 st Grade	15 minutes
2 nd Grade	20 minutes
3 rd , 4 th , 5 th Grade	30 minutes

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.

You can access following online resources, to support your children at home, via TeachHub using your child's DOE log-in credentials:

- Envisions Math

- HMH Into Reading
- i-Ready
- Queens Library
- Brainpop
- Sign into your New York City Student Account (NYCSA) to see your child's recent state test scores, attendance records, and grades. <https://www.schoolsaccount.nyc/> (For help setting up an account please contact the parent coordinator, Mrs. Howard, slafleurhoward@schools.nyc.gov .



GRADING POLICY

Grading policies are essential to ensure that students, families, and teachers have a shared understanding of how and when feedback on content mastery and skill development will be given. It is important to recognize that grades reflect a student's comprehension and competence in a given subject, their progress throughout a course and their ability to acquire new skills. Grades are regularly provided on report cards during the school year to help students and families track academic progress. At the end of a term, a final grade is issued. Please review the

 Updated Grading Policy 25/26



By NYS Standards:

<u>Level</u>	<u>Mastery Level</u>
<u>1</u>	Well Below Standards
<u>2</u>	Below Standards
<u>3</u>	Proficient
<u>4</u>	Excelling Standards

[Next Generation Learning Standards -ELA Proficiency Ratings 1-4](#)

<u>NYS Proficiency Level 1</u>	<u>NYS Proficiency Level 2</u>	<u>NYS Proficiency Level 3</u>	<u>NYS Proficiency Level 4</u>
<p>Students performing at this level are well below proficient in standards for their grade. They demonstrate limited knowledge, skills, and practices embedded by the New York State P-12 Next Generation Learning Standards for English Language Arts/Literacy that are considered insufficient for the expectations at this grade.</p>	<p>Students at this level are partially proficient in standards for their grade. They demonstrate knowledge, skills, embodied by the New York State P-12 Next Generation Learning Standards for English Language Arts that are considered partial but insufficient for the expectations at this grade. Students at Level 2 are considered on-track to meet current New York State high school graduation requirements but are not yet proficient on Next Generation learning standards at this grade.</p>	<p>Students performing at this level are proficient in standards at their grade. They demonstrate knowledge, skills, and practices embodied by the New York State P-12 Next Generation Learning Standards for English Language Arts / Literacy that are considered sufficient for the expectations at this grade.</p>	<p>Students performing at this level excel in standards for their grade. They demonstrate knowledge, skills, and practices embodied by the New York State P-12 Next Generation for English Language Arts/Literacy that are considered more than sufficient for the expectations at this grade.</p>

GRADE LEVEL EXPECTATIONS BY LEXILE, K-5

	Beginning of Year	Middle of Year	End of Year
Kindergarten	Exceeding: >BR195L Meeting: BR345L-BR195L Below: BR495L-BR345L Significantly Below: <BR495L	Exceeding: >BR100L Meeting: BR250L-BR100L Below: BR405L-BR250L Significantly Below: <BR405L	Exceeding: >BR5L Meeting: BR160L-BR5L Below: BR310L-BR160L Significantly Below: <310L
First Grade	Exceeding: >220L Meeting: 10L-220L Below: BR200L-10L Significantly Below: <BR200L	Exceeding: >290L Meeting: 85L-290L Below: BR120L-85L Significantly Below: <BR120L	Exceeding: >365L Meeting: 165L-365L Below: BR35L-165L Significantly Below: <BR35L
Second Grade	Exceeding: >480L Meeting: 290L-480L Below: 100L-290L Significantly Below: <100L	Exceeding: >545L Meeting: 355L-545L Below: 170L-355L Significantly Below: <170L	Exceeding: >650L Meeting: 425L-605L Below: 245L-425L Significantly Below: <245L
Third Grade	Exceeding: >705L Meeting: 530L-705L Below: 355L-530L Significantly Below: <355L	Exceeding: >760L Meeting: 590L-760L Below: 415L-590L Significantly Below: <415L	Exceeding: >810L Meeting: 645L-810L Below: 480L-645L Significantly Below: <480L
Fourth Grade	Exceeding: >895L Meeting: 735L-895L Below: 570L-735L Significantly Below: <570L	Exceeding: >950L Meeting: 790L-950L Below: 635L-790L Significantly Below: <635	Exceeding: >1005L Meeting: 850L-1005L Below: 700L-850L Significantly Below: <700L
Fifth Grade	Exceeding: >1050L Meeting: 900L-1050L Below: 745L-900L Significantly Below: <745L	Exceeding: >1075L Meeting: 925L-1075L Below: 770L-925L Significantly Below: <770L	Exceeding: >1100L Meeting: 950L-1100L Below: 795L-950L Significantly Below: <795L

SUPPLIES

Parents should provide children with school supplies. Replenish as needed. Each child will need a book bag so that they are able to carry books and their electronic device to and from school each day. The supply lists are available on our school website. www.ps131q.com



DIETARY RESTRICTIONS

Please write a letter to the school if your child has health or religious restrictions in food consumption. Additionally, please ensure your child is aware of their dietary restrictions. **Your child is responsible for not eating his/her restricted foods.**

SNACK

Students will be given the opportunity for a working snack time, and may bring snacks daily. 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.). GLASS CONTAINERS ARE NOT PERMITTED IN SCHOOL**

REPORT CARDS

Report cards are issued three times a year via NYC Schools Account <https://www.schoolsaccount.nyc/>. Report cards will be distributed via your child's NYSCA account in November, March, and June. If you need help to set up your New York City Schools Account (NYCSA) account, please contact Mrs. Howard at slafleurhoward@schools.nyc.gov.



PARENT TEACHER CONFERENCES

Virtual appointments for afternoon and evening parent teacher conferences will be scheduled by the classroom teacher. This time will be designated to discuss your child's progress in all subject areas. In-person meetings are available upon request to your child's teacher.

Please feel free to contact your child's teacher to schedule a virtual or in-person one-on-one meeting by sending in a note or email. Your child's teacher will confirm your date, time and meeting platform.

All correspondence with teachers and staff must have your child's full name, day phone number and child's class. Please remember your child's class number for when you call the school, pick up your child, or write a note.

Parent Teacher Conference Dates:

September 17, 2025	In-Person - Meet the Teacher Night
November 6, 2025	Virtual (Afternoon and Evening)
March 5, 2026	Virtual (Afternoon and Evening)
May 7, 2026	In - person- Meet Next Year's Teachers

PERMISSION SLIPS

When receiving a permission slip, please fill out the tear off portion at the bottom and return it to your child's teacher. Please retain the top portion for important information.

VISITING THE SCHOOL

In order to ensure the safety of the children and the staff, **all** visitors must bring photo identification to the school at all times. Please make sure that you have the physical photo ID instead of a picture it

During all visits to the school building during school hours, parents must use the main entrance to buzz in and then sign-in with the Safety Agent. The Safety Agent on duty will assist you.

**All exit doors are alarmed for the safety of our students. When exiting the building please use the main entrance only.*

CHANGE OF ADDRESS/PHONE NUMBER

Parents will be provided with two (2) Emergency Blue Cards to complete for the school. Emergency Blue Card information needs to be current with people who are allowed to pick up your child from school in the event of an emergency, such as your child is sick or a school emergency. If any Emergency Blue Card information changes, you must contact the school to update the information.

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 **2 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.

Parents or guardians can update contact information in their NYC Schools Account.

www.schoolsaccount.nyc

TOYS



Toys can be thrown, dropped, or cause noise, leading to disruptions and potentially hurting other students. Please keep your child's toys at home.

CELL PHONE POLICY - NEW!

P.S. 131 Queens

School Cell Phone & Electronic Device Policy

Purpose:

To create an environment conducive to learning by minimizing distractions caused by cell phones and other personal internet-enabled electronic devices, ensure the safety and focus of all students during school the school day, and follow [Education Law §2803](#), effective August 1, 2025, all New York State schools are required to adopt a policy that prohibits the use of personal internet-enabled devices during the school day on school grounds. An "internet-enabled electronic device" is defined as an electronic device capable of connecting to the internet and enabling the user to access content on the internet. Examples of such devices include cell phones, smartphones, smartwatches, laptops, tablets, iPads, and portable music and entertainment systems.

Policy statement:

Students will not be permitted to use or access their personal internet-enabled electronic devices upon arrival at school until the end of the school day. The school day is defined as the period from the moment students enter the school building until the last class of the day ends, including during lunch. The school day starts at 8:00 AM and ends at 2:19 PM. Students will be able to use school/NYCPS-issued devices during the school day.

1. COLLECTION/STORAGE

- Upon arrival, students must power off their devices.
 - At 8:00 AM, students will place their devices in a locked pouch, and the classroom teacher will secure the pouch.
 - Students will store their locked pouches in their backpack for the day.
 - At the end of the school day, classroom teachers will unlock the student pouches for students to remove their device(s).
 - Students with approved early dismissal will have their pouch unlocked by the classroom teacher before leaving the classroom.
 - If a storage device, such as a pouch, is lost or damaged, the school will require a nominal fee for a replacement.

EMERGENCY COMMUNICATIONS

- In case of emergency or exigent circumstances, parents or guardians can call the main office at 718-480-2840, extension 0, to reach their child.
- Students will use the main office in case of an emergency to call parents.

- In case of emergency or exigent circumstances, the school will use GAMA and Kinolved to communicate information to parents or guardians.

1. Here is how parents/guardians can access the automated messaging system:

- Be sure that the school, classroom teacher, and parent coordinator all have updated email addresses and phone numbers.
- If you need help to set up your New York City Schools Account (NYCSA) account, please contact Mrs. Howard at slafleurhoward@schools.nyc.gov

2. EXCEPTIONS

- Students are allowed to use their device if they have an individualized education program (IEP) or 504 Plan that includes use of an internet-enabled device and do not have a DOE-issued device for such purpose.
- Parents/guardians must contact Principal DePaolo if a student requires an exception for reasons such as: medical monitoring/treatment s (for example to monitor blood sugar or other similar circumstances), if student is a caregiver, for approved language purposes (such as translation or interpretation services if no other means are available), or where otherwise required by law.
- The principal/designee may authorize use for an educational purpose.
- Exceptions will be processed and approved within 1 week.

3. DISCIPLINE

- Students who use electronic devices in violation of the NYCPS Discipline Code, the school's policy, Chancellor's Regulation A-413, and/or the NYCPS Internet Acceptable Use and Safety Policy ("IAUSP") will be subject to progressive discipline. This means that the disciplinary responses will escalate based on the nature and frequency of the violation. As provided in the State law, a student may not be suspended solely on the grounds that the student accessed a personal internet-enabled device in violation of school policy. Repeated incidents of insubordination (i.e. refusal to surrender or store devices) **may** result in a suspension **if approved** by the Office of Safety and Youth Development.

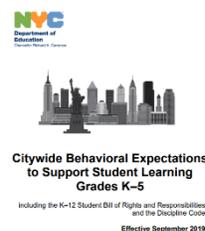
4. OTHER: If lost or stolen

- In the unlikely event that an electronic device is stolen or damaged at school, parents can submit a claim to the Comptroller's Office. More information on submitting a claim is available on the [Comptroller's webpage](#).

We appreciate your cooperation in helping us maintain a focused and productive learning environment. If you have any questions or need further clarification regarding these policies, please do not hesitate to contact a member of the administrative team at 718-480-2840.

DISCIPLINE CODE The New York City Department of Education is committed to ensuring that our schools are safe, secure, and orderly environments in which teaching and learning take place each day. A safe and supportive school depends upon the efforts of all members of the school community—teachers, students, administrators, parents, counselors, social workers, safety personnel, related service providers, cafeteria workers, custodians, and bus staff—to treat one another with mutual respect.

The Chancellor has put in place Citywide Behavioral Expectations to Support Student Learning. This is the Student Intervention and Discipline Code along with Bill of Student Rights and Responsibilities for all students in grades K-12. When making decisions regarding discipline, the administrative team will reference this handbook. Parents may receive a copy of this discipline code at



[Citywide Behavioral Expectations to Support Student Learning Grades K-5](#)

CLOTHING

We are not a uniform school. 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.

MEALS

At New York City Public School (NYCPS) breakfast and lunch is free for all students. At PS 131, a halal option is available.

We need your help to make this program a success. All parents, regardless of income, must still complete a School Meals Form so that our schools get access to federal funding for this program and others. Please complete the form online at:

<https://www.myschoolapps.com/Application> by the end of December. A hardcopy of the form will also be sent home and is available at your school's main office.

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/school-lunch-meals>

GUM AND CANDY

Gum chewing and candy eating are not permitted in school. Please do not send your child to school with these items.

BIRTHDAYS

If you would like to have a special birthday snack in the school, you must make your request to your child's teacher at least **two weeks** in advance. All snacks must be individually packaged, store bought and peanut free. **No cakes or candy goodie bags are permitted.** *Parents will not be able to attend celebrations in the classroom as this is a celebration for the class.*

UNSAFE ITEMS

Please do not allow your child to bring an item that would be considered unsafe to school. This includes laser lights (which can cause eye damage), fidgets, bats, plastic water guns of any kind, a weapon or anything that looks like a weapon. Such items will be collected immediately, and you will receive a phone call to pick them up.

MEETING WITH THE PRINCIPAL/ASSISTANT PRINCIPALS

If you have a concern and/or question that you feel needs to be addressed by the administrative team, you are encouraged to visit, call or email.

