



P.S. 115Q
The James J. Ambrose School
Danielle LaPorte
Principal
Kristal Tang
Assistant Principal
80-51 261st Street
Floral Park, NY 11004
Phone 718-831-4010
Fax 718-831-4014
26Q115@schools.nyc.gov



2020-2021 Parent Handbook



Vision & Mission of P.S. 115Q

“Equal Opportunity for Success”

At P.S. 115Q, The James J. Ambrose School, we will achieve equal opportunity for success by fostering a culturally diverse community where we provide a safe, respectful, and nurturing learning environment to support all our students academically, socially, and emotionally. We will ensure all students have access to high quality instruction and are encouraged to explore, achieve, and excel to their fullest potential. Through collaboration with families, teachers, and students, we will instill the love of lifelong learning so that our children become productive citizens and are prepared for an ever-changing world.



Dear Parents/Guardians,

Welcome to Public School 115Q, The James J. Ambrose School for the 2020–2021 school year!

SCHOOL HOURS

Pre-K & Kindergarten (8:35 AM- 2:00 PM)
Students in Grades 1- 5 (8:30 AM-1:55 PM)

Monday-Friday

Please make sure to follow the Blended-Learning Schedule for your child(ren)

Model 2

Week	Mon.	Tues.	Wed.	Thurs.	Fri.
	Group D (Remote)				
1	Group A	Group B	Group A	Group B	Group C
2	Group B	Group C	Group A	Group B	Group C
3	Group C	Group A	Group A	Group B	Group C

IMPORTANT SCHOOL CONTACT INFORMATION

School E-Mail: 26Q115@schools.nyc.gov	
Main Office: 718-831-4010	
Fax: 718-831-4014	
School Nurse (718) 831-9562	Parent Coordinator, Kevin Burke (917)-328-2699
Guidance Counselor, Ms. Georgelis, (718) 831-4013	
School Based Support Team (Dr. Chan, Ms. Mirza, Ms. Hui) (718) 831-4010 ext. 1173	
Bus Coordinator, Sui Jim (718) 831-4010 ext. 1034	

SCHOOL SAFETY/VISITOR PROTOCOLS

The School Safety Agent's Desk is located in the lobby at the Main Entrance. Due to our new general safety protocols, we ask that you please follow appropriate physical distancing guidelines and wear a face covering upon entering. Any visitor who has paperwork for the main office will be asked to use the drop-off bin located in the front entryway of the building. For visitors who need to pick-up a child from the nurse's office, isolation room, or pick-up a child early from school, we ask that you **please call the main office upon arrival (outside of the building) at (718) 831-4010.**

NEW: Prior to building entry, all visitors must complete a health screening at <https://healthscreening.schools.nyc/> and present a clearance result either on your phone or a printout copy to the Safety Agent. Hard copies of the screening form will also be available at the Safety Agent's Desk as well. For the safety of all members of the P.S.115Q community, visitors must always stop at the Safety Agent's Desk, **present picture identification and sign-in** before visiting anywhere in the building.

****All visitors must enter and exit at the Main Entrance ONLY.****
Everyone must observe this procedure so that all our children, teachers, and staff members will be safe.



Go Paperless! Follow us electronically at:

SCHOOL WEBSITE (please visit it regularly for important school updates and announcements)

<http://www.ps115jamesjambrose.org>

PTA WEBSITE:

<https://ptaps115.wixsite.com/jamesjambrose>

PTA EMAIL:

PS115apta@gmail.com

Telephone: 718-831-4010 Ext. 2532

PARENT COORDINATOR:

Kevin Burke

TELEPHONE: (917)-328-2699

EMAIL: kburke4@schools.nyc.gov

Twitter: @PS115Q

NYC Department of Education WEBSITE:

<http://schools.nyc.gov/default.htm>

Office of Pupil Transportation:
<http://www.optnyc.org/home/default.htm>

NYC School Food:

<http://www.schoolfoodnyc.org/schoolfood/MenuDailyDisplay.aspx>

Attendance Policy

Regular attendance in the nurturing in-person and virtual learning environments of P.S. 115Q is essential to ensuring that our children are academically and socially successful.

Please check the school calendar carefully so that you can plan your family vacations during times when school is not in session. Taking your child out of school for family trips is not only against New York City Regulations, it is disruptive to your child's learning as they will miss important work necessary for their academic success.

ABSENCES

If your child is absent from school or unable to participate during their remote class, please notify the classroom teacher using Class Dojo stating the reason for the absence. (Class Dojo communication systems will be set up by each teacher)

ARRIVAL- Students are expected to arrive to school on their designated in-person day (Cohort A, B, or C) and on time. Students are expected to be at arrival locations by **8:30 AM for grades 1 – 5 and 8:35 AM for grades Pre-K & K.**

Late Students- Students arriving after **8:40 AM** in all grades, including Pre-K must enter through the Main Entrance to receive a late pass prior to going to their classroom. Excessive lateness may result in disciplinary action according to the Citywide Behavioral Expectations/ Discipline Code.

DISMISSAL- Parents must pick up their children promptly at **1:55 PM (Grades 1-5) or 2:00 PM (Pre-K & K).**

LATE PICK UP- Any students who are left after the Dismissal Pick-Up time will be brought to the area outside the main office. Upon arrival, you must enter through the main entrance and sign your child out from the Late Pick-Up book indicating the time of pick-up, if late pick-up is after 2:10 PM.

For safety reasons, children may only be picked up by someone listed on the Blue Emergency Card with identification. Children may only be picked up by someone that is over 18 years of age. Please keep your Blue Emergency Cards up to date and list the names of anyone who would be able to pick up your child.

EARLY RELEASE PROTOCOL: Please make every effort to schedule your child's doctor/dentist appointments outside of school hours. If you do need to pick up your child early from school for any reason, including if your child becomes ill during the school day, only an adult (over 18 years old) who is listed on the Blue Emergency Contact Card can sign out and pick up your child. Upon arrival at the school, we ask that you **please call the main office (from outside of the building) at (718) 831-4010 and follow the safety/visitor protocols indicated above.** The safety agent will notify you when you can enter the main office where you will need to present picture ID.

ARRIVAL AND DISMISSAL LOCATIONS

****When waiting for your child at dismissal please follow social distancing guidelines and wear a face covering. This year we are asking that only one adult per child be present for arrival or dismissal****

For the safety of all of our students and to be respectful of our neighbors we ask that you please note the following safety procedures:

- Follow all traffic and pedestrian rules when dropping off and picking up your children. Do not stop in the middle of the street to drop off your child. Do not park in driveways or double park your car.
- The crossing guard will assist children at 261st Street/81st Avenue in crossing the streets at P.S. 115Q. Do not obstruct crosswalks.
- Please do not park your car in front of any of the school entrances/exits so that buses can pull up to the school building.
- Pets are not permitted on school property.

ARRIVAL & DISMISSAL

Pre-K & Grade 3

Door A (Closest to the schoolyard) on 261st Street

Grade 1 & K.1.2-105

Main Entrance (Door B)

Kindergarten Classes: K-101 & K-102

(Garden Area on 81st Avenue)

Grade 2

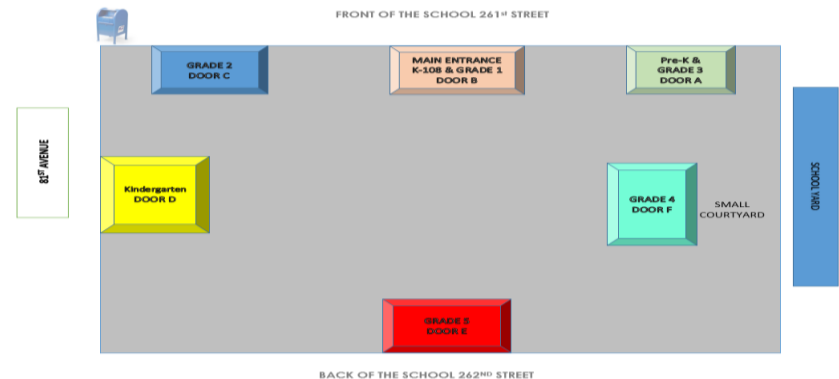
Doors located on 261st Street
(Closest to 81st Avenue- Door C)

Grade 4 & 3.4.5-214

Doors in the small courtyard (By the Stairs)

Grade 5

Back doors located on 262nd Street



SCHOOL CLOSINGS AND DELAYED SCHOOL OPENINGS

Please be advised that the Chancellor is the only one authorized to make the decision to close or delay the opening of schools during stormy weather. The citywide decision will be made as early as possible on the inclement day and will be posted on the Department of Education website (www.schools.nyc.gov) that morning.

SCHOOL CLOSURES DUE TO POSITIVE COVID-19 CASES

There are various scenarios in which a school or classroom with a confirmed positive COVID-19 case may need to close. Please view the table below for information on school or class closures.

Conclusion of Investigation	During Investigation (for at 24 hours)	After Investigation
One confirmed case	Close classroom, transition to remote learning	Classroom remains closed for 14 days; students and staff in close contact with positive case quarantine for 14 days.
At least two cases linked together in school, same classroom	Close classroom, transition to remote learning	Classroom remains closed for 14 days; students and staff in close contact with positive cases quarantine for 14 days
At least two cases linked together in school, different classrooms	Close school building, transition to remote learning	Classrooms of each case remain closed and quarantined for 14 days, additional school members are quarantined based on where the exposure was in the school (e.g., the locker room)
At least two cases linked together by circumstances outside of school (e.g., acquired infection by different setting and source)	Close school building, transition to remote learning	School opens after investigation, classrooms remain closed for 14 days
At least two cases, not linked but exposure confirmed for each outside of school setting	Close school building, transition to remote learning	School opens after investigation, classrooms remain closed for 14 days
Link unable to be determined	Close school building, transition to remote learning	Close school for 14 days

When the Chancellor's decision is to close or delay schools, the Office of Pupil Transportation will advise the bus companies. Regular school buses will run as long as schools are kept open. All parents should use their discretion as to whether they will permit their children to ride the school bus to school on stormy days, recognizing that travel time will be longer and there will be many delays.

Register for Notify NYC at: <https://a858-nycnotify.nyc.gov/notifynyc/> and you will be notified of school closings or delays via text message or email.

****EMERGENCY CONTACT CARDS****

Family Emergency Contact Information is required by the New York City Department of Education. In case of an emergency, **we MUST have more than one WORKING phone number** (home, work, or cell number) and a contact person who can be reached if you are not available. Please fill out the electronic EMERGENCY CARD and attach it as a file using the google form provided in a parent email. **EMERGENCY INFORMATION MUST BE UPDATED REGULARLY TO REFLECT YOUR CURRENT STATUS (e.g. PLEASE NOTIFY THE SCHOOL OF ANY CHANGE IN YOUR HOME ADDRESS, WORK NUMBER, EMERGENCY CONTACT PERSONS, ETC.). PLEASE REMEMBER THAT THE SCHOOL WILL RELEASE A CHILD ONLY TO THOSE PERSONS LISTED ON THE CHILD'S EMERGENCY CARD**

BREAKFAST & LUNCH

Due to social distancing guidelines and spacing capacity, we are unable to open our doors for students prior to 8:30 AM. All students will have the option of a "grab-and-go" breakfast and a "grab-and-go" lunch free of charge. Breakfast and lunch will be served in the classroom to support social distancing, and minimize interaction between groups of students. During meals and snacks, students will be directed to not share food or beverages. Students will also be permitted to bring their own lunch if preferred. If your child does not eat breakfast at school, please be sure that s/he has eaten a healthy breakfast before leaving the house in the morning.

**** Remote- breakfast pick up**



LUNCH PROCEDURES

In accordance with our new safety guidelines, children will eat lunch in the classroom. All students will have the opportunity to wash their hands both before and after they have finished their lunch. During this time teachers will engage students in various fun and instructional read-alouds and social emotional activities.

LUNCH TIMES

Pre-Kindergarten, Kindergarten and Grade 1	10:30 AM
Grades 2 & 3	11:15 AM
Grades 4 & 5	11:55 AM

SCHOOL TRANSPORTATION/BUSING

If your child is eligible for busing, please inform the teacher **in writing** whenever your child **will not** be riding the bus home. If a note is not received, your child will be placed on the school bus. Please note that no child will be left at the Bus Stop unless you or your representative is present. If your child is not met at the designated stop the driver will return him/her to the school, where you will then have to pick up your child.



BUS SAFETY

As always, our priorities are to ensure the health and safety of our children! It is IMPORTANT that parents of children who use the school bus review the following guidelines:

- no throwing objects out of the school bus window,
- please stay in your seat at ALL times,
- use low voices - no shouting or loud talking - be considerate of others, and
- listen to the bus driver; s/he is there to help you and to provide safe travel.

We ask your cooperation in reinforcing proper conduct on the bus and while waiting in school for the bus. Failure to adhere to our guidelines may result in disciplinary action according to the Citywide Behavioral Expectations/Discipline Code and/or the suspension of bus privileges.

CELL PHONES, COMPUTING DEVICES, AND PORTABLE MUSIC AND ENTERTAINMENT SYSTEMS ON SCHOOL PROPERTY POLICY

Children may not bring laptops, tablets, Kindles, iPads, smart watches, and other similar computing devices as well as portable music and entertainment systems, such as iPods, MP3 players, PSP, and Nintendo DS. The school will not be responsible for lost, stolen, or broken cell phones or electronic devices.

According to the NYCDOE Chancellor's Regulations, students are permitted to bring cellular phones to school. All cellular phones must be turned off and remain in student backpacks during the school day. All devices will be confiscated when seen and/or heard. Cellular phones will be returned to parents/guardians ONLY. If you need to speak with your child during the school day, please call the main office at 718-831-4010.

BIRTHDAY POLICY

Unfortunately, due to new safety guidelines we are unable to accommodate birthday celebrations in the classroom this year.



SCHOOL DRESS CODE

Children are to be appropriately dressed according to the weather. In cold weather, children should wear warm clothing, including wearing multiple layers, hats, gloves and scarves. In warm weather **children may not wear belly baring tops, very tight or short shorts, nor may they wear flip-flop/opened toe sandals.** Children must wear sneakers or closed shoes, as sandals are dangerous in the yard and on the stairs. Sneakers MUST be worn on Physical Education days. Students who do not wear sneakers on their designated Physical Education days will not be permitted to participate. This could also impact a student's report card grade.

CITYWIDE BEHAVIORAL EXPECTATIONS

The Citywide Behavioral Expectations document is available online at https://cdn-blob-prd.azureedge.net/prd-pws/docs/default-source/default-document-library/discipline-code-kindergarten-grade-5-english.pdf?sfvrsn=ffcb69f5_59

It is important that you and your child discuss the importance of appropriate school behavior in the classroom setting as well as in the virtual setting. Both parents and teachers will work to help students be good digital citizens. Both need to support students in using the internet in ways that are safe, responsible, and appropriate. Students who follow the rules as strong digital citizens are more likely to have an effective digital learning experience. Students who do not follow digital citizenship guidelines are subject to disciplinary action according to the Citywide Behavioral Expectations.

[Social Media Guidelines for Students 12 and Younger](https://www.schools.nyc.gov/school-life/school-environment/digital-citizenship/social-media-guidelines-for-students-12-and-younger) link:
<https://www.schools.nyc.gov/school-life/school-environment/digital-citizenship/social-media-guidelines-for-students-12-and-younger>

Common Sense Education link:
<https://www.common sense.org/education/digital-citizenship>

2020-2021 SCHOOL CALENDAR

You can view this calendar online at:
<https://www.schools.nyc.gov/about-us/news/2020-2021-school-year-calendar>

PARENT COMMUNICATION AND INVOLVEMENT	
SCHOOL CALENDAR: MONTHLY REMINDERS & UPDATES	At the beginning of each month, please check the school website for a monthly calendar of events and schedules. The monthly calendar will also be shared via email.
PARENT-TEACHER ASSOCIATION (PTA)	Please support our PTA and attend monthly virtual meetings. Dates are included on the school calendar. Please also visit their website for important information: https://ptaps115.wixsite.com/jamesjambrose
SCHOOL LEADERSHIP TEAM (SLT)	Monthly virtual meetings are included on the school calendar and are open to the public.
PARENT COORDINATOR EMAIL DISTRIBUTION	Please email Parent Coordinator, Kevin Burke kburke4@schools.nyc.gov to be included in this select group.
PARENT / TEACHER ENGAGEMENT OFFICE HOURS M-F 2:00-2:20 PM	Parents are encouraged to use this time to schedule appointments with their child's teacher to discuss his/her academic progress.
CONVERSATION WITH SCHOOL LEADERS	Scheduled meetings with the Principal and Assistant Principal to discuss school-wide information.
Class Dojo	

We are looking forward to a successful and productive year working together with you and your child to ensure academic success!

Sincerely,
Ms. Danielle LaPorte
Principal