

**QUEENS HIGH SCHOOL FOR
THE SCIENCES AT YORK
COLLEGE**

**STUDENT/PARENT HANDBOOK
2017-2018**

ANA DE JESÚS, PRINCIPAL

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Principal's Welcome Message

Dear Students and Parents:

Welcome to the 2017-2018 school year!

This handbook outlines the expectations that Queens High School for the Sciences at York College has for all students. It reinforces the standards as set by New York State Department of Education and the *NYC DOE Student Behavioral Expectations* to ensure that all students have a successful high school experience.

In order to adapt to the changing needs of the school, this handbook is a living document and subject to change. Any revisions made will be communicated to all the members of the school community.

I look forward to a productive and successful 2017-2018 school year.

Sincerely,

Ana De Jesús, Principal

School Mission and Instructional Focus

School Mission:

To nurture and develop a community of learners by piquing their curiosity to become independent thinkers

Instructional Focus:

If teachers incorporate multiple formative assessment practices and writing in their daily lessons, supported by actionable, specific and timely feedback, then students will make their thinking visible and demonstrate a deeper understanding in all subjects

QHSS Student Expectations and Responsibilities:

A quality, challenging, enriched educational environment is the right of all students. Every member of the school community, including students, plays a critical role in maintaining a positive environment. Therefore, students have a responsibility to:

- Make every effort to achieve in all areas of their education by attending school regularly, attending all classes on time, being prepared to learn, actively participating in all classes and activities, and achieve to his/her highest academic level.
- Enroll in a multiple Advanced Placement (AP) and/or College Now courses.
- Participate in extra-curricular activities such as community service, internship, peer mentoring, etc.
- Adhere to all school and NYCDOE regulations, follow the NYCDOE Discipline Code, demonstrate pride in his/her environment, and respect the property of others.
- Be polite, courteous, and respectful toward others.
- Address concerns about policies, issues, and actions of others with the appropriate staff member.
- Treat others fairly and respectfully, respect the opinions and feelings of others, avoid using offensive language, and speak with the appropriate staff member with any concerns or misgivings you have about anyone.
- Recognize that freedom of speech does not give anyone the right to interfere with the orderly and safe operation of the school.
- Be responsible in the use of social media.
- Maintain a safe, healthy, and clean learning environment. Respect all school's facilities and the York College campus.
- Collaborate with peers in and outside the classroom.
- Develop ownership and leadership skills by actively participating in Student Government activities and school-wide initiatives aligned to the vision and mission of the school

PHONE DIRECTORY

SCHOOL LEADERSHIP

Ms. A. De Jesús	Principal	Room 204 X 2154
Mr. G. Reo	Assistant Principal Organization	Room 215B X 2171

ADMINISTRATIVE AND SUPPORT STAFF

Ms. J. Meslin	Guidance Counselor	Room 223A X 2235
Ms. R. Minkowsky	Guidance Counselor	Room 223B X 2231
Ms. S. Baksh	ARISTA	Room 223 X 2233
Mr. C. Kalamaras	Dean	Room 223C X 2234
Ms. S. Gosine	Principal/Payroll Secretary	Room 239 X 2152
Ms. B. Wittstruck	Pupil Accounting/Purchasing Secretary	Room 215 X 2155
Ms. S. Bucaria	Aide	Room 215 X 2126
Ms. K. Mannino	Aide	Room 215 X 2157
Nurse's Office	Nurse	Room 217 X 2153

DEPARTMENT TEACHER CONTACT INFORMATION

English/S.S Department	Room 233 X 2331
Math Department	Room 203A X 2033
Foreign Language and Science Department	Room 235 X 2351
Physical Education Department	Room 223E X 2233
Music Department	Room 241 X 2141
Art Department	Room 221 X 2211
Mr. Lin/Dr. Rabl Science Department	Room 218 X 2013/2184

2017-2018 SCHOOL CALENDAR

September 5, 2017	Teachers report. Students will not be in attendance
September 6, 2017	Chancellor's Conference Day for staff development; students will not be in attendance.
September 7, 2017	School session begins for all students.
September 21-22, 2017	Rosh Hashanah (school closed)
September 28, 2017	High School: Parent-Teacher Conferences
October 9, 2017	Columbus Day Observed (schools closed)
November 7, 2017	Election Day: Chancellor's Conference Day for staff development. Students will not be in attendance.
November 9-10, 2017	High School: Evening Parent-Teacher Conferences (11/9/17) and Afternoon Parent-Teacher Conferences (11/10/17); early dismissal for high school students.
November 23-24, 2017	Thanksgiving Recess (schools closed)
Dec. 25, 2017 – Jan. 1, 2018	Winter Recess (schools closed)
January 15, 2018	Dr. Martin Luther King Jr. Day (schools closed)
January 26, 2018	fall term ends for high school students.
January 29, 2018	Chancellor's Conference Day for staff development in high schools; students will not be in attendance.
January 30, 2018	spring term begins for high school students.
February 16-23, 2018	Lunar New Year and Midwinter Recess (includes Washington's Birthday and Lincoln's Birthday, observed; schools closed)
March 8-9, 2018	High School: Evening Parent-Teacher Conferences (3/8/18) and Afternoon Parent-Teacher Conferences (3/9/18); early dismissal for high school students.
Mar. 30 – Apr. 6, 2018	Spring Recess (including Good Friday and Passover; schools closed)
May 3, 2018	High School Parent-Teacher Conferences
June 7, 2018	Anniversary Day: Chancellor's Conference Day for staff development; students will not be in attendance.
June 15, 2018	Eid-al-Fitr (schools closed)
June 22, 2018	Regents Rating Day: In non-District 75 high schools, students will not be in attendance.

Bell Schedule

2017-2018

	Monday	Tuesday	Wednesday	Thursday	Friday
Period 1	8:00 – 8:48	8:00 – 8:48	8:00 – 8:48	8:00 – 8:48	8:00 – 8:30
Period 2	8:51– 9:39	8:51– 9:39	8:51– 9:39	8:51– 9:39	8:33 – 9:03
Period 3	9:42 – 10:30	9:42 – 10:30	9:42 – 10:30	9:42 – 10:30	9:06 – 9:36
CLUBS					9:39 – 10:19
Period 4	10:33 – 11:21	10:33 – 11:21	10:33 – 11:21	10:33 – 11:21	10:22 – 10:52
Period 5	11:24 – 12:12	11:24 – 12:12	11:24 – 12:12	11:24 – 12:12	10:55– 11:25
Period 6	12:15 – 1:03	12:15 – 1:03	12:15 – 1:03	12:15 – 1:03	11:28– 11:58
Period 7	1:05 – 1:53	1:05 – 1:53	1:05 – 1:53	1:05 – 1:53	12:00 – 12:30
Period 8	1:55– 2:43	1:55– 2:43	1:55– 2:43	1:55– 2:43	12:32– 1:02
Period 9	2:45– 3:33	2:45– 3:33	2:45– 3:33	2:45– 3:33	1:04 – 1:34

Announcements

Daily school announcements are scheduled during period 7. Important announcements are communicated via the school's website, Pupil-Path, REMIND and phone messenger. It is important that students and families check these sources of information regularly and update any contact information as soon as possible.

Attendance

Daily attendance is crucial for student academic success.

When a student is absent, the parent/guardian must call the Main Office at 718-657-3181 before 9:00am to report the absence. An absence note, signed by the parent/guardian must be brought to the Attendance Office (Room 215) before the student's first class on the day of return. If the student went to the doctor as a result of his/her illness, then a doctor's note is required.

Student absences are reported to parents on the day of the absence. If the parent/guardian was unaware of his/her child's absence, the parent/guardian should call the Main Office at 718-657-3181. Also, in some cases, it is important to follow-up with the guidance counselor.

It is important that students and/or parents notify the school of any changes to their contact information.

Absence from Tests

Students absent from tests are required to make-up the missed exam in a timely fashion (three to five school days). A student must bring a note from a parent or a doctor's note as an excuse. After a second test absence, the teacher will conduct an investigation to see whether or not the absence was legitimate. Students are responsible for being proactive and seeking opportunities to make-up the missed test. Students who cut class are not eligible to make-up missed exams. Students will not receive a grade penalty for students who make-up missed exams due to legitimate reasons.

Academic Integrity Policy

The QHSS community does not tolerate academic dishonesty that may consist of cheating and/or plagiarism. For the first offense, the student will receive a zero for the assignment (test, project, classwork, presentation, etc.) and the parent/guardian will be notified. Furthermore, the student will be excluded from one after-school activity and receive up to three days of detention. For the second offense, the student will receive a Principal's suspension and exclusion from at least three student activities. Also, he/she will be required to write an essay about the impact of academic dishonesty and cheating on his/her college and career goals.

Address Change

NYC law requires that each school maintain up-to-date biographical information for each student. It is imperative that the school is able to contact students and parents/guardians in the event of an emergency and that important mail is able to reach you.

Any change in address, telephone number, e-mail, or any other biographical information must be reported to the school. A Blue Emergency Contact Card must be completed whenever a student's address changes or if a parent's/guardian's home telephone number, cell number, or e-mail address is changed.

Academic Support

If a student is experiencing academic challenges, for example, he/she is having difficulty maintaining their grades, there are many resources available for support. These may include talking to the guidance counselor, holding a conference with the teacher, Principal and parent; attending ARISTA peer tutoring, lunch (if available) and after school tutoring.

It is important that students are proactive. It is recommended that they have regular conversations with their teachers regarding their academic progress.

Advanced Placement (AP) Courses

AP and College Now courses are college level courses taken in high school. Every AP course culminates in an examination in May. **All students enrolled in AP courses are required to take the corresponding examination.** The cost of each exam is set by the College Board each year. AP exams are scored on a scale of 1 to 5, with 5 being the highest score. Many colleges will offer college credit or allow the student to skip an introductory course if the student's score on each AP examination was a 3 or higher.

AP courses will replace core courses as long as the coursework is aligned to the NYS learning standards required for those courses.

Students enrolled in AP courses are not allowed to drop the course without having a conference with the principal, guidance counselor and parent. Students and parents should speak with a guidance counselor to learn about the eligibility requirements for AP courses.

After School Activities

All after school activities, including PSAL sports, start after the end of the student's last period depending on teacher availability. The only exception to this rule is PSAL away games, which necessitate students leaving school early.

All after-school activities must be supervised by a school administrator and a teacher. If a student is interested in organizing an after school activity, he/she must get the approval from the Principal first.

ARISTA

ARISTA, the National Honor Society, is an organization consisting of students who demonstrate academic excellence, outstanding character as well as school community service. The requirements for ARISTA are as follows:

1. Junior or Senior
2. 90 above cumulative average
3. No disciplinary record

All ARISTA members must complete a certain numbers of community service hours. Also, all students must remain in good standing in order to continue being part of this organization.

Athletic Programs

A NYCDOE Athletic Medical Form must be obtained and completed by your doctor, and a Parental Consent Form must be signed by a parent/guardian to participate on an Athletic team. The completed forms should be returned to Mr. Reo in Room 215. Students are ineligible to participate on any Athletic teams if these forms are not on file. In addition, students with suspended privileges are ineligible to participate on any Athletic teams until their privileges are reinstated (See Truancy, Detention, and Student Privileges).

Books & School Equipment

All students will be provided with textbooks and other instructional materials for various courses throughout the year. Unless instructed otherwise, the students are not required to bring textbooks to class on daily basis. Books and school-issued equipment (laptops, iPad, etc.) are public property. Therefore, students are responsible for taking care of all school property.

Students will be notified in advance when an item is due for returning. If a student fails to return or defaces the item, he/she is expected to pay for the missing or damaged item.

Building and Campus Protocol

All students are required to carry their ID card at all times. The ID card is the property of the NYCDOE. Upon request from a school or campus authority, students are required to show their ID cards. Students may not use another student's ID card. Failure to adhere to NYCDOE policy could result in disciplinary action.

Students are responsible for maintaining a healthy, safe, and clean environment. They should clean up after themselves in the Cafeteria, classrooms, offices, hallways, stairwells, and gymnasiums. All students must also adhere to this policy when they are in all York College campus areas. Students who litter or do not throw away their garbage may be subject to disciplinary action.

The use of tobacco products of any kind is not permitted on school property, including the walkways and streets surrounding the school building. In addition, when walking on York College campus property, the students must adhere to York College's policy as it pertains to tobacco.

Students cannot leave the college campus for any reason. Students who leave campus building will be disciplined according to the *NYC DOE Student Behavioral Expectations*.

Bullying

QHSS has a *Zero Tolerance* policy for student bullying. This includes cyberbullying. If a student or someone he/she knows is being bullied, he/she should see a guidance counselor, dean, teacher, administrator, or any adult in the building to report it. The incident will be investigated and appropriate disciplinary measure will be taken based on the *NYC DOE Student Behavioral Expectations*.

Cafeteria

Students who eat the lunch provided by the NYCDOE must eat it in the QHSS cafeteria. Those students who wish to buy lunch may purchase and eat it in the Main Building on the York College Campus. It is the responsibility of all students to maintain a safe, clean, and healthy environment. Therefore, it is their responsibility to dispose of their garbage in the bins/trash cans provided. Food is not permitted outside the cafeteria. They may not eat in the classrooms unless special permission from an administrator has been obtained beforehand.

Cell Phones & Electronic Devices

Students bring cell phones and/or electronic devices to school at their own risk. While on school property, students must adhere to the following rules and regulations:

As required by Chancellor's Regulation A-413, the School Leadership Team of Queens High School for the Sciences at York College has adopted a school-based cell phone.

SCHOOL-BASED POLICY OF 28Q687 QUEENS HIGH SCHOOL FOR THE SCIENCES AT YORK COLLEGE FOR USE OF CELL PHONES, COMPUTING DEVICES, AND PORTABLE MUSIC AND ENTERTAINMENT SYSTEMS ON SCHOOL PROPERTY

Students are permitted to bring the following electronic items to school: cell phones; laptops; tablets; iPads and other similar computing devices; and portable music and entertainment systems, such as iPods, MP3 players, PSP, and Nintendo DS.

Cell phones cannot be used as set forth below:

During the school day:

1. Cell phones may not be used in the gym or where swimming pools are located.
 2. In the hallways, bathrooms, and locker rooms.
 3. Walking to the college gymnasium and cafeteria (for safety).
 4. During class exams, quizzes, Regents, or any type of assessment.
 5. Cell phones may not be used during fire drills.
 - 6. Students may not use cell phones to call their parents when they are sick. Students are required to use the office phone and follow proper protocols.**
 7. Cell phones may not be turned on or used during instructional time, except for instructional and educational purposes with the explicit approval of the teacher.
 8. Cell phones and other electronic devices may not be used to photograph or record any student or staff member on school premises at any time. This is applicable to still photographs, video, and audio recordings.
9. Cell phones may be used during a student's lunch period only in the student cafeteria.

Cell phones and other electronic devices brought to school (either during the school day or for after-school programs or activities) are brought with the express acknowledgement of the owner or carrier of the device that the school, any organization affiliated with the school, or the Department of Education **have no liability whatsoever** in the event that the device is lost, stolen, or misplaced.

Confiscation and Return of Electronic Items

1st offense: Item will be confiscated and returned at the end of the student's last scheduled class. Parent/guardian will be notified.

2nd offense: Item will be held for 2 weeks unless picked up by a parent/guardian.

3rd offense: Item will only be returned to a parent/guardian.

Clubs

QHSS has a large variety of Academic & Research teams, student publications, and clubs from which to choose. If a student cannot decide on a club, if he/she cannot find a club that appeals to his/her interests, he/she can speak with your guidance counselor. Please note that students with suspended privileges are ineligible to participate in any clubs and/or activities until suspended privileges are cleared. **Also, clubs are subject to change based on student interest and/or staffing needs.** Below is a tentative list of the clubs that will be offered in 2017-2018:

Amnesty International, Anime Club, Basketball Club, Dance Club, Digital Photography, Drama Club, K-Pop Club, Music Performance Club, Science Club, Students Who Code, Veritas (literary magazine), Sigma Sorority, and many others.

College Now

All QHSS students are expected to enroll in College Now courses. College Now offers students the opportunity of earning college credits while in high school. This is a wonderful program that will help students be admitted into competitive higher education institutions.

College Now courses are offered during the Fall and Spring Semesters. Registration for these courses occur in the winter and early spring. Any interested students in enrolling should see Ms. Meslin.

College Process

QHSS is a college preparatory school. Therefore, the college process begins at the start of your freshman year. Throughout the 4-years, your guidance counselor, teachers, and administrators will guide you on this journey. During the spring of your junior year, you will begin work on your college applications. The most important aspect of this process is your course selections, including Advanced Placement and/or College Now courses, throughout your high school career at QHSS, your grades, your attendance, your extra-curricular activities, your teacher recommendations, your college essay, and your standardized test scores. Special interests, skills, experiences, and achievements will also be important for your college application. In order to prepare for this process, please be mindful of the following:

1. Register for the most challenging classes each year for which you are eligible. For example, students can start taking Advanced Placement courses may be taken in your sophomore year. In addition, select classes that you are most interested in and in which you feel you will achieve the most success. Also, be sure to take College Now and/or AP courses.
2. Participate in extra-curricular activities beginning in your freshman year. When you find the club, activity, or sport that you really enjoy, make sure you participate in it throughout your high school career.

3. Community service always looks good on the college application. Therefore, if possible, volunteer for something.
4. Take all the appropriate standardized examinations.
5. Participate in all college-related programs, activities, and trips. For example, attend financial aid workshops that your school schedules, listen attentively to guest speakers from visiting colleges, go to college fairs and ask questions from the admissions representative, and go on college tours sponsored by the school.
6. Start working on personal statements with your English teachers as early as your Junior year.
7. Conduct research on a variety of colleges and universities as well as scholarships opportunities.
8. Attend Financial Aid Night to learn about how to complete the FAFSA.

Computer and Internet Usage Policy

Access to computer systems and networks owned or operated by the NYCDOE and QHSS imposes responsibilities and obligations and is granted subject to NYCDOE and school policies, and local, state, and federal laws. “Appropriate use” should always reflect academic honesty. High ethical and moral responsibility and show restraint in the consumption of shared resources. Appropriate use demonstrates respect for intellectual property, ownership of data, system security mechanisms, and for individuals’ rights to privacy, and rights to freedom from intimidation, harassment and unwarranted annoyance.

Appropriate Use of the System: Given QHSS need to provide all users fair and reasonably equitable access to the system resources, the following statements describe appropriate and inappropriate of computer resources.

Use only your own user name and password to log-in. You may not allow others to use your user name and password. This is for your protection as well as the protection of the system. You are responsible for any and all activity initiated in or on any QHSS system under your account.

1. Keep your password confidential. It should not be a dictionary word or common phrase. It should be a minimum of 6 characters and contain letters (capital and lower case), numbers, and symbols.
2. Save your files on a flash drive.
3. Use the system for valid educational purposes only.
4. Do not transmit or store any information which contains obscene, indecent, lewd, or lascivious material, or material which explicitly or implicitly refers to sexual conduct.
5. Do not transmit information which contains profane language or panders to bigotry, sexism, or other forms of discrimination.
6. Do not use computer programs to decode passwords or access control information.
7. Do not attempt to circumvent or subvert system security measures.
7. Do not engage in activities that might be harmful to systems, such as creating or propagating viruses, disrupting services, or damaging files.
8. Do not use e-mail or messaging services to harass, intimidate, or otherwise annoy another person. For example, do not broadcast unsolicited messages or send unwanted mail.
9. Do not use the school’s system for financial gain and/or profit.

10. Do not create modify, execute, or re-transmit any computer program or instructions intended to obscure the true identity of the sender of e-mails, or messages.
11. Do abide by the NYCDOE and QHSS internet policies, and local, state, or federal statutes and regulations.

Individuals who use computers and/or network inappropriately are subject to disciplinary action by QHSS, NYCDOE, city, state, and federal authorities.

The computer may be used for the completion of student assignments, faculty use, e-mail, and other work. You should not leave your work station unattended as someone may be able to access your personal files and reputation. Therefore, you should log off or lock the work station to protect your account and information. If used for e-mail, the systems administrator may regulate the content of private, electronic mail communication between users when necessary. Playing of games is prohibited.

The systems administrator, in order to preserve the integrity or operational state of the network, may look at data or files on the system. You should be aware that no computer security system, no matter how elaborate, state of the network, may look at data or files on the system. You should be aware that no computer security system no matter how elaborate, can absolutely prevent a determined person from accessing stored information that they are not authorized to access. Thus, we cannot guarantee the privacy or confidentiality of any information stored on it. Information that must remain confidential should not be stored on the network. This policy exists to make you aware of the inherent limitations on your ability to maintain your desired level of privacy or confidentiality of information stored on the network. QHSS reserves the right to read and/or remove any files on the system without prior notification to system users.

Depending on the nature and severity of the policy violation, the systems administrator may take one or more of the following disciplinary actions:

1. Verbal, written, or e-mail warning
2. Disciplinary probation
3. Temporary access denial (lockout)
4. Permanent access revocation
5. Alternative punishment not involving access or usage restriction
6. Detention, suspension of out-of-building privileges, Principal's suspension, Superintendent's suspension
7. If warranted, referral to the appropriate school, DOE, city, state, or federal authority for further disposition

Course Selection

Students meet with their Guidance Counselors in early April to select their courses for the year. By completing the AP and Elective Course request forms, students select the courses they wish.

We have annualized programming. However, we are not an annualized school. This means that students continue with the second part of the course in the Spring Semester (same teacher and class period). **Program changes in the Spring Semester are limited and done on an individual basis.**

The school makes every effort to honor all students' course selections. However, in some instances students may not enroll in all of their selected courses due to programming, staffing and/or budgetary constraints.

Cyberbullying

Cyberbullying is considered the same as in person bullying. Cyberbullying is when a child is threatened, harassed, humiliated, or embarrassed by another child using digital technology such as the Internet. Some examples of cyberbullying include:

1. Pretending to be someone else to trick others
2. Spreading lies and rumors about others
3. Tricking people into revealing personal information
4. Sending or forwarding mean text messages
5. Posting pictures of people without their consent
6. Calling people offensive or derogatory terms

Detention

Detention is given to students who are habitually late to class and/or school. Also, students who violate the *NYC DOE Student Behavioral Expectations* may receive detention. Students will be notified if they have detention by the Dean. Parents/guardians will also be notified. Failure to attend detention will lead to further disciplinary actions by the school.

During detention, students will be assigned classwork and/or homework. Students who are disruptive during detention will be asked to leave and will not receive credit for that day and may be subject to further disciplinary action. Students are required to serve all of their outstanding detentions. Students who refuse to comply will be subject to further disciplinary actions such as Principal's suspension and/or exclusion from school activities.

Dress Code

Students are expected to dress appropriately for school. A separate handout with the dress code will be available to students and parents via mail and electronically in September.

Early Release

Whenever there is a change in the regular schedule, students and families will be notified in advance. Changes in the regular schedule will be done sporadically throughout the year based on the needs of the school.

Students are not allowed to leave the building on their own before the end of their school day. In case they need to leave early, a parent/guardian or another person authorized for pick up (as per the blue card) must come to the school.

Students who leave on their own before the end of the school day will be considered truants.

Extended Absences from School

Include in this handbook you will find the DOE calendar for the upcoming year.

While QHSS understands the importance of families spending time together, as well as the families who observe religious holidays, please know that absences can have a negative impact on the student's education. As a college preparatory school, class attendance, tests and examinations, and grades are an important part of the college application process. Absences will affect the student academically.

Therefore, students are expected to be in attendance on the day before and the day after all school holidays or vacations. Please know that excessive undocumented absences may be considered educational neglect, with reporting of such mandated by New York State. Any student who will be going on an extended vacation must notify his/her teachers, guidance counselors and the Main Office with at least a one week's notice.

Field Trips

Field trips enrich students' high school experience. However, these are considered to be a student privilege. Students with suspended privileges *will not* be allowed to go on any field trips until their privileges are reinstated.

In some instances, students may be excluded from attending field trips based on attendance, behavior and/or academic progress.

While on school trips, students are expected behave appropriately. They must adhere to all instructions, respect the regulations and facilities of the trip destination, and remember that they are representing QHSS. In addition, students are responsible for any missed work while attending a trip.

Trips are not allowed three weeks prior to AP, final or Regents examinations.

Fire, Lock Down & Shelter-in-Place Drills

Drills are held to ensure safety. Students and teachers are expected to clear the building quickly and quietly during a fire drill. During a lock down and shelter-in-place drills, students and staff must adhere to the protocol of remaining quietly in the classroom until and all clear is given.

Grades

All final grades and NYS Regents examination scores are entered onto your transcript. Therefore, it is important for you to achieve academic success in all your classes as your official transcript will be sent to colleges.

The school year is divided into two semesters, a fall semester (Term 1: September – January) and a Spring Semester (Term 2: February – June). Each semester is divided into three marking periods. Three times per semester, your grades will be officially reported to you at the end of the marking period. Grades for all the first marking periods are letters. Students will receive the following:

E: Excellent (90-100)

S: Satisfactory (75-89)

N: Needs Improvement (65-74)

U: Unsatisfactory (<65)

Students in Physical Education receive A, B, C, D and F.

Students receive a P (pass) or an F (fail) for all labs. Labs do not bear any credits. However, they are required.

Students who are newly admitted to the course will receive a ND.

“No Shows” are students who have not reported to class. These students will receive a NS and a grade of 40.

The second and third marking periods are numeric. The final grade is the average of the first, second and third marking periods. The final marking period grade is recorded on the transcript, your permanent record. Once the grade is recorded on the transcript, it cannot be removed. For example, if you failed a class with a 55, this grade is entered on the transcript. Then, if you re-take the class and earn a 90, this grade is entered on the transcript. The 90 does not replace the 55; both grades will appear on the transcript.

Program changes during the Spring Semester as limited and done based on individual needs.

Grade Changes

Grade changes process on a limited basis if the change is due to a mechanical and/or teacher error. All grade changes must be processed at least 20 days after the end of the marking period.

Grading Policy

English Language Arts

- Assessments – 50%
- Class Participation and Engagement – 30%
- Homework – 20%

Mathematics

- Class Participation and Project – 30%
- Exams – 55%
- Homework – 15%

Science

- Assessments – 55%
- Class Participation and Projects – 30%
- Homework – 15%

Social Studies

- Assessments – 55%
- Classwork and Participation – 30%
- Homework -15%

Physical Education and Health

- Participation – 50%
- Fitness and Skill Assessment – 30%
- Teacher Analysis - 20%

Art

- Class Participation – 15%
- Projects – 75%
- Quizzes – 10%

Foreign Language Department

- Classwork – 30%

- Quizzes and Exams – 60%
- Homework – 10%

Music

- Class participation -15%
- Exams and Projects – 20%
- Final Exam/Midterm – 10%
- Listening Assignments - 15%
- Quizzes – 30%
- Homework – 10%

All electives and Advanced Placement courses will follow the grading policy as per their respective departments. In other words, an AP Physics course will follow the same policy as the Science Department.

Graduation Ceremony

Every year, QHSS hosts a graduation ceremony in which graduating seniors, parents/guardians, and family members are invited to attend. Only students who have met the graduation requirements will be allowed to attend graduation, as per the Chancellor's regulations. All graduating seniors automatically receive a seat for themselves and unlimited seats for family members. All students will receive invitation weeks prior to graduation.

Graduation Requirements

The minimum requirement for all QHSSYC students is to earn an Advanced Regents Diploma. Students must successfully complete the following requirements:

English Language Arts- All students must successfully complete an English class every term and pass the English Regents. Students must earn a minimum of 8 English.

Social Studies- All students must successfully complete a history class every term and pass the U.S and Global History Regents. Minimum of 8 credits.

Mathematics- All students must successfully complete a Mathematics class every term (Algebra I, Geometry, Algebra II, Pre-Calculus, Calculus (AB or BC) and pass all math Regents.

Students who successfully completed Integrated Algebra, Geometry, and Algebra II by the end of the 10th or 11th grade must take Calculus. Only students who complete Calculus by the end of 11th grade may choose not to continue mathematics in 12th grade, but they are encouraged to take college level mathematics courses. Minimum 8 credits

Science- All students must successfully complete Living Environment, Chemistry, and Physics and pass all the corresponding Regents exams.

Foreign Language- All students must successfully complete 3 years of foreign language and pass the corresponding LOTE exam.

Health and Physical Education- All students must successfully complete and pass 1 term of Health Education. They must successfully complete 7 terms of physical education. All students must have physical education every semester, except during the term in which they are in the health class.

Art and Music- All students must successfully complete two credits in art and/or music.

Electives:-All students must successfully complete a minimum of seven elective courses.

Labs-All students must completed the State-mandated requirements for lab and successfully pass each course.

It is the school's expectation, that all students are achieving a mastery level (a score of 85 or above) in all Regents in order to be on track for an Advanced Regents Diploma with Honors and increase their college and career readiness index.

Harassment/Sexual Harassment

Harassment of any kind is not tolerated at the school. Incidents of harassment should be reported immediately to a guidance counselor, dean, assistant principal, principal or teacher. Student will be asked to write an incident report. An investigation will follow. Anyone found to have violated the harassment policy will be subject to disciplinary actions as per the *NYC DOE Student Behavioral Expectations*.

The school prohibits retaliation against any person who reports an incident, files a complaint or otherwise participates in an investigation. Filing false charges is also prohibited and will result in appropriate disciplinary sections. Suspected retaliation should be reported in the same manner as bullying, harassment, and intimidation.

Homework Policy

Homework is assigned regularly in all subjects. Late homework is not accepted unless a student was absent from school. If a student is absent from school, he/she can bring the homework the next day. Only during extenuating circumstances (family issue, illness, hospitalization, etc.) will teachers make an exception and accept late homework. However, this will be done on an individual basis and will involve a conference with the teacher and guidance counselor.

ID Cards

All students are issued a QHSS ID card when they start school. Every student is required to have their ID card readily available when they attend school. For security reasons, students are not permitted to use another student's ID card or to lend their cards to another student. Misuse of the ID card could result in disciplinary actions.

Laboratory Requirements

All students must complete the State-mandated laboratory requirements to be eligible to take a Regents examination in science. All lab classes are pass/fail and do not bear any credits. Students who do not meet the lab requirements will be ineligible to take the Regents.

Lateness Protocol

All students must arrive to school on time every day to all classes. Students who arrive late must sign the Late Log. Parents will be also be notified of the lateness. Students who are habitually late will receive detention and may be excluded from extra-curricular activities.

A parent and guidance conference will also be held to discuss the lateness and the student's academic progress.

Library

All students are welcomed to use the York Library during its hours of operation. They can use their ID card to access library materials. Students have borrowing privileges at York College and unlimited access to the Library's online databases. The Librarian, Ms. Miller, assists individual students and provides class instruction in the Library's Information Literacy Classroom.

Lost & Found Protocol

Students are expected to be responsible for their belonging at all times. The school does not assume responsibility for any lost items. Any lost items must be reported to the Dean's office. Any items found must be returned to the Dean's Office.

Lunch

All students are required to have a lunch period in their program. If a student would like to drop lunch to add a class, he/she must bring a signed consent form from his/her parent.

Students can either have lunch in our cafeteria or at York College. If a student leaves the campus for lunch, he/she will face disciplinary action.

Lunch Application Completion

At the start of September, you will receive lunch forms. Students are required to have your parents/guardians complete them *immediately* and return them the next day to Ms. Bucaria in the Main Office.

Lunch forms must be completed by every student, regardless of whether or not the student qualifies for free or reduced lunch. Lunch forms can be completed online at www.schoolfoodnyc.org.

Make-up Assignments Policy

When a student returns to school with an excused absence, it is his/her responsibility to contact the teacher to obtain any missing work to be completed. Teachers will be give the student a deadline to complete the assignments, if the assignment is not completed on time reduced or no credit may be given. In case of students who might be experiencing extenuating circumstances (illness, family issues, etc.), a conference will be held with the parent, student, teacher and guidance counselor, the Principal and/or AP will be held to discuss the problem and outline next steps. Students who have been attending class but have shown very limited effort as per their class participation, homework, classwork or other behavior will not be given the opportunity of marking up any work.

Marking Period Failures

All students are expected to pass every marking. Grades ranging from 65-75 are not considered appropriate since this is a specialized high school with very high expectations. Students who either

fail a course, show a decrease in performance and/or are at a risk of failing, will meet with the guidance counselor and the principal. Parents will also be contacted and required to attend one of these meetings.

Medical Emergencies

Students must obtain a written pass from their teacher authorizing them to visit the Nurse's Office. Students are not permitted to leave the building due to illness unless a parent/guardian arrives to pick them up. Parents/guardians will be called and informed of the illness. **Students must call from the Main or Guidance Office, they cannot use their cell phones.**

MetroCards

The New York City Department of Education Office of Pupil Transportation determines whether a student is eligible for a MetroCard, based on the distance his/her home from QHSSYC.

All students eligible for MetroCards will receive their MetroCard at the beginning of each semester. Proper ID is expected for all students on the buses and trains. A student MetroCard is only to be used by the student to whom it is issued, and whose name appears on the card. No student may loan his/her card to any other student. MetroCard are only used for transportation to and from school for school related activities.

Student MetroCards are distributed at the beginning of the school year at the beginning of each semester. Students must secure their metro cards properly. Lost, stolen or damaged cards must be reported to Ms. Bucaria in the Main office. Please note that replacing a MetroCard might take a few weeks. Metro Card as they will be replaced only if the school is supplied with additional cars from the MTA.

Naviance

Naviance is a web-based college planning tool that provides students with a variety of features including college research and matching tools, course planning, scholarship applications, career assessment and personality tests and surveys to help students plan for college and career.

Naviance enables school counselors to track the progress of individual students, communicate and collaborate with students and families. Students must check their Naviance emails on a daily basis. During the months of May and June, the guidance counselors conduct presentations for students on Naviance. Families learn about this system during Parent College planning workshops.

Nurse Protocol

All in-school medical emergencies are reported to the Nurse. Often times, in the case of illness a child might need to be transported by EMS to a hospital. A parent must accompany the child. If the parent is not available to come to school, we will send the child to the hospital with a staff member. However, the parent must report to the hospital as soon as possible.

If a student is required to take any medication, he/she must complete the required form to take in in the Nurse's Office. Students cannot carry medication to be taken on their own without the supervision of a nurse.

Parent Newsletter

A parent newsletter is emailed to parents monthly via Pupil-Path. It will also be posted on the school's website. The purpose of this newsletter is to increase communication between school and home by providing an overview of school activities, calendar and celebrate student achievement.

We welcome parent contributions to the newsletter, if you would like to contribute kindly contact Ms. Wittstruck at 718-657-3181 or you may email her at bwittst@schools.nyc.gov

Parent Teacher Association

Each parent of every student of our school is automatically a member of this Association. The function of the PTA is to assist the students in their educational endeavors. Most often the PTA is called upon to provide fundraising for certain student activities, this requires the PTA to conduct fundraisers. It is the duty of every parent to become involved with their child's education and attending PTA meetings is one of the best ways.

The members of the PTA meet once a month, the first Tuesday of every month. Phone messenger announcements will be made to remind families of these meetings.

Physical Education Policy

In order to graduate, all students are required to take and pass a Physical Education course each semester. **Should a student fail, the student is required to repeat the class.** Students must wear gym uniforms to participate in physical education. Gym uniforms are available for purchase in the Main Office.

Photo Release

Written parental consent is required for students to be photographed or videotaped in school related activities and to appear in any publications. Such a form will be distributed to all new students annually.

Program Change Policy

Program (schedule) changes will only be permitted based upon corrections. As a result, program changes will be done on a limited basis. Students may only attend courses that are listed on their schedule and they will only receive credit for courses that only appear on the program card. If the program is being changed, the student must follow the current program until he/she receives the corrected version. Students should speak with their guidance counselor about programming concerns.

If a student wants to drop an AP course for any reason that is not interfering with his/her graduation requirements, a parent conference must be held with a school administrator, student and counselor in order to determine if the student has a valid reason for the request.

Public School Athletic League (PSAL) Team Rules

If a student fails three or more classes in a making period, PSAL team privileges are revoked until the student passes those classes on the next report card. During this time, the student is not permitted to participate in any practices or games.

If a student fails two classes in a marking period, the student will be placed on probation and only be permitted to participate in practice, but not participate in games until those classes are passed on the next marking period. Suspended students will be placed on the inactive list until they are reinstated.

Pupil Path

Pupil Path is an online grade book system used by the teachers at QHSS. Students and parents may review all your grades online. Grades may include quizzes, unit tests, mid-term exams, end-term exams, projects grades, research report grades, etc. After receiving a code from the guidance counselor, you and your parent/guardians may access information on Pupil Path by going to <https://pupilpath.skedula.com>. This online grade system is updated by every QHSS teacher on a regular basis. In addition, teachers may contact parents/guardians and you via e-mail using Pupil Path.

Report Cards

Report cards are distributed at the end of each marking period. This information will be available in Pupil-path. If the student notices a mistake on his/her report card, he/she must notify the guidance counselor immediately.

Senior Awards Ceremony

Each year, the QHSS Senior Awards Ceremony is held at the end of June. Those seniors who excelled in academic, leadership, community service and/or athletics areas will be honored for their accomplishments. Each year over 90% of the graduates receive special commendations.

Senior Dues

All seniors are required to pay Senior Dues. Additional information pertaining to Senior Dues will be addressed with seniors and their parents/guardians at the beginning of the students' senior year.

All seniors who would like to participate in the senior activities must meet the requirements set forth on the senior contract.

Senior Prom

The Senior Prom is a wonderful high school experience. This formal dinner and dance is held at the end of the senior year. At the beginning of the senior year, students will receive additional information as it pertains to the price of a ticket for attending the senior prom. Please be aware that a student cannot attend the Senior Prom if they did not pay the Senior Dues and/or the prom ticket. Also, graduating seniors must meet all the requirements as per the senior contract to be able to attend the prom and participate in other senior activities.

School Leadership Team (SLT)

The School Leadership Team is comprised of an equal number of teachers and parents with a few members of students and school administrators. This team meets the first Tuesday of every month to discuss important issues affecting our school. **SLT meetings are open to the public.** You can refer to the website for the calendar of SLT meetings for the 2017-2018 school year.

Standardized Tests & Dates:

Standardized tests are tests that are administered to a large number of students at a specific time. These examinations test predetermined material. NYS Regents Exams are one form of standardized testing. Every student in NYS is required to take and pass specific Regents Exams.

The SAT I and ACT are standardized college entrance exams that are usually taken in the junior year. Your junior year scores are automatically sent to the National Merit Scholarship Competition. Most competitive colleges usually ask that you take three SAT II (subject) tests should be taken as soon as the

course is completed while the subject material is still fresh in your mind. Freshmen, sophomores, and junior take the PSAT exams.

If you need more information about these assessments, student and/or parent can speak with a guidance counselor.

Student Activities

Becoming involved in student activities will be beneficial when you apply to college. Therefore, it is important that students become involved in a club, team, student government, community service, and/or some activity outside of school. Students should use their freshman year to decide upon the activities in which you are most interested.

Please be aware that students with suspended privileges are ineligible to participate in any Athletics/Sports teams and student activities until their privileges are reinstated.

Student Government

The Student Government bring students together and helps them voice their opinions. The Coordinator of Student Activities (COSA), the President, the Vice President, and the Secretary head the Student Government.

QHSS have a student government. Student government collaborates with the school community to help organize school activities and increase student ownership, voice and leadership.

Student Privileges

Student privileges include, but are not limited to, participation in all non-academic activities such as teams, clubs, performances, school field trips, school orchestra, newspaper, yearbook, school dances, including the senior prom, etc....

Student Support Services (Dean's Office):

QHSS has one Dean who enforces school policy. Discipline problems are first handles by the individual teacher and then by the Dean unless it is a particularly egregious issue. If a student has a problem caused by another student, he/she should immediately report it the Dean. The Dean assigns penalties for minor infractions and will act as the "prosecutor" during suspension proceedings. When assigning penalties, the Dean will adhere to the ladder of discipline as outlined in the NYCDOE Discipline Code. Parents will be notified, and may be required to meet with school officials. For serious offenses, the Dean will confer with the Principal and/or other administrators. The school may be required to contact the local police precinct for extremely serious offenses (See Cutting Class, Detention, and Student Privileges)

Student Records

For release of official student records, see Ms. Wittstruck in the Main Office.

Study Skills

1. Students need to create a time management plan that includes a schedule of weekly activities and any other major time commitments.
2. Your guidance counselor, teachers, school administrators, and fellow students should become part of your support system. You should get advice and assistance from them whenever necessary.

To avoid “marathon” study sessions, you should incorporate shorter study sessions on a regular basis. Research has proven that these shorter sessions are much more productive. Also, review your notes at the end of each day.

3. Attend every class and take careful notes.

4. If you are ill and cannot attend class, check Pupil-Path for posted assignments and/or contact a classmate. Please refer to “Absence from School” for procedures you need to follow when you are absent from school.

5. Complete all homework on daily basis. Stay on top of all assignments and reading.

6. Begin working on research reports, projects, and other extended assignments immediately as soon as they are assignment. Do not procrastinate!

7. When possible, work with study partners and/or teams.

Transcript

The *transcript* is a permanent record. This document contains your teachers’ names, the course titles, and your grades. Teacher comments do not appear on the transcript. This document is send to colleges, universities, and other post-secondary institutions and official agencies. Therefore, the transcript is highly important and could be a critical factor used by college admissions officials as they weigh your acceptance or rejection. Grades for accelerated high school classes and NYS Regents taken in NYC public middle schools will appear on your transcript and will be averaged into your GPA. They are automatically transferred from your middle school to QHSS. We cannot edit this information. If there is an error, you need to contact your middle school and request that they correct the information. All grades for high school classes taken at a private or non-NYC school will be added to your transcript by QHSS. In addition, please speak your guidance counselor if there is an issue with any information on your transcript.

Truancy Policy

Students are expected to attend every class for which they are scheduled on time, every day. When a student is marked present for the school day and is absent from the class, a “cut” is generated. Cutting classes will result in disciplinary action. Habitual lateness to class will also result in disciplinary action. If the student is not in class or late for class for an excused reason (e.g. meeting with the Guidance Counselor), the student should provide the teacher with the appropriate documentation.

In addition to disciplinary actions, students who habitually cut class might lose privileges of participating in student activities and field trips.

Valedictorian and Salutatorian Eligibility

Valedictorian status is awarded to the student(s) learning the highest grade point average in the graduation class at the end of 7th term. Salutatorian status is awarded to the student(s) earning the second highest grade point average in the class at the end of the 7th term. If two students receive the same grade point average, both of them will be awarded the valedictorian and no salutatorian will be rewarded.

Additionally, both valedictorian and salutatorian are expected to be on track for an Advanced Regents Diploma; and possess a transcript demonstrating rigorous coursework and take least once science or math course during the senior year.

Students in home instruction for most of their high school career are not eligible to become Valedictorian or Salutatorian.

Visitor Protocol

All outside visitors, including parents/guardians, must enter through the front entrance, sign in, and show a photo ID (driver's license, passport, state ID, etc.). It is strongly recommended that the visitor schedule an appointment ahead of time. Please be aware that those visitors who arrive on campus without an appointment may be unable to meet with the staff member they came to visit.

Please refer to the website for more information about the visitor protocol which does not include parents.

Updating Biographical/Personal Information

In order to maintain the accuracy of student records, any change to personal information, such as name, home address and phone number, should be reported. A request of change can be processed by the Ms. Wittstruck in the Main Office.

Working Papers

Students who need working papers should see Ms. Wittstruck in the Main Office for an application.

Yearbook

Ms. Solis, the senior advisor, works with students to create the yearbook. Any interested student in participation in this process, should contact her.