



Queens Vocational and Technical High School

37-02 47th Avenue, Long Island City, NY 11101

(718) 937-3010

www.queensvoc.org

School of Exploration & Discovery (SED)

9th Grade Academy

School of Entrepreneurial Studies (SES)

Barbering, Cosmetology, Entrepreneurship, and Graphic Arts

School of Skilled Building Trades (SSBT)

Electrical Installation and Plumbing

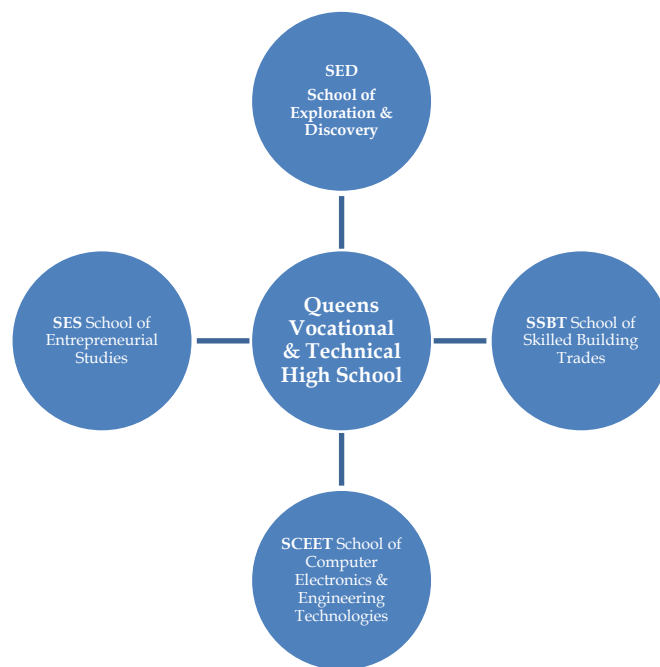
School of Computer and Electronic Engineering Technologies (SCEET)

Cisco, Computer Technology, and Pre-Engineering

What is Career & Technical Education (CTE)?

Career and Technical Education schools (CTE) integrate rigorous academic study with workforce skills in specific career pathways. Students participate in programs that meet business and industry standards. Students receive instruction in an industry-related area such as computer graphics, computer repair (A+ certification), electronics/ robotics, business enterprise, electrical installation, cosmetology, or plumbing. They have the opportunity to graduate from high school with industry-specific competencies and skills that lead to postsecondary education. Through these programs, students can earn a Regents Diploma with a New York State Career and Technical Endorsement. Our SLC's are divided according to their CTE programs.

It is imperative that our students become aware of the great opportunities at Queens Vocational & Technical H.S. Our faculty is ready to assist students and their parents on the rigorous journey which will yield, in effect, a dual diploma.



What is a Small Learning Community (SLC)?

Queens Vocational and Technical High School is organized into Small Learning Communities (SLCs). We have small academic communities of about 400 students within our larger comprehensive school. Each small learning community has a dedicated group of administrators, teachers and staff, all focused on providing students with a challenging curriculum and helping them graduate on time, prepared for college or the workplace. All students in an SLC have the same lunch period and same teachers throughout their final 3 years of high school and will all follow the same courses of sequence (that is your major). Students in SLCs receive increased personalization, a sense of belonging, and high expectations from a dedicated staff. Students and their families can benefit from an SLC school because it allows teachers, counselors, students, and parents to develop close, personalized, and effective relationships to cultivate a successful academic career.

School Website

Our school website, www.queensvoc.org, is a valuable resource to find out about school events, schedules, and other important information. It includes links to a variety of additional websites that students and parents may find useful.

Attendance Protocol and Procedures

Attendance

The purpose of attendance guidelines is to ensure that our students maintain a good record and comply with New York State school attendance laws. The state and QVTHS recognize the positive relationship between good attendance and academic success. Classroom instruction, activities, and the discussions that take place in class are critical parts of the educational process. When a student misses class, an important part of instruction cannot be replaced.

Regular school attendance is the responsibility of the parent and student; frequent absences disrupt the continuity of the educational process. Attendance is taken daily upon entrance into the building and throughout the school day in each class. Once students arrive at school they must use their school identification cards to swipe in and **are not permitted to leave school grounds** until the end of their day.

Parents are informed of students' absences by the following:

- (PNS) Parent Notification system: Our Global Connect system sends out daily calls when a student is absent from the official attendance class. This system also sends out weekly calls when a student is cutting classes, indicating that the student has missed 2 or more classes throughout the week.
- Parents will have the opportunity to create a **Pupil Path** account and monitor their child's attendance online. Information regarding creating an account will be provided at the beginning of the school year.
- Phone calls, letters, or e-mails (only if teacher has set this up with the parent) from teachers.
- Department of Education generated letters when a student has been absent 5-9 days and 10+ days. The DOE will put your child on "Chronic Absentee List". As soon as we receive the notification the school will inform you that your child is on this list.
- Extended absences will result in a home visit from our attendance teacher and/or a referral to ACS (Agency of Child Services)
- If you need assistance with your child's attendance, please contact your child's guidance counselor or the attendance office.

Absence

If a student is absent, he/she may not participate in any extra-curricular events (athletics and/or co-curricular) on the day of the absence unless excused by an administrator.

Excused Absence

Students and parents should make every attempt to avoid any absence from school for other than legitimate reasons. Excessive absence from classes/school will have a negative impact on your academic success. Excused absences include but are not limited to:

- Personal illness
- Death in family
- An appointment with a health care professional that MUST be made during the regular school day (documentation may be requested)
- Observance of a religious holiday
- Previously approved educational trips/tours

Parental notification to QVTHS attendance office in room 102 will be required in all cases of legitimate student absence. On the day the student returns to school parent must provide a signed written note explaining the student's absence. This note must also be signed by each of the student's teachers. If verification is not provided within one week of the absence, a student will not receive an "excused" absence or be allowed to make up work.

Unexcused Absence

Unexcused student absences are those that do not meet the criteria of an "excused" absence. Unexcused absences count toward loss of credit days and include transportation problems, baby-sitting, recreational activities, oversleeping, needed at home for non-emergency reasons, and employment.

Extended Absence

When it becomes apparent that a student will be absent from school for an extended period of time due to illness or emergency circumstances, parents must contact their child's guidance counselor or SLC director to request homework assignments and/or make up work from the student's teachers.

In the event that the student is unable to attend school for an extended period of time due to a documented medical condition, parents may contact the school nurse and the guidance counselor to discuss tutorial services.

Early Dismissal

All students must be signed out at the attendance office in room 102 by a parent, legal guardian or person listed on their emergency contact cards. Students may only be released to adults 21 and older who are listed in our system. The school will not release a student to any adult not listed on the emergency contact cards. Parental phone calls and/or written notes will not be accepted as permission for early dismissal.

Truancy

A student will be considered truant when he/she is absent from school and the school attendance officer, principal, or teacher has not been notified of the legal cause of such absence by the parent or guardian. A student who skips more than three consecutive days will be considered truant and is then subject to the consequences of truancy. Students who are truant from school for part or all of a school day are subject to immediate disciplinary action.

The school will notify the parent, either by telephone or letter, of unauthorized absence from school or class(es). The school expects that parents will share in the responsibility of their child's attendance and academic achievement by active cooperation and communication with the school.

Change of Address

Any time a student changes his/her place of legal residence temporarily or permanently, he/she must inform the school immediately. Failure to notify the school of changes in address may result in parents and families not receiving school information or other pertinent information regarding the student. Please bring in a bill or other legal document with the new address and see our Parent Coordinator, Ms. Baez.

Daily Announcements

Each morning, daily notices concerning activities, special programs, schedule changes, and student messages will be read. It is important that all students and staff hear all messages. Students should be seated and silent in their third period classroom or homeroom during the announcements.

Tardiness to Class

Tardiness to class is one of the most disruptive intrusions to the daily schedule. Students must avoid being tardy to class.

Students who are legitimately detained by a teacher, staff member, or the office will request a pass from the person who has detained them to present to their next teacher. Late passes are NOT available from the office unless the office is directly responsible for the tardiness. Students will enter their next class with minimum disruption.

Students are considered late-to-class if they arrive after the late bell.

Tardiness to School

A student who arrives to school after 10:30 a.m. must report immediately to the attendance office to receive a late arrival pass. The student should then proceed to his/her assigned class.

New York City Discipline Code

School Dress Code

Students are expected to dress in a professional manner appropriate for an educational setting. Student attire should not disrupt the educational process or constitute a possible threat to the safety and health of the student or his/her peers. The school administration will make the final determination as to what constitutes proper attire. Please note the following general guidelines:

- Extremely tight or loose, revealing or see-through clothing is not permitted. This includes tank tops, open-back shirts, spaghetti straps, and bare midriffs.
- Underwear, including boxer shorts, lingerie, and bras, should not be visible.
- Clothing with inappropriate writing, images, or slogans is not permitted. These include clothing advertising or promoting alcohol, drugs, violence, tobacco, sex, or containing inappropriate messages that degrade others.
- Headwear, such as hats, caps, bandanas, and scarves, is not permitted, except for religious purposes or medical reasons.

The dress code will be effective during school hours and at all school functions. On a violation of the school dress code, a student may call home for proper apparel. If clothes cannot be brought to school, the student may be assigned to a restricted study area for the remainder of the day.

Behavioral Expectations

Individual behavior is most often governed by self-regulation, common decency, common sense, and the mutual respect of students, staff, and administrators, so rules must specifically be stated and students informed of the consequences for infractions of the school's discipline expectations.

The infractions of school rules are outlined in the **NYC Discipline Code**. The Citywide Standards of Discipline and Intervention Measures (the Discipline Code) provides a comprehensive description of unacceptable behavior and the range of permissible disciplinary and intervention measures which may be used when students engage in inappropriate behaviors as well as a range of guidance interventions schools may use to address student behavior. The Code applies to all students, including those with disabilities. Infractions are grouped into five levels, which range from insubordinate behaviors to seriously dangerous or violent behaviors and provide a corresponding range of possible disciplinary responses. Clear distinctions are made for levels of behavior for grades K-5 and 6-12 so that the age and general maturity of the student are considered. Any student placed on suspension or expelled will not be allowed to attend any school activities on or off campus during the time of suspension or expulsion.

Computer Use Policies and Procedures

The information networks represent powerful educational resources which allow students to find information anywhere in the world. Students can connect to businesses, major universities, national libraries, other schools and other students around the world. As more people travel this electronic highway, maps to find information and rules to keep traveling safe are vital to successfully completing the journey. The Internet provides access to a collection of many worldwide networks that support the open exchange of information. Students can look at (and print out) articles, documents, and

pictures that are for classroom work. Students can even get current facts about news, weather, and sports. Likewise, there are correct procedures and rules that govern the use of the information networks. Students that do not follow these guidelines and rules, may lose privileges to access the information highway.

Students may choose to use the computers in the library, room 455, lunch or free periods.

Computer Use Policy, Rules, and Consequences of Violation

Computer information networks allow people to interact with many other computers and networks. It is a general policy that all computers are to be used in a responsible, efficient, ethical and legal manner. Unethical and unacceptable behavior in violation of the usage rules set forth below shall be cause for taking disciplinary action, revoking information network access privileges, and/or initiating legal action for any activity. The district provides computers for the use of staff and students. Guidelines have been established for the safe and appropriate use of school computers.

- Games should not be played or installed on any school computer unless specifically approved by the classroom teacher or building administration.
- Intentionally altering the files and/or hardware on the computers disrupts the appropriate use of equipment and applications. The school views inappropriate use or tampering as acts of vandalism.
- Vulgar or inappropriate language in the room, on documents or on file names will not be tolerated.
- Unauthorized copying of district software by students will be considered theft and is illegal.
- Student will be held responsible for the workstations that they use and will be responsible for damage.
- Use of administrative applications is strictly prohibited by students. Unauthorized access will carry maximum consequences. Students may be denied computer privileges completely.
- Students should immediately report any misuse or tampering of a computer to the classroom teacher upon detection.
- Consequences for inappropriate use, vandalism, and theft will be dealt with according to the district's policy regarding these matters.
- Internet – Students may use the Internet for legitimate research purposes only.

Usage Rules

The Internet user is held responsible for his/her actions and activity within his/her account.

Unacceptable uses are:

- Using the network for any illegal activity, including violation of copyrights, trademarks, distribution of stolen property or violation of other contracts
- Using the network for financial or commercial gain
- Degrading or disrupting equipment, software, or system performance
- Vandalizing the data of another user; infecting the computer with viruses or other destructive devices
- Gaining unauthorized access to resources or entities
- Invading the privacy of individuals

- Intentionally viewing or downloading, storing or printing files or messages that are profane, obscene, or that use language that offends or tends to degrade others
- **Harassing others and using abusive or obscene language on the information network (you may not use the network to harass, annoy or otherwise offend other people.)**
- Accessing or using any services on the Internet that impose fees or charges for such access

Electronic Device and Cell Phone Policy

- When entering the building cell phones must be set to silent and remain that way at all times while in the building. No phone calls or texts are allowed at any time or for any purpose.
- Students may not use electronic devices in the halls, staircases, bathrooms or locker rooms at any time or for any purpose.
- No electronic devices may be used during fire drills or other emergency preparedness exercises.
- In their classes, teachers may allow the use of electronic devices for educational purposes providing no pictures or videos are posted on the Internet.
- Except for authorized educational use in the classroom, no pictures or videos may be taken.
- No electronic devices may be used during any quiz or test.
- No electronic devices may be brought into any state or national test.
- Students may use electronic devices in the cafeteria to listen to music, conduct research or to play games. Audio may only be played through headphones.
- Students who use electronic devices in violation of this policy, the Department of Education's Discipline Code or Internet Acceptable Use and Safety Policy will be subject to having their device confiscated and/or disciplinary responses set forth in the Discipline Code.
- If an electronic device is confiscated, the student's parent/guardian will be contacted and return of such item will be handled as follows: For first and second offenses, students can pick up the confiscated device from Mr. Alikakos in room 108, on Tuesdays and Thursdays, from 4:30 p.m. to 6:30 p.m. For a third offense or more, the student's parent or guardian will have to pick up the confiscated device from Mr. Alikakos, on Tuesdays and Thursdays, from 4:30 p.m. and 6:30 p.m.
- The school is not responsible for any lost or stolen electronic devices.

School Security

Suspensions – Due Process

Queens Vocational and Technical High School will protect the rights of the individual by providing students with appropriate due process protection. Prior to any student's suspension, unless a student's continued presence might endanger persons or property or threaten to disrupt the academic process, the student will be provided with oral or written notice of the charges against the student, an explanation of the evidence if the charges are denied, and an opportunity to present the student's version of the incident. A parent must come to the school for a meeting in the event of a student suspension.

Harassment, Assault, Battery, and/or Hazing

Students are prohibited from engaging in physical or verbal harassment of and/or threats to students, teachers, other school personnel, and visitors, as it is a violation of the targeted individual's civil rights. Prohibited harassment includes but is not limited to intimidation or disparagement on the basis of race, color, sex, sexual orientation, national origin, religion, age, or disability. Prohibited harassment includes the sort of verbal abuse- name calling, use of profanity, ethnic or racial slurs, derogatory statements addressed publicly to others-that may precipitate disruption of the school program, incite violence, or otherwise interfere with an individual student's education or the school's educational mission. Unwelcome sexual advances, requests for sexual favors, and/or gestures and comments of a sexual nature are prohibited and will be construed as sexual harassment. Non-consensual touching, including physical fighting, will be construed as assault and battery. Students who are harassed, assaulted, and/or battered should report such occurrences to an administrator immediately. Disciplinary action for acts of harassment, assault, and/or battery may include suspension, expulsion, or legal action.

Fire Drills

Twelve times a year, the school will hold fire drills as a necessary part of the safety outline. Students' reaction to the fire alarm is very important to our safety. Please follow these procedures when the alarm sounds:

Each room should have a "Fire Drill" sign posted near the classroom exit indicating the direction and staircase you should take when leaving the room. Rooms' without such a sign should be reported to the teacher or Administration immediately.

1. When the fire alarm sounds, students should leave all books and materials on their desk and move quickly and orderly from the room in the direction of the fire drill sign.
2. Students should remain with their classroom teacher at all times.
3. During drills, students will be expected to behave in an orderly manner. Pushing, running, playing games, shouting, or other inappropriate behavior will not be tolerated.
4. Do not go to your locker or delay in any way.
5. Do not talk or make excessive noise in case you need to hear instructions.
6. People in shop areas and science labs should turn off all motors, or other equipment that may create a hazard if left unattended. Lights should be turned off and doors locked.
7. Once exited, everyone should move away from the building as directed.
8. Everyone should remain outside of the building until instructed to return by a school official.

Weapons in School

In an effort to ensure a safe environment for students and employees, all persons are prohibited from possession or use of any weapon and use of any object as a weapon on school grounds, in school buildings before, during, or after school or at any school -sponsored activity. Students who violate this policy may be expelled and face criminal charges.

Public Displays of Affection

Queens Vocational and Technical High School is a place of serious academic pursuits as well as a public building for everyone. Student behavior is expected to be appropriate and acceptable at all times.

School Property/Textbooks

Students are expected to be respectful and considerate of school property, equipment, and textbooks. Students will be required to make restitution for school property that is damaged or lost during the school year.

A considerable amount of money is invested each year in textbooks. When students are issued a textbook for a given class, they are asked to sign a receipt for the book, describing the condition of the book at its issue. At the end of the year the student will receive this receipt back documenting the return of the book in the same condition as originally received. If the textbook has been damaged due to improper use or loss, the student will be charged for its replacement.

Searches

1. School administrators may search an individual student and/or personal property in the student's possession as well as lockers, desks and any other items on school property when there are reasonable grounds to suspect that the student has violated or is violating board policies, school rules, and/or federal/state laws. Lockers are the property of the school and are subject to random as well as specific searches at any time.
2. Searches that disclose evidence a student has violated board policies or school rules will be addressed using the New York City Discipline Code. Evidence of violation of federal/state laws may result in school disciplinary action and/or be forwarded to law enforcement authorities for possible investigation/prosecution.
3. Students who refuse to comply with a search will be disciplined according to the NYC Discipline Code for the infraction of which they are suspected.
4. The school administration may employ the use of law enforcement to conduct searches of the building

Substance Abuse

The School District recognizes that the use of alcohol and other controlled substances on school grounds is illegal. This use has an adverse effect on the ability of all students of the school community to achieve personal and school goals and is a major problem affecting young people. Often, it leads to chemical dependency, an illness requiring intervention and treatment. In order to insure for all students the highest standards for learning, the school will assist students in abstaining from the use of alcohol and other controlled substances, intervene early when use is detected, refer to appropriate source and provide support for students with chemical problems. Students will also receive support in coping with a parent, guardian, or significant person who has a chemical problem. The school recognizes these issues as legitimate concerns and wishes to address these needs of students as part of a comprehensive education program. QVTHS adopts the position that students must be chemically free to learn and develop in the most productive and healthy manner. It is our policy to prevent and prohibit the use of alcohol and other controlled substances, to maintain a caring environment, and to intervene in situations when a student may be harmfully involved.

Note: The use of any illegal or controlled substances is strictly prohibited on school property or at any school sponsored events.

Academic Requirements

Course Expectations

All teachers at Queens Vocational and Technical High School will provide students with a clear set of classroom/course expectations. Class procedures and instructional guidelines such as course goals, class rules, homework guidelines, evaluation procedures, grading, and student accountability will be reviewed at the beginning of the school year, or each semester for those courses that run by semester such as Health . Written copies of these expectations and procedures will be available to students and parents. The grading system used by the individual teacher shall be thoroughly and clearly explained in writing. Also, the weights attached to exams, quizzes, term papers, and classroom participation shall be specifically and clearly stated.

Course Failures

Students who fail a course should meet with a guidance counselor to discuss options for repeating the course. Summer school enrollment, night school, or repeating a course to earn a passing grade may be required prior to continuing the program sequence.

Course/Major Sequence

Once they have successfully completed their 9th grade year all students in Queens Vocational & Technical High School **must** choose a major. Students enrolled in a Career & Technical high school must complete all New York State Graduation Requirements and must complete all the CTE requirements in order to receive an endorsed diploma.

CTE Endorsement

Every CTE program follows a specific sequence of classes, and exams such as the NOCTI, Copper Network Specialist Test, NCCER, OSHA, A+ Computer Repair and Fiber Optics Networking Exam to be certified. Students must pass their CTE classes including Career and Financial Management, complete 60 hours of work based learning and pass all their certification exam(s) in order to be CTE endorsed. All students must meet with their guidance counselor a minimum of once a semester in order to check on their graduation or promotion status.

Career Portfolio

It is a **New York State Requirement** that all students enrolled in a CTE educational program complete their senior year with a career portfolio. A career portfolio is a project that will prepare students for entry into the workplace. Students should see their guidance counselor for required documentation.

Special Education/Section 504 Referrals

Anyone concerned about a student who may require a referral for Special Services or accommodations under Section 504 of the Americans with Disabilities Act may contact Queens Vocational and Technical High School administration, guidance personnel or any member of the special education department. If you have any questions or concerns regarding the issuance of a 504 should contact the guidance department.

Honor Roll

Queens Vocational and Technical High School honor roll consist of any student who has achieved an average of 90 or above with no failing grades. This is calculated every marking period. Students are recognized through the Small Learning Communities.

Honor Society

Students are eligible for induction to the honor society if the cumulative average is 90 on their permanent transcript.

Homework

The assignment of academic work to be completed outside of the regular school day is an integral part of the educational experience. Students who fail to complete homework hamper their success and the learning opportunities for their class. Homework can and will be given in all courses. The length of time a student will spend on homework will vary.

1. Homework guidelines will be outlined by teachers in their course expectation handout.
2. If a student repeatedly fails to complete homework, a parent will be notified and a meeting will be held at the teacher's or parent's request.
3. Every effort will be made to ensure that the student completes homework assignments.
4. Homework assignments will be evaluated and returned by each teacher in a timely manner.

Student Organization

Lockers

Student lockers are to be used for the storage of books, school-related materials, and coats or jackets. Students are responsible for their own personal property while in school. This responsibility includes not leaving items unattended and properly securing personal items.

Lockers are the property of Queens Vocational and Technical High School and are on loan to students for appropriate storage of school related materials. Students are responsible for lockers assigned and will be asked to pay a yearly rental fee for the use of school lockers. Do not mark lockers or put stickers on the lockers. Students must purchase a school-issued combination lock for use with their locker. Any other lock will be clipped. Damaged locks and lockers should be reported to the office as soon as damage occurs.

Lockers are provided for the convenience of students and are not to be shared between students. Large sums of cash or items of personal value should not be brought to school. All valuables must be stored in secured lockers until they are needed. The school is not responsible for personal property or cash. School administrators have the authority to search lockers at any time for any reason with or without notification as part of a specific or random search.

Students are responsible for cleaning out their lockers at the end of the school year, removing all belongings, and returning all books. Students interested in renting a locker for the year must visit the Student Organization Office to pick up a parental consent form, in room 147.