



# Queens High School for Language Studies

## Student and Family Handbook 2019-2020

### Table of Contents

Welcome, Mission, and Logo	1	- Classroom and Gym Lockers	
QHSLS P-R-I-D-E		- Computer Use and Social Media	
Respect for All	2		
Citywide Discipline Code		Academics	10
School Information	3	- Online Assignments and Grading	
Calendar		- Grading Policy	
Bell Schedule		- Plagiarism and Academic Policy	
Faculty Directory	4	- Marking Periods and Earning Credits	
		- Honor Roll	
Campus Wide Procedures	6	- Graduation	
- Health Services		- Guidance Counseling	
- Security for Visitors		- Student Led Parent-Teacher Conferences	
- Practice Drills and Emergency Evacuations			
Attendance, Communication, and Appointments		After-School Extracurricular Activities	12
- Required Information	6	- Tutoring	
- Requesting Work		- Library Use	
- Visiting the School		- Extracurricular Activities	
		- Public School Athletic League (PSAL) Sports	
Student Procedures	7	- Eligibility to Participate in Non-Academic Events, Activities, and Trips	
- Arrival and Dismissal			
- School ID Cards		Family Involvement	12
- Metrocards		- Parent Involvement	
- Dress Code and Uniforms		- Communication	
- Eating and Drinking	8		
- Hallway Passes and Bathrooms		<u>Appendix</u>	
- Lunch and Cafeteria Use		- Progress Towards Graduation Tracker	
- Office Hours During Lunch		- School Year Calendar	
- Cell Phones	9	- Campus Map	
- Supplies and Textbooks			

## Welcome to the QHSL Community!

### ***What is our mission and vision?***

QHSL students graduate as independent learners with a strong academic foundation built with the support of dedicated educators who foster our core values of PRIDE: partnership, responsibility, inquiry, determination, and empathy. Students are prepared for success in college and career through a rigorous, comprehensive curriculum that includes the intensive study of English and Mandarin. By meeting the linguistic, academic, and emotional needs of all our students, we challenge and encourage our graduates to achieve their best potential, not just in one language but in two.

### ***What do our logo and motto mean?***



**Our logo** is inspired by Chinese seals (印章, yìnzhāng), signatures that scholars, artists, emperors, and individuals leave on their work. These seals are similar to ink stamps found in many different cultures around the world.



**Our motto** is “Make your Mark.” How will you aim, focus, and succeed in hitting your targets? And like stamps, what mark will you leave on our school, within the community, and in your future?

Our **mascot** is the lion.

A group of lions is called a pride. See below.

## QHSL P-R-I-D-E: Our Core Values

### ***What is QHSL PRIDE, and how can I demonstrate PRIDE without our community?***

#### ***Partnership:***

1. I listen actively. When working in groups, I stay focused in the discussion and work collaboratively towards achieving shared goals.
2. I contribute. I offer ideas or take on tasks in a positive way that leverages my strengths and talents.
3. I am proactive. I try to prevent conflicts before they happen through communication and outreach to others.

#### ***Responsibility:***

1. I prioritize. I manage my time. I set realistic goals, prioritizing important tasks over less important ones.
2. I organize. When completing complex assignments or studying for large exams, I know how to organize my notes and resources in order to be prepared.
3. I am precise. I care about the accuracy and precision of what I say and write. I sweat the details.
4. I advocate. I seek out resources when there is a need, for myself or others. I ask my peers and adults for help.

#### ***Inquiry:***

1. I check my own understanding. When I don't understand, I ask questions and look for answers independently.
2. I problem solve. I identify problems and actively weigh the pros and cons of potential solutions.
3. I am curious. I ask the “why” and “how” behind what I'm observing and learning.

#### ***Determination:***

1. I grow. I seek out and positively respond to critical feedback, taking next steps to improve my work.
2. I am resilient. I recover from setbacks with renewed effort and do not give up easily.
3. I stay calm. I can handle ambiguity and unclear situations.

#### ***Empathy:***

1. I self-reflect. I think about my behaviors and performance, consider how others view me, noting my areas of strength and gaps where I can improve.
2. I consider. I try to understand the words and actions of others, a situation's greater context, and my own impact.

### **Respect for All and the Citywide Discipline Code**

In keeping with our core values, we expect students to show respect for all members of the QHSLs community. We also expect our students to show leadership by demonstrating respect and empathy for all people regardless of race, ethnicity, national origin, religion, gender, sexual orientation, special needs, appearance, or age. Students who experience or witness harassment or bullying should immediately seek the support of a staff member. Neither is tolerated at QHSLs.

Please note that *bullying* is defined as the following:

Bullying is unwanted, aggressive among school-aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both kids who are bullied and who bully others may have serious, lasting problems.

In order to be considered bullying, the behavior must be aggressive and include:

- An Imbalance of Power: Kids who bully use their power-such as physical strength, access to embarrassing information, or popularity-to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- Repetition: Bullying behavior happen more than once or have the potential to happen more than once.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose. ("What is Bullying?" from [StopBullying.gov](http://stopbullying.gov))

As a New York City public high school, the QHSLs community abides by the NYCDOE Citywide Discipline Code, which outlines student' and parent's rights within our education system, a list and description of infractions and their consequences, a well as due process in the case of suspensions or expulsion. Students and families are encouraged to review the Citywide Discipline code; translations are available in ten languages here:

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

## **School Information**

DBN: 25Q241 (District: 25, Borough: Queens, Location Number: 241)  
HS Code for Admissions: Q62A

Mailing Address:  
35-01 Union Street, Rm. 118  
Flushing, NY 11354

Main Office Phone: 718-888-7530

Fax: 718-888-7526

Email: [info@qhsls.org](mailto:info@qhsls.org)

School website: <http://qhsls.org>

Office Hours during the School Year: 7:45AM-5:00PM

## **Calendar**

A QHSLS school year calendar is available in our main office. You can also download a copy at our school's website: [qhsls.org](http://qhsls.org). All students should add the [studentinfo@qhsls.org](mailto:studentinfo@qhsls.org) calendar to their Google Calendars as well to see A/B days and all major events.

## **2019-2020 Bell Schedule**

Period	Tuesday-Friday	Monday
1	8:00-8:48	8:00-8:36
2	8:51-9:38	8:39-9:15
3	9:41-10:28	9:18-9:54
4	10:31-11:18	9:57-10:33
5	11:21-12:08	10:36-11:12
6	12:11-12:58	11:15-11:51
7	1:01-1:48	11:54-12:30
8	1:51-2:38	12:33-1:09
9	2:41-3:29	1:12-1:48

## **QHSLs Faculty Directory**

	<b>Last Name</b>	<b>Position</b>	<b>Department/Certifications</b>	<b>Email</b>
<b>ADMINISTRATION</b>				
Lee	Melanie	Principal	Administration	mlee@qhsls.org
Wuthenow	Michael	Assistant Principal	Administration	mwuthenow@qhsls.org
Bligh	Brian	Assistant Principal	Administration	bbligh@qhsls.org
<b>TEACHING FACULTY</b>				
Booth	James	Teacher	Science: Biology	jbooth@qhsls.org
Chang	Naixin	Teacher	Chinese Language and TESOL	nchang@qhsls.org
Das	Snigdha	Teacher	Science: Chemistry	sdas@qhsls.org
Del Castillo	Medina	Teacher	Special Education	mdelcastillo@qhsls.org
Fink	Sarah	Teacher	English Language Arts	sfink@qhsls.org
Friedman	Carly	Teacher	English Language Arts and Special Education	cfriedman@qhsls.org
Gray	Crystal	Teacher	Arts: Visual and Special Education	cgray@qhsls.org
Guo	Daisy Lilin	Teacher	Chinese Language	lguo@qhsls.org
Hossain-Joldic	Aklima	Teacher	TESOL	ajoldic@qhsls.org
Kaneris	Despina	Teacher	Mathematics and Special Education	dkaneris@qhsls.org
Kim	John	Teacher	Mathematics	jkim@qhsls.org
Kirkhart	Joel	Teacher	Social Studies	jkirkhart@qhsls.org
Lee	Amy	Teacher	Mathematics	alee@qhsls.org
Li	Chenyu	Teacher	Social Studies	cli@qhsls.org
Liang	Wayne	Teacher	Physical Education	wliang@qhsls.org
Luo	Diana He	Teacher	Chinese Language and TESOL	hluo@qhsls.org
Mazzella	Luane	Teacher	English Language Arts	lmazzella@qhsls.org
Sembel	Malkia	Teacher	Mathematics	msembel@qhsls.org
Sheu	Tracey	Teacher	Science: Earth Science	tsheu@qhsls.org
Siu	Eric Ching Ho	Teacher	Science: Biology	esiu@qhsls.org
Spern	Matthew	Teacher	Social Studies and Special Education	mspern@qhsls.org
Stephens	Kaylee	Teacher	Mathematics	kstephens@qhsls.org
Terry	Katy	Teacher	TESOL and English Language Arts	kterry@qhsls.org
Umanzor	Gabriella	Teacher	English Language Arts	gumanzor@qhsls.org
Villarson	Theresa	Teacher	Science: Physics	tvillarson@qhsls.org

Weinstein	Ashley	Teacher	Social Studies and Special Education	aweinstein@qhsls.org
Weng	Alice Yali	Paraprofessional	Special Education	yweng@qhsls.org
Wilson	Eustacia	Teacher	Arts: Theater and Special Education	ewilson@qhsls.org
Wright	Trisha	Teacher	Mathematics	twright@qhsls.org
Zhao	Jianlan	Teacher	Chinese Language and TESOL	jzhao@qhsls.org
GUIDANCE FACULTY				
Ku	Jeffrey	Guidance Counselor	Guidance Office	jku@qhsls.org
Leon Chu	Susana	Guidance Counselor	College Office	sleonchu@qhsls.org
Tu	Shun	Guidance Counselor	Guidance Office	stu@qhsls.org
ADMINISTRATIVE FACULTY				
Huang	Stephanie	Parent Coordinator	Main Office	shuang@qhsls.org
Kao	Jane	School Business Manager	Main Office	jkao@qhsls.org
Maxwell	Chereese Yvette	School Secretary	Main Office	ymaxwell@qhsls.org
SUPPORT FACULTY				
Matthews	Yvette	School Aide	Main Office	ymatthews@qhsls.org
Miles	Edna	School Aide	Student Office	emiles@qhsls.org
Peebles	Jennifer	School Aide	Main Office	jpeebles@qhsls.org
COMMUNITY BASED ORGANIZATION				
Chen	Yely		Chinese American Planning Council (CPC)	ychencpc@qhsls.org
Fain	Nicole	Activity Specialist	Chinese American Planning Council (CPC)	nfaincpc@qhsls.org

## **Campus Wide Procedures**

*The following procedures are for the entire Flushing High School Campus.*

### ***Health Services***

In the event that students become too ill to attend class, they must obtain a pass from their teacher to go to the nurse in Rm. 268. If the nurse concludes that a student needs to be sent home, then the parent/guardian will be called. Please note: medicine that needs to be taken during the day must be registered and taken with the nurse unless otherwise noted. Please see the main office for this form.

### ***Security for Visitors***

All visitors must enter and exit through main entrance (Exit 16) off the main path from Northern Boulevard. Visitors must sign in at the security desk, presenting ID, before reporting to the Main Office (Room 118) to sign in with our school.

### ***Practice Drills and Emergency Evacuations***

A sign indicating the closest stairwell and exit for emergency evacuation is posted in every classroom and office. Students should follow their teachers' directions or campus announcements in the event of any emergency or drill. If evacuating the building, students should move quickly and quietly. Cell phone use is not permitted during drills or evacuations.

## **Attendance, Communication, and Appointments**

*The following procedures are for **students and parents**. Our students' safety and attendance are our first priority.*

### ***Student Attendance***

Attendance is the number one factor affecting student success in school. Please make every effort to be in school every day. Students who have below a 90% attendance rate (missing one school day per month) are far more likely to be at-risk of not graduating on time. Students may have absences excused for medical reasons and family emergencies. Please note that vacations are not excused and should coincide with school vacation days. For doctor and dental appointments, please schedule these after the school day.

For absences to be excused, a letter signed by the parent/guardian or a doctor is required. Please include your child's full name, ID#, dates, and reason for absence.

If a student is absent or extremely late to school, our main office staff will make a phone call, email, or text informing the parent and inquiring about the student's situation.

### ***Communication***

We encourage our families to communicate with our school's faculty early and often. We are available via phone during office hours, email, and text via the Remind system. Do not hesitate to reach out with any concerns or questions. Our faculty is multilingual in Chinese and Spanish.

In emergencies where parents need to contact students, parents should call the main office for the fastest response, *not the student*. We ask our parents not to text their students during the school day in order to minimize distractions in class.

### ***Required Student Information on File***

**Emergency Blue Card:** Each student must have an accurate emergency blue card on file. Parents/guardians must provide updated contact information to the school. This includes mailing addresses, phone numbers, and email. If students move residences, families must bring in mail sent by a government service or a utility company to show proof of address. On the blue card, parents/guardians may also indicate other adults who have permission to pick students up from school.

**Lunch Forms:** Within the first month of admission to our school, all families must submit a lunch form. While the school lunch is now free for all students, these forms qualify students for fee waivers on College Board exams and college applications. They also provide important information to the Department of Education that impacts our school's funding. Families can fill out lunch forms here, offered in a number of languages, for faster input: [nyc.applyforlunch.com](http://nyc.applyforlunch.com)

Any changes to a student's medical needs, even if temporary, must be communicated to the school via a doctor's letter (e.g. severe allergies to medicine or foods, injuries that exclude a student's participation from Physical Education or sports, asthma needs, etc.).

### ***Requesting Schoolwork When Absent***

It is the student's responsibility to make up all work that is missed. If the student is absent for an extended period of time, call or email to make arrangements for work to be picked up or sent home. Please notify teachers at least one week before to allow them to prepare make-up materials. Students should schedule make-up exams with teachers.

### ***Appointments with School Faculty***

It is strongly recommended that parents make an appointment to meet with the administration or faculty. Please call or email the main office to schedule a time to talk or meet. At QHSLS, we are committed to student achievement and are often meeting as a staff to improve the teaching and learning that happens across the school. Therefore, we may not always be available to speak if parents drop in. We appreciate your understanding.

## **Student Procedures**

*The following procedures are for **students**. Following these procedures ensures our students' safety and creates an environment where all students are learning.*

### ***Arrival and Dismissal***

The QHSLS entrance opens at 7:50AM. Students should enter in the morning through Exit 1, the entrance closest to Union St. If eating breakfast or meeting with teachers before 7:50AM, students must enter through the main entrance and display ID. Students are not permitted to leave campus during school hours until dismissal. Unless staying for after school programs, students must exit the school at dismissal through Exit 1. Otherwise, students should exit through the campus student entrance by the auditorium (Exit 15). Students who exit from any other doors may cause a door alarm to sound and will face consequences.

### ***School ID Cards***

School ID cards should be carried at all times; security or staff from any school may request to see identification. If entering from the main entrance, students may be asked to present ID. Currently, students do not need to swipe for entry into the cafeteria; however, students will need to show ID when entering the gymnasium. If a student loses an ID card, they should request a replacement using the Google Form sent to their emails. Note, replacing a lost ID card more than once will incur a fee.

### ***Metrocards***

Students are issued metrocards based on the residential address registered by the school with the Office of Pupil Transportation. Students who lose or damage metrocards may see staff in Rm. 220A for a replacement during lunch or before or after school. Replacement cards are subject to availability.

### ***Dress Code and Uniforms***

Wearing the school uniform is important for developing a positive school culture and for ensuring safety on campus. The school uniform includes any shirt with a QHSLS logo and must be visible as the primary article of clothing. All students are expected to arrive to school wearing their uniform. The school uniform serves as an ID for our students, providing entry into shared campus spaces like the cafeteria.



In extenuating circumstances, students without uniform should borrow a uniform at the start of their day. Students may also purchase uniform clothing after their last class in Rm. 220A or during lunch. If the purchase of uniforms is hardship, please speak to any member of our staff.

Students have their choice of appropriate pants, jeans, shorts, skirts, and footwear. Any clothing that does not adhere to our dress code will not be allowed, and students will be required to change. Parents may need to bring appropriate clothing to school. Examples of inappropriate clothing include:

- pants that sag or are worn below the waist
- clothing that is too tight or transparent
- any accessories or clothing that displays drugs, alcohol, sexual content, or offensive language
- any accessories that may be noisy or disruptive

**Note that headphones, earbuds, and sunglasses** must be kept in bags or lockers during the school day.

**Physical Education classes:** please consult the course contract provided by your teacher for appropriate, allowable attire.

### ***Eating and Drinking***

Please note that individual teachers may have their own policies around food and drink. As a school policy, only plastic bottles are allowed; bringing a refillable water bottle is encouraged. Students are also encouraged to arrive early to school to take advantage of free breakfast in the cafeteria. In general, snacks that meet the following criteria will be allowed in **the last 15 minutes of class**:

- quiet (no bags or snacks that make noise)
- neat (no snacks that are greasy, stain, or crumb, e.g. popcorn, cheese puffs, etc.)

Examples of acceptable snacks include granola bars, bananas, etc. If the teacher finds your eating disruptive to learning, you will be asked to put away your food or throw it away. It may also be confiscated. *Remember what you bring to the classroom, and leave a clean environment for other students: you are responsible for your messes.*

**Please note:** food is not allowed during labs, exams, or when using laptops.

### ***Hallway Passes and Bathrooms***

Per campus-wide policy, bathrooms are unavailable the first and last ten minutes of class. Students should follow the teacher's procedures for requesting bathroom and water breaks. Hall passes will only be given out one at a time by teachers. In the event of an emergency, see an administrator or faculty member in any office to be admitted to a bathroom.

The girls bathroom is located across from Rm. 210. The boys bathroom is located next to Rm. 236. During lunch, students must use these bathrooms.

### ***Lunch and Cafeteria Use***

Students will need to enter their 9-digit ID numbers to receive lunch. Students are responsible for maintaining and leaving an orderly and respectful environment. This includes waiting patiently in line, cleaning up after themselves, keeping an appropriate volume, etc.

### ***Office Hours During Lunch***

If teachers offer office hours during lunch for homework help, tutoring, or additional time on exams, students may attend after obtaining a pass from their subject teacher and presenting this pass to QHSLS faculty supervising the cafeteria. No students may leave the cafeteria without a pass. We emphasize that attending lunch time office hours is a privilege and at teachers' discretion.

## ***Cell Phones***

In order to maintain focus in school, ensure safety, and prevent theft, **students must keep all electronic devices away and silent, unless for educational use under the direction of a teacher.** City-wide regulations also state that students may not use phones in the bathrooms, locker rooms, during any exam or testing situation, or during evacuations or safety drills. Students may use their phones in the cafeteria.

Please note that taking photos or video of others without their permission is an offense that we take seriously at QHSLS. We will ask students to delete these photos/video from their phones. We may also restrict or confiscate phones if students are found showing this disrespectful behavior. If a teacher or an administrator confiscates a phone, we will notify the parent. Depending on the circumstance, a parent/guardian may need to retrieve the phone in person.

We encourage students and families to develop healthy habits when it comes to smartphone use. These include:

- having set times when cell phone use for entertainment and gaming is allowed
- discussing what social media students are using and what students are posting
- charging phones nightly outside of their bedrooms
- establishing routines and expectations for communication

In an emergency, students should seek out an administrator if they need to use their phones in school offices.

Students may not charge phones in classrooms. In an emergency, students may give their phones to an administrator to charge. Phones charged by administrators will be returned at the end of the day.

## ***Supplies and Textbooks***

**You must be prepared for class everyday with these necessary supplies:** pen and/or pencil, looseleaf paper, binder, homework folder, planner, and any other materials requested by individual teachers.

All textbooks or equipment issued to the student are QHSLS property and should be carefully used. **Using these items is a privilege and the student's responsibility.** Fines will be assessed for any damaged or lost textbooks and equipment, and future privileges may be taken away.

## ***Classroom Lockers and Gym Lockers***

Students can sign-up to use a classroom locker in the student office in Rm. 220A. Only school-issued blue combination locks, costing \$7, may be used. These can be purchased and are for students to keep. Students may access their lockers between periods. However, note that students will not be allowed to use lockers during classes meeting for a double period and should plan ahead.

Students may use lockers in the locker room during PE classes, securing their belongings with their own lock (they do not have to be school-issued; however, note that Master Lock brand locks are recommended. Do NOT purchase locks from dollar-stores.). **These lockers are for daily use only and all items must be removed at the end of the PE class.**

Please note that the school is not responsible for lost or stolen items, and students must be careful to check that their belongings are secure. We encourage students to store any valuables in their lockers.

## ***Computer Use and Social Media***

At your teacher's direction, laptops may be used in class. Before any computer use, all students and parents must sign the Computer and Internet Use Consent Form, indicating their understanding of appropriate computer use. All laptops provided for use are the student's responsibility. Follow your teacher's directions, and handle laptops correctly and carefully. The privilege to use laptops may be taken away. Likewise, fines and replacement fees will be assessed for any damage to or loss of laptops. For Chromebooks, students must use their @qhsls.org emails to log-in.

**Social Networking:** Computers are for educational purposes only. Using social networking sites is strictly prohibited in school. Likewise, we strongly recommend that parents monitor the use of social networking at home (Facebook, Instagram, WeChat, Snapchat, etc.).

**Online Behavior on Social Media Sites:** If behavior on social networking sites negatively affects students or causes a hostile or uncomfortable learning environment, QHSLS can take appropriate disciplinary measures. What users say or do on social networking sites can also have legal consequences and may be monitored by the company's site. **Remember: every post has permanence: they can be saved, shared, and recovered even if deleted.**

**QHSLS Email:** Each student is given a school email, which allows students to access to our school's Google Drive. For help with usernames and passwords, please speak to a teacher. QHSLS email...

- is *professional*: use it to apply for part time jobs or college applications
- is *helpful*: collaborate on Google Drive and share Google Docs with teachers and classmates
- is *useful*: learn about school events and email your teachers with questions
- is *official*: please note this is your school email, and you have limited privacy. Sending any inappropriate messages, photos, or video could result in serious consequences.

## Academics

*The following items outline areas of support, opportunities for students, as well as grading policies all students should know to be organized for success.*

### **Online Assignments and Grading**

**PupilPath:** Teachers will be using an online grading system called PupilPath to post assignment grades. Parents and students will have access to this online and mobile app. Students and families should consistently track academic progress on assignments and exams using PupilPath.com. If students or parents have difficulty accessing or using their PupilPath accounts, please contact [info@qhsls.org](mailto:info@qhsls.org) or our guidance counselors for assistance.

**Google Classroom:** Teachers often post assignments and give feedback to students using Google Classroom. Be sure to check assignments daily.

### **Grading Policy**

*At QHSLS, grades indicate what students know and what they can do.* Each teacher will go over an individual class contract with students detailing how they will be graded, policies around make-up work and redos, and how best to communicate with them. Across the school, grades will be based on the following:

- 85% final products: exams, performance tasks (projects, writing assignments, lab write-ups, etc.)
- 15% the learning process: homework, classwork, etc.

Make-up work for excused absences is due five school days after the absence or at a date determined in collaboration with teachers. Students are responsible for arranging needed time with their individual teachers.

### **Plagiarism and Academic Honesty**

Plagiarism is the presentation of someone else's work, their ideas, and/or their words, as one's own. In schools and universities, this is the equivalent of fraud or stealing. In the United States, plagiarism can lead to being expelled, to being fired, and to the loss of credibility. **An immediate 0** will be given for any work that is copied (from a friend, from the internet, or from any other source). Recovering a score for the assignment is at the discretion of your teachers.

### **Marking Periods and Earning Credits**

There will be two terms each year: fall (ending in January) and spring (ending in June). Students may earn credits each term by passing the course with a 65 or higher. Note that each term has three marking periods. **Students will receive progress reports after the first two marking periods of each semester.** Students will see both their third

marking period progress and their final grade for the term on their third progress report for each term. The final grade indicates the student's achievement for the term and will earn the student credit towards graduation.

**Please note:**

Grades above an 80 may be in increments of 1 (e.g. 83, 87, 94).

Grades below an 80 will be in increments of 5 (e.g. 70, 75, 80).

### ***Honor Roll and High Honor Roll***

At QHSLS, honor roll indicates a student has achieved an average of 85 or above, with no less than an 80 in any individual class. High honor roll indicates a student has achieved an average of 93 or above, and no less than an 80 in any individual class. In addition to academic achievement, demonstrating improvement and our core values of PRIDE are also celebrated.

**A score of 80 indicates work that meets QHSLS standards.** *We expect students to try hard, to be determined, and to learn from their mistakes.* Students may re-take exams or re-do performance tasks in accordance with the teacher's policy for excused and unexcused absences.

### ***Graduation***

To graduate high school and earn a New York State Regents diploma, students must meet specific credit requirements and pass required Regents exams. Please see our Progress Towards Graduation Tracker for more information.

**Our program is built to support students in achieving an Advanced Regents Diploma.** Students who earn an Advanced Regents Diploma demonstrate their ability to go above and beyond graduation requirements. Students demonstrate a strong foundation in all subject areas, and colleges often look for applicants with Advanced Regents Diplomas.

What are the requirements for an Advanced Regents diploma?

- The 44 required credits for a Regents diploma, *including 6 credits of foreign language and 3 elective credits*
- A 65 or higher on the 5 standard Regents exams for graduation, *plus one additional science exam, two additional math exams, and a foreign language exam.*

**Transcripts** indicate the number of credits earned and scores for courses and Regents exams. Our guidance counselors will be meeting with students throughout the year regarding their progress and post-graduation planning. Students and parents may request transcripts by contacting their counselor.

### ***Guidance Counseling***

Our guidance team is available to support students with academic, social, and emotional concerns. Students will receive passes from their teachers at the beginning of class if they have an appointment with a counselor that period. Students may also make appointments via email, preferably at least one day in advance. Please note our counselors speak Mandarin, Cantonese, Spanish, and English.

### ***Student-Led Parent-Teacher Conferences (SLCs)***

In November and March/April, parents and family members are strongly encouraged to attend conferences with their student and their student's SLC teacher. One week before these conferences, SLC teachers will schedule 20-minute appointment times with parents. **Students will lead the conference**, describing their progress and discussing plans for improvement. Their teachers will then present information around students' academic progress towards graduation, attendance, post-secondary planning, and other important data.

Additional meetings between parents, faculty, and students are also encouraged and may be scheduled at any time. Parents are asked to email or call the main office or to make an appointment with faculty. Language support in Chinese and Spanish is readily available. Support for other languages is also available with advance notice.

## After School and Extracurricular Activities

### ***Tutoring***

Teachers are here to help. Speak to your individual teacher about opportunities to receive tutoring after school and during lunch. Likewise, your teachers may request that you attend tutoring if assignments are incomplete or missing.

### ***CPC After School Advancement Program (CPC ASAP)***

Together with our partner CPC, we are able to offer after-school homework support on Mondays until 3:30 and Tuesdays through Thursdays until 5PM. CPC typically begins in October, and students must sign up with a CPC staff member. We encourage all our students to come for extra help from CPC staff and older student-tutors from our school. Laptops are available for use as well.

By signing up for CPC ASAP, students who demonstrate progress in their schoolwork also have the opportunity to participate in several exciting activities and trips throughout the year. This includes college visits, camping, skiing, food tours of NYC, Broadway shows, and other events.

### ***Library Use***

We encourage you to use our excellent campus library. The library is filled with both print and digital resources. You may visit the library (located in B-06 on the basement level) after your last period or during lunch. Students are not permitted to visit the library during class time on their own. You may borrow up to two books for three weeks at a time. Computers in the library are restricted to homework and research. Librarians are available to help. Students are limited to printing 5 sheets of paper at no cost; otherwise, students must supply their own paper.

### ***Extracurricular Activities***

We encourage you to propose extracurricular activities, under the supervision of a staff member, in the school. Participation in extracurricular activities is actively supported, and opportunities will be ongoing. This year, we are pleased to be in partnership with CPC for our after school programming.

### ***Public School Athletic League (PSAL) Sports***

Eligible QHSLS students are welcome to participate in Flushing Campus PSAL sports. **Students must meet academic and attendance criteria and turn in a medical clearance form and a parent consent form to participate** (available from Mr. Ku or [PSAL.org](http://PSAL.org).) Meetings about sports are ongoing throughout the year. For more information, log onto [PSAL.org](http://PSAL.org) > *Schools* > *Flushing HS*. Current sports include:

**Girls:** Badminton, Basketball, Handball, Soccer, Table Tennis, Tennis, Track (Outdoor), Softball, Volleyball

**Boys:** Badminton, Football, Baseball (JV and Varsity), Basketball (JV and Varsity), Handball, Tennis, Soccer, Volleyball

**Co-Ed:** Bowling, Cross Country, Track (Indoor)

### ***Eligibility to Participate in Non-Academic Events, Activities, and Trips***

Students who fail to demonstrate PRIDE or have been subject to disciplinary actions (e.g. detention, suspension, etc.) may be ineligible to participate in school events and celebrations (e.g. Lunar New Year Celebration, Lip Sync Battle), activities, and/or non-academic trips (e.g. Senior Trip, Citi Field). The specific consequences will be determined on a case by case basis.

## Partnering with Families

At QHSLS, we believe partnering with families is essential to our students' success. We aim to build a caring and supportive community through collaboration and shared celebration.

### ***Parent Involvement***

**PTA and SLT Activities:** we encourage parents to join our Parent-Teacher Association and School Leadership Team meetings and events. Please refer to the school year calendar for regular PTA meeting dates, college visits, and

other community celebrations throughout the year. We always welcome your feedback. Please email [pta@ghsls.org](mailto:pta@ghsls.org) or our parent coordinator Stephanie Huang at [shuang@ghsls.org](mailto:shuang@ghsls.org) with any inquiries.

PTA meetings are generally on the third Wednesday of each month. These meetings feature workshops on post-secondary planning (e.g. financial aid and college applications), nurturing children's social and emotional health, parent-child communication, immigrants' rights, city benefits and public services, etc.

*Our 2019-2020 PTA board includes:*

PTA Co-Presidents: Evelyn Hogu and John Chen  
PTA Vice Presidents: CuiZhen Chen and XiaoFen Zhang  
PTA Secretary: Omar Di Nicola  
PTA Treasurer: Judy Luong

*PTA-sponsored Events:* Throughout the year, our PTA hosts several events. These include:

- college visits in NYC, upstate NY, and Philadelphia
- social events like apple picking, museum and botanical garden visits
- a teacher appreciation lunch of home cooked foods
- support with our school's Lunar New Year celebration and Awards Night

*Newsletters:* We send home quarterly mailings that include a newsletter highlighting student and school achievements, important information, and invitations to school celebrations. Also included are PTA news and announcements, updates about our school programming, school lunch calendars, and other items families request. Our letters are translated into Chinese and Spanish. Please contact our parent coordinator Stephanie Huang if you'd like a copy of our most recent mailing.

*Website:* Please visit [ghsls.org](http://ghsls.org) to view new information.

