

QHSL

QUEENS HIGH SCHOOL FOR
LANGUAGE STUDIES
皇后语言研究高中

Queens High School for Language Studies Student and Family Handbook 2023-2024

Table of Contents

About QHSL	2
Respect for All	3
School Information	4
Campus Wide Procedures	5
Attendance and Communication	6
Student Procedures	7
Academics	10
After-School Extracurricular Activities	12
Family Involvement	13

Welcome to the QHSLs Community!

What is our mission and vision?

QHSLs 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.

QHSLs P-R-I-D-E: Our Core Values

What is QHSLs 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 happens more than once or has 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)

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, as 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
School website: <https://qhsls.org>

Fax: 718-888-7526

Email: info@qhsls.org

Office Hours during the School Year: 7:45AM-4:00PM

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.

2023-2024 Bell Schedule

Period	Time
1	8:00-8:45
2	8:48-9:33
3	9:36-10:21
4	10:24-11:09
5	11:12-11:57
6	12:00-12:45
7	12:48-1:33
8	1:36-2:20
9	2:23-3:08

[QHSLs Faculty Directory](#)

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 the 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. Do not hesitate to reach out with any concerns or questions. Our faculty is multilingual in Chinese and Spanish, along with several other languages.

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.

Family Income Form: Within the first month of admission to our school, all families must submit a family income form (formerly called 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 this forms here, offered in a number of languages, for faster input: 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. When students need to miss school, they should communicate with their teachers via email and check their Google Classrooms. Students should schedule make-up exams and other numerically graded assignments 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 7:50 AM. Students should enter in the morning through Exit 1, the entrance closest to Union St. If eating breakfast or meeting with teachers before 7:50 AM, 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 main entrance (Exit 16). 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. Students must swipe their ID every time they enter the building, even if they swiped earlier in the day. Students will also need to show ID when entering the gymnasium and cafeteria/auditorium for lunch. If a student loses an ID card, they should go to the main office (room 118).

Note: Replacing a lost ID card more than once will incur a fee. New students will receive their IDs in the first weeks of school.

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 the main office (room 118) for a replacement during lunch or before or after school. Replacement cards are subject to availability.

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 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 lunch. 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 a space to take a phone call.

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.

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 @nycstudents.net 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.**

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.

Grading Policy

At QHSLs, grades indicate what students know and what they can do. In order to reflect what students know and are able to do, progress report card and term grades will be determined based upon a combination of tests and assignments graded using a standards-based rubric (e.g. projects, writing assignments, lab write-ups, etc.). Each teacher will go over an individual class contract detailing the breakdown of tests and rubric-based assignments that will determine a student's grade, along with how students can go about making up missed work or resubmitting revised assignments.

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. Teachers will not accept any work that is copied (from a friend, from the internet, or from any other source). Students will be required to redo any copied assignments, parents/guardians will be notified, and students may face additional consequences.

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 is the grade that will appear on a student's transcript.

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.

We expect students to try hard, to be determined, and to learn from their mistakes. Students who wish to retake exams or re-do performance tasks should contact their teacher to set up a time to discuss redoing the assessment in question.

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-centered Parent-Teacher Conferences (Virtual Conferences 2023-2024)

In November and March/April, parents and family members are strongly encouraged to attend conferences with their student and their advisory teacher. One week before these conferences, advisory teachers will schedule 20-minute appointment times with parents. Students will describe their progress and discuss 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. 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.

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*.) Meetings about sports are ongoing throughout the year. For more information, log onto *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, are failing one or more courses, 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@qhsls.org and check our school's website for the most updated PTA calendar and contact information.

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.

PTA-sponsored Events: Throughout the year, our PTA hosts several events. While on hold, these have included in the past:

- 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 mailings throughout the year 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 if you'd like a copy of our most recent mailing.