



STUDENT HANDBOOK

351 W. 18TH Street
New York, NY 10011

Tel: (212) 488-3645
Fax: (212) 488-3355

Q2L.ORG

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper



NYC Department of Education School Calendar

September 2017- June 2018

| | |
|---|---|
| September 7th, 2017 | First Day of School |
| September 21st & 22nd, 2017 | Rosh Hashanah (schools closed) |
| October 9th, 2017 | Columbus Day (schools closed) |
| November 7th, 2017 | Election Day (Students not in attendance) |
| November 23rd & 24th, 2017 | Thanksgiving Recess (Schools Closed) |
| December 25th, 2017- January 1st, 2018 | Winter Recess (Schools Closed) |
| January 15th, 2018 | Dr. Martin Luther King Jr. Day (Schools Closed) |
| January 26th, 2018 | End of Fall Semester (No HIGH SCHOOL students in attendance) |
| January 29th, 2018 | Chancellor's Conference Day (No HIGH SCHOOL students in attendance) |
| January 30th, 2018 | Spring Semester Begins |
| February 16th - 23rd, 2018 | Lunar New Year and Midwinter Recess (Schools Closed) |
| March 30th, 2018- April 6th, 2018 | Spring Recess (Schools Closed) |
| May 28th, 2018 | Memorial Day (Schools Closed) |
| June 7th, 2018 | Anniversary Day (Students will not be in attendance) |
| June 11th, 2018 | June Clerical Day (no school for Middle School) |
| June 15th, 2018 | Eid al-Fitr (Schools Closed) |
| June 22nd, 2018 | Rating Day (no school for High School students) |
| June 26th, 2018 | Last Day of School, (Early dismissal) |

Bell Schedule

2017-2018

| | |
|----------|---------------------|
| Period 1 | 8:05 am -8:51 am |
| Period 2 | 8:53 am - 9:39 am |
| Period 3 | 9:41 am - 10:27 am |
| Period 4 | 10:29 am - 11:15 am |
| Period 5 | 11:17 am - 12:02 pm |
| Period 6 | 12:04 pm -12:49 pm |
| Period 7 | 12:51 pm - 1:37 pm |
| Period 8 | 1:39 pm - 2:25 pm |

Guidelines & Responsibilities

Our Mission: To empower and engage all students by connecting rigorous learning through innovation to the increasing demands of the global society.

Our Core Values:

- **Possibility:** We recognize the potential in ourselves and others, are willing to take chances in our learning, and jump at new opportunities.
- **Diversity:** We are a diverse group of individuals who learn in a variety of ways, displaying an array of unique contributions.
- **Leadership:** We take initiative in our own learning, collaborate with others, and use our influence to become powerful leaders.
- **Iteration:** We are persistent, studious, and tenacious individuals who recognize that mistakes are just avenues to new learning.
- **Responsibility:** We are accountable for our actions, respectful to our community, and careful to make positive impact in our future.

School Hours: The official school day begins at 8:05 am. The Cafeteria will be open at 7:45am for students who arrive early. Free breakfast will be served by the school's food service program before classes begin.

Lateness: A student who arrives after the bell has rung for their first instructional period at 8:05am or 8:53am will receive a lunch detention unless they have an excuse note from a parent or doctor. All late students must go to the main office in Room 526 to sign in and get a pass. If a student is late coming back from lunch, the student must still go to the main office in Room 526 to sign in and get a pass. That student will be assigned lunch detention for the following day.

Absence: If a student is going to be absent, his or her parent should call the main office at 212-488-3645 to let them know. When the student returns s/he should bring a note signed by a parent or a doctor so that the absence can be coded. Please put the student's ID number on the letter.

Identification: Students need to keep their school ID's secure and carry them at all times. The ID's must be used to "swipe in" in the morning and must be presented to any faculty member or school safety officer upon request. If an ID is lost, the student should sign up for a new one in the main office. It can take up to 3 days to receive a new ID.

Early Dismissal: For the safety of our students, **no student is allowed to leave school during regular school hours.** A parent/guardian or someone designated on the student's emergency card must come to the Main Office in Room 526 to sign out the student. All visitors to the school need to carry identification. Please note that School Safety requires someone from the office to come to the 1st floor lobby to pick up any visitor. When the office is busy this can take some time so please allow plenty of time when picking up your child.

Dress code: Students are expected to wear clothing that is appropriate for a serious learning environment. Clothing that distracts other students is not permitted. Students may not wear hats or head-gear on school grounds.

Food & Beverage: Eating and drinking is not allowed in the school other than in the cafeteria.

Outside Lunch policy:

Students at Quest to Learn are allowed to go out to lunch at the discretion of the principal. In general, students will be allowed to go out on a grade by grade basis, starting with 12th grade in September. In order to be allowed out, students must return a signed permission slip and a completely filled out Administrative packet **including the DOE lunch form** and the student's **Emergency Card**, which lists the name of at least one adult over the age of 21 who can be contacted if the parent/guardian is not available.

This special privilege comes with the understanding that it can be revoked by a Quest to Learn administrator at any time.

The Off Campus Lunch Safe-to-Travel Zone is from 8th - 9th Ave AND from 14th - 23rd St.

Electronics Policy

Under the new Chancellor's Regulation A-413, students are permitted to bring the following electronic items to school: cell phones, laptops, tablets, and iPads. Electronic devices of any kind are not to be visible or used throughout the school day, including in the hallways, during transitions, and in the bathrooms. The **ONLY EXCEPTIONS** are in the cafeteria during lunch and when an appropriate faculty member has given permission for a specific task.

At the beginning of the school year students and parents will be asked to sign a contract regarding the use of these electronics.

Failure to adhere to the conditions set forth in the contract will result in the following:

1st violation: The device is confiscated and may be returned to the student at the end of the day by the dean or an administrator.

2nd violation: The device is held at school, the student's parent/guardian is notified and asked to come to the school to retrieve it.

Consequences for further violations will be at the discretion of the principal.

Home Base

Home Base advisors serve as the student's primary contact and advocate with parents and other teachers. Home Base advisors encourage students to advocate for him/herself and track and monitor students' academic and behavioral progress and participation in school life through a process of guided goal setting, reflection, and self-assessment.

Academic Policy:

Semesters are divided into 3 marking periods. There will be a report card generated at the conclusion of each marking period. Each semester's final grade will be the average of the 3 marking periods. However, official transcripts will only be updated at the close of each semester. Parents and students should check student's grades on the Pupil Path system. Information about how to sign in to Pupil Path will be given at the beginning of the year.

Middle School Grading Policy:

- 45% Summative: Tests, essays, projects, performance tasks
- 45% Formative: Quizzes, classwork, warm ups, essay drafts, class participation
- 10% Homework

Upper School Grading Policy:

- 55% Summative: Tests, essays, projects, performance tasks
- 35% Formative: Quizzes, classwork, warm ups, essay drafts, class participation
- 10% Homework

Accessing Grades Online

Parents/guardians and students will be able to access grades through PupilPath. PupilPath allows parents and students to view important student and school information such as student attendance records, class schedule, assignment due dates and grades, graduation eligibility, school announcements, and more. Parents and students will be given access information at the beginning of the year.

Graduation Requirements:

MIDDLE SCHOOL: Students are required to pass all core courses in order to be promoted to the next grade. Students who fail one or more core courses will be expected to attend summer school for those subject areas. Decisions about promotion for those students will be made August.

HIGH SCHOOL: In New York State, there are three types of diplomas: a local diploma, a Regents diploma, and an Advanced Regents diploma. New York State requires that students

obtain 44 credits in specifically designated subjects and pass 5 Regents exams to be eligible for graduation. Credit and graduation requirements may vary slightly depending on which year students enter 9th grade. Guidance counselors work regularly with students to keep them informed of their progress towards graduation.

For more information, please visit the following link:

<http://schools.nyc.gov/NR/rdonlyres/215FF06B-DCA3-442B-89DF-18E674DC867E/0/Acpolicygened.pdf>

Academic Honesty

In all work submitted for academic credit, students are expected to represent themselves honestly. The presence of a student's name on any work submitted is considered to be an assurance that the work and ideas are the result of the student's own intellectual effort, stated in his or her own words, and produced independently, unless clear and explicit acknowledgment of the sources for the work and ideas is included. This principle applies to essays, compositions, papers, reports, quizzes, tests, homework assignments, artistic productions, laboratory reports, computer programs, and all other assignments. If a group project has been assigned, students are expected to identify accurately their contributions and to be honest about representing the work as a group or individual effort. Students who have questions about how to cite sources must speak to their teacher before submitting work for evaluation. *

The New York City Department of Education's Discipline Code classifies "scholastic dishonesty" as a Level Three offense.

In cases where a student has engaged in academic dishonesty the following steps will be taken:

- The teacher will reach out to the administration to investigate the validity of the allegation.
- Should the administration determine that academic dishonesty has occurred, a meeting will be arranged with the student and his/her family to discuss the consequences of scholastic dishonesty. At the discretion of the teacher, the student may have the opportunity to redo the assignment. The incident is logged in Pupil Path/Skedula. Should the student not turn in the redo, the student will receive a 55.
- Should another incident of scholastic dishonesty occur, the teacher will notify the administration, call the student's parents, and log it in Pupil Path/Skedula. The administration will, in accordance with the School Discipline code, take disciplinary action which may include detention, exclusion from extracurricular activities, principal's suspension, and/or superintendent's suspension

*adapted from HSAS Academic Honesty statement

Glossary of terminology used at Quest to Learn:

| | |
|------------------------------|--|
| Domain | At Quest to Learn students learn standards-based content in classes that we call domains. These domains are organized around big ideas. |
| Missions | 10 week units in each domain that give students a complex problem they must solve. |
| Being, Space and Place (BSP) | An integrated ELA and social studies domain that is organized around the idea of the individual and his/her relationship to the community and networks of knowledge across time and space |
| Codeworlds (CW) | A domain where we treat math like a secret code or its own language. We look for patterns, solve puzzles, and play games. |
| Point of View (POV) | This is a domain in which students focus on developing advanced reading and writing skills. |
| The Way Things Work | An integrated math and science domain organized around ideas from design and engineering: taking systems apart and putting them back together again. |
| Sports for the Mind (SFTM) | A domain focused on digital media, game design, and systems thinking. The games created are either board games or are computer based. |
| Wellness | A class designed to get students moving and thinking about ways to be healthy— consisting of both physical education classes (held in the gym twice a week) and classes where students learn about other aspects of wellness: body image, social emotional issues and nutrition. |
| Home Base | A group of 12-18 students that meets two times a week with an advisor. The meetings consist of team building activities, announcements, and discussions. |
| Boss Level | One week intensive design challenge where students collaborate by applying acquired knowledge and skills to propose solutions to complex problems. Regular classes do not take place during Boss Level. |



PRINCIPLES OF GAME-LIKE LEARNING

- 1 Everyone is a participant
- 2 Failure is reframed as iteration
- 3 Everything is interconnected
- 4 Learning happens by doing
- 5 Feedback is immediate and ongoing
- 6 Challenge is constant
- 7 Learning feels like play

