



HS STUDENT HANDBOOK  
2020-2021

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# Bell Schedule

2020-2021

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 not be able to leave the building that day for lunch and may receive detention for excessive latenesses. 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 email the main office 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.

**CAASS system:** If parents have given the main office permission and contact information (email or cellphone), they will be notified when their child swipes their ID in as they enter the building. **PLEASE NOTE: this is not your child's official attendance, it is for parent information only.**

**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 the last half hour of the school day is extremely busy so please try not to come to school at that time.

### **Dress Code:**

At Quest to Learn we do not require a uniform, but rather we expect students to make smart, professional, and appropriate choices that support learning within an academic setting.

More specifically:

- Shirts/blouses that cover the midriff and undergarments
- NO slogans or pictures that are obscene or deemed inappropriate by school officials are allowed on clothing at school.
- NO head coverings, except for religious purposes, for both males and females.

**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 are allowed out on a grade by grade basis, starting with 12<sup>th</sup> grade in September. In order to be allowed out, students must return a signed permission slip and a **completely** filled out Administrative Packet that includes 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 dean or an administrator.

2nd violation: The device is held, 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 students who attend summer school will be made in 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

