

Queens Gateway to Health Sciences Secondary School



Student Handbook 2008–2009

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I. PRINCIPAL'S MESSAGE

September 2008

Dear Gateway Students:

On behalf of the faculty and staff, I welcome you to Queens Gateway to Health Sciences Secondary School. We hope that your experiences at Gateway will be educationally rewarding and socially enriching.

Our teaching and learning community values every student and strives to create a cooperative and nurturing environment for all students. We hold high expectations for every student and pledge to support and respect good discipline as habits of our school community.

Because we perceive our school to be a purposeful community, we try to provide an academic home that is inviting and pleasant. We invite our students to share in the classroom activities and in the school programs. We encourage you to respect the diversity in the school community and value each individual for his or her special qualities.

From time to time, we will provide you with very important information, which will make your high school career meaningful and productive. We encourage you to read all information carefully and govern yourselves by those guidelines.

If you have any concerns that we did not address during this first week, please feel free to share them with your teachers, guidance counselors, or student representatives. We appreciate your opinions and are willing to serve you and help you attain your full potential at Gateway.

Best wishes and every success in your studies and academic pursuits.

Sincerely,

Cynthia Edwards
Principal

II. OUR MISSION

The mission of the Queens Gateway to Health Sciences Secondary School is to prepare all students to perform proficiently, exceed academic standards, and find productive pathways to knowledge as they learn to live constructively together. Gateway, through the collaboration of school, home and community strives to develop high expectations for all students in an educational environment that is safe and nurturing. We are committed to the use of appropriate instructional expertise, guidance services, academic intervention services, and the use of technology to support teaching and learning. We will continue to provide a college preparatory program in the health sciences, while respecting and understanding the needs and diversity of our school community. We will achieve this through an enduring community partnership that celebrates success for all students, support teachers' professional learning, innovation and creativity in teaching, strong relationships between parents, students and staff, and high standards of performance for all students.

III. HISTORICAL PERSPECTIVE/OVERVIEW

The Queens Gateway to Health Sciences Secondary School was established through the collaboration of the Queens Hospital Center, York College of the City University of New York, the Mount Sinai Medical Center, Community School District 28, District Council 37 and the Division of High Schools.

Direct linkage to the Mount Sinai Medical Center, York College and the Queens Hospital Center will provide students with the opportunity to participate in specially designed courses, mentorship and summer placements. The Gateway network of over 40 prestigious colleges, universities and research centers will provide students with additional summer opportunities as well as a variety of options for college choices. Students will participate in community and public service activities as part of their education and will relate health issues to their own lives. Participation in the hospital program, enrichment programs, academic intervention, community service and clubs may result in an extended school day schedule.

The Queens Gateway to Health Sciences Secondary School employs a variety of instructional strategies to support active learning. The use of the interdisciplinary model to develop skills, abilities and competencies makes the connection and integration of course work more meaningful to the students. All Gateway students take regent level courses. **All students are required to take four years of high school mathematics and science.**

A strong guidance support system complements the instructional program. The school support system will establish a personalized environment in which students will develop self-confidence and self-motivation to be empowered to make choices and to take responsibility for their actions.

Gateway supports the integrated instructional support model, when special needs students are included in regular education classes. The teacher provides services outside the classroom and serves as a consultant teacher to the general education teachers.

The Queens Gateway to Health Sciences Secondary School will offer a comprehensive academic college preparatory curriculum in science and math. This extensive curriculum is in alignment with state and city standards, which is designed to develop a pool of graduates who are prepared to meet rigorous college and professional challenges.

Preparation for college and careers will be part of each student's program, with college level courses, research experiences and mentorship offered at York College, Queens College and the Queens Hospital Center. Hands-on activities will introduce the students to health services and health care delivery systems.

The Hospital Experience program provides an exploration into careers in medicine, medical research, health technology, health administration, biotechnology, nursing, preventive medicine, psychological and social services. Through these mentorships, students will develop strong interpersonal skills along with academic skills to prepare them to communicate easily with both patients and hospital staff.

The Queens Gateway website is now available for your use:

www.QueensGateway.com

This handbook will be available on the site, as well as current Gateway information.

IV. HOSPITAL EXPERIENCE PROGRAM CURRICULUM Queens Gateway at Queens Hospital Center

The Queens Gateway Hospital Experience Program at Queens Hospital Center provides experience and exposure to the health care environment for students in grades seven through ten. At each grade level students spend a two-week cycle at the Queens Hospital Center. The program is divided into four grade specific rotations. Students receive a grade specific multi-modal course of study, which has the objective to provide the students with an overview of:

- The clinical and non clinical aspects of hospital based health care
- The scope and range of occupations and careers found in the hospital environment
- The technology used in the diagnosis, management, and treatment of disease and the equipment used in the overall operation of the hospital

These goals are achieved through:

- Seminars that provide an overview of aspects of the hospital environment that the students are studying.
- Site visits to various departments within the hospital.
- Research at the Queens Hospital Center Library.
- Student symposiums in which students share oral and written presentations of research papers.

The sequence of study is outlined as follows:

Year One (Seventh Grade)

Introduction to Hospital

This course is primarily a career exploration program, which introduces students to some of the many professions, and technologies found in the hospital environment. Students learn some of the basic aspects of the hospital organization and operation.

Year Two (Eighth Grade)

Systems of the Body

This course is an introduction to human anatomy and physiology through a study of systems of the body and related hospital departments, which diagnose, treat, and manage ailments of those systems.

Summer Program (Pending Funding)

This course is offered to new students as an introduction to hospital studies. Students study body systems. Students also learn about ethical issues related to patients with weight problems. Students also participate in a self-assessment and learn how to monitor their own weight and general health status.

Year Three (Ninth Grade)

Health Maintenance and Disease Prevention

This course allows students to understand some of the risks to health and how such risks may be monitored and prevented. Students learn some basic health monitoring skills (i.e.: Blood pressure, pulse, respiration, blood glucose measurements, height & weight measurements, etc.).

Year Four (Tenth Grade)

Multi-System Diseases

In this course, the student will study a specific disease that affects one or more body systems. The student will integrate the knowledge and skills of the previous three years in their study of multi-system diseases.

Years 5-6

Optional Program

Students in the 11th and 12th grades have the opportunity to participate in Internships through the after-school and summer R.E.A.D.Y programs. Students are assigned to personal mentors in a selected area of specialization. Students gain valuable information and experiences toward college preparation and specialized programs.

V. COMMUNITY SERVICE REQUIREMENT

The mission of the Community Service Program at Queens Gateway to Health Sciences Secondary School is to provide all students with the opportunity to serve the community. With the support of staff, parents and community leaders, our students will be prepared to become responsible citizens.

Queens Gateway to Health Sciences Secondary School requires every student to participate in community service. Students who complete 400 or more hours of community service will receive the prestigious Gateway endorsed diploma, which is recognized by colleges and universities in the admissions process.

The goal of the Community Service Program is to:

- Foster a connection between school and community
- Enhance awareness of the need to serve the community
- Develop responsible citizens
- Acquire knowledge and develop practical skills

Community Service is required for admission into the National Honor Society/Arista.

VI. SCHOOL BUILDING RULES

Violation of any of the following rules and regulations will result in parent notification, detention or suspension.

1. **Student ID's or program cards must be presented upon entering the building.** A program card must be presented to any staff member upon request.
2. Hats, scarves, dew-rags must be **removed** upon entering the building.
3. **Cell phones, cameras, iPods, sidekicks, blackberries, radios, tape players, headphones, or other electronic devices are not allowed in the building. These electronic devices will be confiscated and only returned to a parent/guardian. Parents may retrieve confiscated items on the second and fourth Monday of every month between the hours of 3:30 p.m. – 5:30 p.m.**
4. Students are **not permitted** to leave the building during the school day unless they are accompanied by a parent or a teacher.
5. Students are not permitted to be in any classrooms, laboratories or offices without the supervision of a teacher or supervisor.
6. All students must be in class by the sound of the second bell. If a teacher detains a student, he/she must request a pass from that teacher before reporting to his/her class.
7. Any student who destroys or defaces school property will be held responsible for paying for repairs or replacement.
8. Students using library and/or computer facilities must follow proper procedures at all times.
9. Card playing is not allowed.
10. Smoking is prohibited on the school property.
11. Loitering in corridors, hallways, lavatories, locker rooms, or any entrance or exit area is not allowed.
12. Eating is permitted only **in the student cafeteria**. Students are **not** permitted to eat, drink or chew gum in any classroom.
13. Students must deposit all wastepaper in the receptacles provided in the classroom to avoid littering.

14. Chalkboards, window blinds and light switches are only to be touched at the teacher's requests.
15. Students are to bring notebooks, pens, pencils and textbooks (when requested) to class.
16. Students are not allowed to leave the room without the permission of a teacher or without a classroom pass.
17. Running, rough play, whistling, singing, loud talking, shouting, or any unnecessary noise or disturbances are not permitted.
18. Students are not allowed in the hallway during class periods without a classroom pass.
19. All students are required to select a locker for outer garments. Students may not go to lockers except at prescribed times.
20. Gym lockers are only to be used to store clothing for the period a student is assigned to Physical Education. Students must purchase a lock to secure belongings in the locker room.
21. When changing classes, students should keep to the right of the hallway and move promptly to the next class.
22. Enamored display of affection is not allowed in the building. There should be no caressing, kissing or demonstrative touching of another person's body.
23. Footwear must be worn at all times.

REGULAR BELL SCHEDULE

Effective September 2, 2008

Period

| | | | | |
|-----------|-------------------|-------|---|-------|
| Breakfast | | 7:40 | – | 8:00 |
| 1 | | 8:05 | – | 8:48 |
| 2 | | 8:52 | – | 9:35 |
| 3 | | 9:39 | – | 10:25 |
| 4 | Lunch | 10:29 | – | 11:12 |
| 5 | Lunch | 11:16 | – | 11:59 |
| 6 | Lunch | 12:03 | – | 12:46 |
| 7 | Lunch | 12:50 | – | 1:33 |
| 8 | | 1:37 | – | 2:20 |
| 9 | (Band and Chorus) | 2:24 | – | 3:07 |

Extended Session 2:24 – 2:58
(Mandated & Voluntary Programs)

Extended Session 3:11 – 3:49
(Band & Chorus)

| |
|---|
| Teacher Time: 8:00 AM – 2:58 PM (M,T,W,R) 8:00 AM – 2:20 PM (Fridays) |
|---|

Attendance

Students are required to attend school every day. If you are absent, you must bring in a letter from your parent/guardian, explaining the absence from school. This letter must be presented to and initialed by each teacher. Then you must bring the letter to Ms. Kelly, the Pupil Accounting Secretary, in room 421.

Lateness Policy

Students who enter the school after the late bell rings, will not be allowed to attend class. The first bell to signal passing to class rings at 8:00 am. Students have five minutes to throw away breakfast trays and go to the first period class. The late bell rings at 8:05 am. If you have not scanned your school identification card by 8:05, you will be sent to the student cafeteria for the rest of the period. Frequent lateness to school can result in class failure due to lack of participation and missing assignments.

Detention Policy

Students who violate school rules and policies may be referred by a staff member to serve a detention after school. Your parent will be notified by the Dean of your infraction as well as the date and time you are scheduled to remain after school. Detention is an alternative to a suspension. Failure to serve your detention may result in a suspension.

Student Dress Code

As the weather warms up, it becomes necessary to remind all students about the Gateway "Dress Code".

Although the New York City Public school System has no formal dress code, both the system and the courts have agreed that the individual school may impose guidelines upon dress, based upon education needs and safety of the students and staff.

According to the Students Bill of Rights, all students have the right to be in a safe and supportive learning environment free from discrimination, harassment and bigotry. Any style of dressing that provokes inappropriate and negative behavior is discouraged at Gateway.

For this reason, Queens Gateway to Health Sciences Secondary School has imposed some restrictions on the student dress.

Clothing

Any tight fitting clothing, short attire such as short shorts, and micro-mini skirts with high slits are not allowed in our building. In addition, you may not expose your midriff in the school building. In addition, any clothing that exposes bare skin of the breast and chest, lower back and buttocks, such as tank tops, halter-tops, tube tops or low-rider jeans are not allowed in this building. Transparent blouses and skirts that display any kind of undergarment or exposes the upper body of the male or female student are not allowed.

Generally, clothing such as tee shirts or other items, which glorify the use of illegal substances, violence, or violence associated groups, sexual harassment or which contains lewd or lascivious images are not permitted in the building.

Head Covering

Hats may not be worn in the building. Other head coverings such as dew-rags, scarves of any size, shape or form, and stocking caps may not be worn in the building.

Jewelry

Heavy gold, such as large rope chains, medallions, multi-fingered rings, large door knocker earrings, large colored beads, are not to be worn in the building.

All students are encouraged to wear appropriate clothing to school. Bear in mind that the air conditioner will be turned on during summer months. If you have any questions about the appropriateness of individual dress, please contact the Principal.

Physical Education Uniform

All Queens Gateway students are required to wear the approved gym uniform in order to participate in physical education classes.

VII. COURSE OFFERINGS
Fall/Spring, 2008-09

| ENGLISH | | MATHEMATICS | |
|------------------------|--|-------------|---|
| Code | Description | Code | Description |
| EO7 | 7 th Grade English | MO7 | 7 th Grade Math |
| EO8 | 8 th Grade English | MEO1,2 | 8 th Grade Math Accel-Algebra |
| E1,2 | 9 th Grade English | ME21,2 | 9 th Grade Math-Algebra |
| E3,4 | 10 th Grade English | MG1,2 | 9 th Grade Math Accel.- Math A/B |
| E5,6 | 11 th Grade English | | 10 th Grade Math A/B |
| E7,8 | 12 th Grade English | MB32,3 | 10 th Grade Math Accel. Math B |
| E7X,8X | Advanced Placement English | | 11 th Grade Math-Math B |
| ZBTM | Bridge to Medicine York College - English | MPC1,2 | 11 th Grade Math Accel. (Pre-Calculus) |
| | | | 12 th Grade Math (Pre-Calculus) |
| | | MCX1 | Advanced Placement Calculus |
| SOCIAL STUDIES | | ZBTM | Bridge to Medicine (York College – Calculus) |
| H07 | 7 th Grade Soc. St | | |
| HO8 | 8 th Grade Soc. St. | | SCIENCE |
| H\$1,2 | 9 th Grade Soc. St. (Global Studies) | SO7 | 7 th Grade Science |
| H\$3,4 | 10 th Grade Soc. St. (Global Studies) | SLO1,2 | 8 th Grade Science (*Living Environment) |
| H\$5,6 | 11 th Grade Soc. St. (American History) | SL1,2 | 9 th Grade Science (Living Environment) |
| H5X,H6X | Advanced Placement US History | SC1,2 | 9 th Grade Sci. (Chemistry) |
| H\$7 | 12 th Grade Soc. St./ (U.S. Gov't. – Fall) | | 10 th Grade Sci. (Chemistry) |
| H\$8 | 12 th Grade Soc. St. (Economics – Spring) | SE1,2 | 10 th Grade Earth Sci. < 80 in Chem. |
| HFH1, 2 | Facing History, Facing Ourselves | | 11 th Grade Science (Earth Science < 80-Chem) |
| | | SCR 1,2 | Science Research 9-11 th grades |
| SECOND LANGUAGE | | SBAI 1,2 | Anatomy/Physiology |
| FS07 | 7 th Grade Spanish | SP1,2 | 10 th Grade Sci. > 80-Chem (Physics) |
| FS01 | 8 th Grade Spanish (Accelerated) Proficiency Required | SBX1,2 | Advanced Placement Biology |
| FS1,2 | 9 th Grade Spanish | ZBTM | Bridge to Medicine (York College Chemistry) |
| FS3,4 | 9 th Grade Spanish (Accelerated) | | |
| FS3,4 | 10 th Grade Spanish | | |
| FS5,6 | 10 th Grade Spanish (Accelerated) | | ART |
| FS5,6 | 11 th Grade Spanish | A07 | 7 th Grade Art |
| FF1, 2 | Beginner French | A11,2 | Required Art MWF/TH |

| MUSIC | | PHYSICAL EDUCATION + HEALTH | |
|--------------------------|--|------------------------------------|------------------------------|
| Code | Description | Code | Description |
| UG07 | 7 th Grade Music | PA07 | 7 th Grade P.E. |
| UG11,2 | Required Music - MWF/TR | PA08 | 8 th Grade P.E. |
| UD 1,2 | Band (9 th pd.) 7-12 th grades (M,W,F) | P\$1,2 | 9-12 Grade P.E. |
| UVM 1, 2 | Chorus (9 th pd.) 7-12 grades (T,TH) | PH08 | 8 th Grade Health |
| | | PH1,2 | 9-12 Grade Health |
| BUSINESS | | | |
| BC07 | 7 th Grade Computer Applications | | |
| | | | |
| INTERDISCIPLINARY | | | |
| GLC1,2 | Leadership Class Required for all elected Student Representatives Elective for 11 th and 12 th Grade | | |
| GROB 1, 2 | Introduction to robotics | | |
| GROB 3,4 | Advanced robotics | | |
| KH07 | 7 th Grade Hospital | | |
| KH08 | 8 th Grade Hospital | | |
| KH1 | 9 th & 10 th Grade Hospital | | |
| | | | |

General Courses

- Most courses are annual. The course begins in September and ends in June. Annualized courses cannot be dropped during mid semester.

E7, E8, H7 and H8 are not annualized.

- Program corrections are made within the first seven days of the term. Teacher choices, lunch periods or employment cannot be considered in programming.
- Regents exams are taken in January or June, upon completion of the required course work.

Advanced Placement Courses

All students applying for Advanced Placement courses must attain an 85 in the previous subject class and an 80+ on the subject Regents exams. Teacher and Assistant Principal recommendations are also required.

The Advanced Placement classes begin in September and ends in June. All students in these courses are required to take the Advanced Placement exam in May. Each test costs \$84. A fee reduction is available to those students whose family meets federal income guidelines.

PSAT/SAT

All Queens Gateway students in the ninth, tenth and eleventh grades take the PSAT. The PSAT is an important diagnostic test for SAT preparation. In addition, the students' performance on the PSAT taken in the junior year can qualify a student for the National Merit Scholarship.

All juniors should take the SAT in the spring during their junior year. In fall, the guidance counselor will meet with the junior class regularly to assist you in the SAT process, answer questions and distribute college-counseling materials. **There is a registration fee for this exam and it is not administered at Queens Gateway.**

VIII. GATEWAY DIPLOMA REQUIREMENTS/PROMOTION STANDARDS

| Courses | Terms | Grades 9-12 | | |
|---------------------------------|---|--------------------------------------|-----------------------------------|------------------------------------|
| | | Local Diploma (Credits) | Minimum Regents Diploma (Credits) | Advanced Regents Diploma (Credits) |
| English: | English 1,2,3,4,5,6,7,8 | 8 | 8 | 8 |
| Social Studies: | Global History & Geography 1,2,3,4; US History & Gov't. 1,2; Economics (1 term); Participation in Gov't. (1 term) | 8 | 8 | 8 |
| Mathematics: | Algebra (2 terms)/Geometry (2 terms) Math B (3 terms); Pre-Calculus (2 terms) | 8 | 8 | 8 |
| Science: | Living Environment 1,2; Earth Science 1,2; Chemistry 1,2; Physics 1,2 | 8 | 8 | 8 |
| Health: | Health (2 terms) | 1 | 1 | 1 |
| Art: | Art (2 terms) | 1 | 1 | 1 |
| Music: | Music (2 terms) | 1 | 1 | 1 |
| Language other than English: | Foreign Language (2-6 terms) | 2 | 2 | 6 |
| Physical Education: | Physical Education (8 terms) | 4 | 4 | 4 |
| Sequence Courses/Electives: | Varied | 3 | 3 | - |
| Total Required (minimum) | | 44 | 44 | 44 |
| Regents Examinations | | | | |
| English | | YES 55-64 | YES 65 OR ABOVE | YES 65 OR ABOVE |
| Mathematics | | YES 55-64 | YES 65 OR ABOVE | YES 65 OR ABOVE |
| 2 nd Mathematics | | NO | NO | YES 65 OR ABOVE |
| Global History & Geography | | YES 55-64 | YES 65 OR ABOVE | YES 65 OR ABOVE |
| US History & Government | | YES 55-64 | YES 65 OR ABOVE | YES 65 OR ABOVE |
| Science | | YES 55-64 | YES 65 OR ABOVE | YES 65 OR ABOVE |
| 2 nd Science | | NO | NO | YES 65 OR ABOVE |
| Language other than English | | NO | NO | YES 65 OR ABOVE |
| Entering class – September 2008 | | No Local Diploma Available | ***** | ***** |
| Entering class – September 2007 | | 1 Regent (55-64) and 4 Regents (65+) | ***** | ***** |

Promotion Standards Grade 7

| Student Work | Standardized Tests | | Attendance |
|--|--|---|------------|
| | ELA | Math | |
| Meet NYC performance standards in Language Arts and Math | Performance at or above Level 2 Citywide ELA | Performance at or above Level 2 Citywide Math | 90% |

Promotion Standards Grade 8

| Student Work | Standardized Tests | | Graduation Requirement | Attendance |
|---|--|---|--|------------|
| | ELA | Math | | |
| Meet NYC performance standards in Language Arts, Math and Science | Performance at or above Level 2 State ELA (based on available data within constraints of testing schedule) | Performance at or above Level 2 State Math (based on available data within constraints of testing schedule) | Passing grade in English, Math, Science and Social Studies courses | 90% |

Promotion Standards Grades 9-12

| Grade | Coursework | Minimum Credits | Attendance |
|----------|--|---|------------|
| Grade 9 | Successful completion of standards in academic subject areas | 8 credits | 90% |
| Grade 10 | Meet NYC Performance Standards in Language Arts, Math and Science | 20 credits (including 4 in English and/or ESL & 4 in social studies) | 90% |
| Grade 11 | Successful completion of standards in academic subject areas | 30 credits | 90% |
| Grade 12 | Passing grades in 5 regents Exams: English, Math, Global History, U.S. History and Science | 44 credits | 90% |

Diploma Requirements

In addition to the New York City and New York State Graduation requirements, all students attending Queens Gateway are required to take a minimum of four (4) years of High School Mathematics and Science. This requirement is in alignment with the Gateway Institute philosophy, as well as for competitive college considerations.

Diplomas and Endorsements (Seals)

| | | |
|--------------------------|------------|---|
| | | No Local Diploma available (entering 9 th grade 2008) |
| Local Diploma | 44 credits | 1 Regent with a 55+ and 4 Regents with a 65+ (entering 9 th grade 2007) |
| | | 2 Regents with a 55+ and 3 Regents with a 65+ (entering 9 th grade-2006) |
| | | 3 Regents with a 55+ and 2 Regents with a 65+ (entering 9 th grade-2005) |
| | | 5 Regents with a 55+ (entering 9 th grade 2004 or before) |
| Regents Diploma | 44 credits | 5 Regents with a 65+ |
| Advanced Regents Diploma | 44 credits | 8 Regents with a 65+ |

Seals

Gateway Endorsement – must have 400 hours of community service

Regents Seal Endorsement – for Regents Diploma

Regents with Honor Endorsement > 90 in all required Regents

Diploma with Merit Endorsement > 80% average

Diploma with Honor Endorsement > 90% average

Citizenship Endorsement – Character & Commitment to School – Guidance

Recommendation

IX. STUDENT ACTIVITIES/INFORMATION

Student Participation

All students are invited to become active members of the student organization. The Coordinator of Student Activities at Queens Gateway is Mr. Shree Parsan, with direct supervision by Ms. Allred, the Assistant Principal of Pupil Personnel Services.

Student Government – the elected student officers of the school are required to take the Leadership Class. Student officers for each grade bring suggestions for activities or school concerns to Principal Edwards.

Student elections are held each year in May/June. An overall average of 85+, teacher recommendation and community service are required to apply. Students with a disciplinary record are not eligible to apply.

A special election will be held in Sept./Oct. for seventh graders.

Project Keep (pending funding) – A club for seventh graders to interact with peers and staff members of the grade. The club encourages students to remain successful and to continue the academic career at Queens Gateway

Middle Grades Initiative/GEAR-Up (MGI) – A collaboration between the D.O.E. and C.U.N.Y. to support college awareness and preparation. Available to 9th and 10th graders.

National Honor Society/Arista – A nationally recognized academic organization that recognizes academic, leadership, community service and responsibility. A student must have an 85+ average and submit criteria of accomplishment to apply. Arista Induction is held in May/June.

Clubs – a variety of clubs are available each year. Listen for announcements: Project Keep, M.G.I., Etiquette Club, Arista, Soccer, Health Science Club, Health and Wellness, Yearbook Club, Basketball, Table Tennis.

Report Cards/Grading Policy

A report card will be issued six (6) times a year to each student:

Fall: October – before parent-teacher conference
 December
 January 31 – end of term

Spring: March – before parent-teacher conference
 May
 June – last day of classes

Each student will receive a contract from each teacher during the first full week of classes. You, along with your parent must sign the contract. It is then returned to the teacher.

Grades given to students should measure academic performance only. The grade for each marking period should be a cumulative grade that shows the student's overall performance on tests, quizzes, class work, homework, reports, projects (including the ESAW writing project) laboratory and any other performance measure indicated on the student contract.

Each marking period grade is determined by the work accomplished during that specific marking period. The third marking period grade for each semester, (January/June), is a cumulative grade that goes on the permanent transcript.

Transportation

Students will receive the following Metro cards based on the distance that they live from the school. These criteria are set by the Office of Pupil Transportation. If you live:

- 1½ or more miles from the school free Metro card
- ½ to 1½ miles from the school half fare Metro card
- Less than ½ mile from the school..... not entitled to Metro card

A lost or stolen Metro card must be reported to the main office, room 221. You will be notified of the replacement date at that time. Students will be responsible for their own transportation fares until the replacement.

Breakfast and Lunch

All students must have a completed lunch application on file that is signed by a parent or guardian which will entitle them to free breakfast or reduced price lunch. The lunch application is used for eligibility for fee waivers. Lunch periods are periods 4, 5, 6, 7. All students are scheduled for lunch. If lunch is not on your program, please see Ms. Allred in room 421.

A full and nutritious breakfast is available to all students from 7:40 a.m. – 8:00 a.m. each morning in the student cafeteria. It is very important for all students to begin their day with a good, healthy and tasty breakfast. Studies have shown that students think clearer and have the energy necessary to get them through their hectic day.

Working Papers

If a student is under eighteen years of age, he/she must obtain working papers in order to hold a part-time job after school hours. Applications for working papers are issued in the Nurses Office, room 120. See Ms. Escobar. For working papers, a medical examination, birth certificate and parental permission are necessary.

Contact Information/Illness

It is imperative that the school have a current and accurate record of your address and telephone information. Parents must provide the school with work and emergency contact numbers. All changes of telephone numbers and addresses should be reported to the attendance office accompanied by a utility bill.

If a child becomes ill in school or needs to leave early, he/she may not leave the school to go home alone. Parents must come to school to pick up any student who needs to leave early. You must be listed on the blue emergency card and show a photo ID for a child to be released from the school.

QUEENS GATEWAY SCHOOL DIRECTORY

| <u>Name</u> | <u>Responsibility</u> | <u>Telephone Number</u> |
|-------------------------------|--|-------------------------|
| Ms. Black | General School Information Gym Uniform Room 221- Main Office | 718-739-8080 x0 |
| Ms. Foster | Metro Card and Lunch Information Room 221-Main Office | 718-739-8080 x0 |
| Mr. Villar | Student ID replacement Room 418 | 718-739-8080 x4181 |
| Ms. Escobar | Health Aide, student illness, immunization Working papers - Room 120 | 718-739-8080 x1202 |
| Ms. West | School Nurse | 718-739-8080 x1201 |
| Ms. Craig | Parent Concerns Parent Coordinator-Main Office | 718-739-8080 x2213 |
| Mr. Trialonas Ms. O'Rourke | Student Discipline/Safety Concerns Dean-Room 224 | 718-739-8080 x2242 |
| All Teachers | Student Progress You must leave a message with the switchboard operator for a teacher and/or speak to the guidance counselor. You cannot speak to a teacher while he/she is in a class. | 718-739-8080 x0 |
| Ms. Abioye | Student Support Concerns Guidance Counselor – 7 th , 8 th , 9 th grades Room 421 | 718-739-8080 x4211 |
| Ms. Nazaire | Student Support Concerns Guidance Counselor – 10 th , 11 th , 12 th grades - Room 402 | 718-739-8080 x4021 |
| Ms. Uva | Student Support Concerns College Counselor | 718-739-8080x3163 |
| Ms. Allred | Student Support Administrator Supervises: Attendance Coordinator, Guidance Counselors | 718-739-8080 x4212 |

| <u>Name</u> | <u>Responsibility</u> | <u>Telephone Number</u> |
|--------------|---|-------------------------|
| Dr. Isom | Assistant Principal Supervision Supervises Foreign Language and English teachers. | 718-739-8080x2242 |
| Ms. Kelly | Admissions, official transcripts and changes of address, telephone numbers. Secretary for Ms. Allred | 718-739-8080 x4213 |
| Mr. Moussa | School Organization Administrator Supervises: Main Office Staff, Deans, School Safety, Social Studies, Music, Art and Phys. Ed. teachers | 718-739-8080 x2214 |
| Ms. Hamilton | Secretary for Mr. Moussa | 718-739-8080 x2211 |
| Ms. Edwards | Principal Supervises: Mathematics and Science teachers | 718-739-8080 x3212 |
| Ms. Vila | Principal Off. – general school info. Secretary for Ms. Edwards | 718-739-8080 x3211 |

Where do I start?

| <u>Parents</u> | <u>Students</u> |
|---|--|
| Talk with your child to understand the concern. | Talk to your teacher or staff member to attempt to resolve your concern. |
| Talk to the teacher or staff member to hear the other point of view and to attempt to resolve your concern. | Tell your parents about your concerns, whether or not you have resolved the issue. |
| Talk to the supervisor if you have not found satisfaction with your initial attempt to resolve the concern. | Talk to the Assistant Principal to attempt to resolve your concern. |
| When all else fails, talk to the principal. | When all else fails, talk to the principal. |

X. PUPIL PERSONNEL SERVICES

| | | |
|----------------------|---|---|
| Guidance Counselors: | Ms. Barbara Abioye 7 th , 8 th and 9 th grades Room 421 (In the guidance suite) | Ms. Kellee Nazaire 10 th , 11 th and 12 th grades Room 402 |
|----------------------|---|---|

The guidance counselors continue to provide pupil services to support instructional programs and will engage in individual counseling as well as group counseling. They will also provide support that promotes the involvement of parents across all grades and strengthen the participation of parents in their child's education.

A student should visit a counselor if:

- *you are unsure of your schedule*
- *you are having a school, home or personal problem*
- *you are interested in a special program*
- *you need academic help/support*

Guidance counselors will facilitate grade assemblies and have discussions in classes during the school year that will focus on:

- study skills PSAT/SAT preparation
- bullying high school application process
- academic advisement college application process
- promotion/graduation college portfolio

XI. SELECTION OF VALEDICTORIAN AND SALUTATORIAN

ELIGIBILITY

To be considered a candidate, a student must have completed a minimum of 25 credits at Gateway to Health Sciences Secondary School by the end of the seventh term.

SELECTION

- A. VALEDICTORIAN: The Student who:
1. Achieves the highest grade average in the ninth, tenth, eleventh and first semester of the twelfth grade.
 2. Is ranked number one on the weighted HSST class rank list.
 3. Has an exemplary dean's record.
 4. Qualifies for an Advanced Regents Diploma.
 5. Maintains 90% attendance throughout the senior year.

- B. SALUTATORIAN: The Student who:
1. Achieves the second highest grade average in the ninth, tenth, eleventh and first semester of twelfth grade.
 2. Is ranked number two on the weighted HSST class rank list.
 3. Has an exemplary dean's record
 4. Qualifies for an Advanced Regents Diploma
 5. Maintains 90% attendance throughout the senior year.
- C. TIE:
1. **Valedictorian:** When two or more students have achieved the highest average and ranked number one, the average of the Regent examination scores of the following Regents will be used to break the tie: English, Spanish, American History, the average of two math Regents (Math A, Math B and/or Algebra, Geometry) and the average of three science Regents, (Living Environment, Chemistry and Physics) will be used to break the tie. The higher ranked student will be the valedictorian and the second ranked student will be the salutatorian.
 2. **Salutatorian:** When two or more students have achieved the second highest average and are ranked number two, the average of the Regent examination scores of the following Regents will be used to break the tie: English, Spanish, American History, the average of two math Regents (Math A, Math B and/or Algebra, Geometry) and the average of three science Regents, (Living Environment, Chemistry and Physics) will be used to break the tie.
- D. CAUSES FOR DISQUALIFICATION AFTER SELECTION AS VALEDICTORIAN OR SALUTATORIAN:
1. Student does not maintain passing grades throughout the senior year.
 2. Student does not maintain 90% attendance throughout the senior year except for extenuating circumstances.
 3. Violation of the Student Discipline Code leading to suspension.
- E. NOTIFICATION OF STUDENT AND PARENT
The Valedictorian and Salutatorian will be selected and notified in writing by the end of March of the senior year. The parent of selected students will also be notified in writing.
- F. SELECTION OF VALEDICTORIAN AND SALUTATORIAN IN THE EVENT OF A DISQUALIFICATION
- (i) In the event of the disqualification of the valedictorian, the salutatorian will become the valedictorian.
 - (ii) In the event of the disqualification of the salutatorian, the student with the next highest average will be selected as the salutatorian.

XII. GATEWAY PROGRAMS

Special Education

The school has implemented several initiatives that have positive impact on student achievement. One of the major initiatives is the support for resource room services consistent with the student Individualized Education Plan.

Academic Intervention Program

The school receives Pupil Compensatory Educational Needs (PCEN) allocation that is used for extra mandated classes in mathematics and science.

The Saturday Academy is available for weekend Regents preparation.

The 37½ minute tutoring after school program is mandated for:

- All students who have not attained a minimum of Level 2 on the standardized ELA and/or Mathematics examination.
- All students who have failed a class during the preceding marking period. These students received a letter from the guidance counselor informing parents that promotion is in doubt.
- All students who have failed a Regents exam.

Saturday Academy

The Saturday Academy is an integral part of the Academic Intervention Services at Gateway. The program is an extension of the regular school program and is designed to improve academic performance in Regents and other standardized examinations. As an intervention strategy, the program will target students whose promotion are in doubt, and provide opportunities for study skills development for all students. The Saturday Academy is a ten-week program that is designed to prepare the students to improve their class grades and pass the Regents examinations. Students attend classes in all core subjects including science, mathematics, social studies and English. Spanish continues to be offered to those students who need to pass the proficiency examination. Students are offered additional laboratory time in order to satisfy the State Education Department Laboratory requirements.

Bridge to Medicine Program

Our current collaboration with the Gateway Institute to Higher Education provides ready access to qualified students to participate in the Bridge to Medicine Program at York College. Students apply in the junior year for admission to the program. On admission to the program, the students' schedules are adjusted to facilitate their daily attendance to afternoon classes in Chemistry, Calculus and English at York College. Successful students in this program continue on to the Sophie Davis School of Medicine to pursue studies toward becoming physicians or to other colleges of their choice.

Science and Mathematics Acceleration Program

A Science and Mathematics Plan were established to support the standards at every grade level. The seventh grade students are held to high levels of expectations. The seventh grade students have been accelerated to eighth grade science. The students will pursue the eighth grade science curriculum and complete the Intermediate Level Science Examination in the eighth grade. Upon promotion to the eighth grade, the students will pursue four years of science beginning with Living Environment- a high school, Regents level course.

The middle school science teacher has been trained in administering and scoring the Intermediate Level Science Test Grade 8, to be given in the spring. All 8th grade students whose promotion is in doubt, are mandated to attend summer school during the summer. An accelerated 8th grade student who fails math or science will take 8th grade math and/or science in a local district 28 JHS/MS.

Parent Involvement

The Parent Teachers Association (PTA) provides workshops for your parents to help them focus on the goals they have for you and your family and to help them guide you through school.

PTA meetings are held on the 3rd Tuesday of every month at 7:00 p.m. Please encourage your parents to attend each month.

College Now

Free! Free! Free! Students can earn College credits while in High School

Queens Gateway, in collaboration with York College and Queens College, began a College Now Program. General requirements for participation for students in the College Now Program include:

- General Academic average of 80% or better
- Average in subject area of course of 80% or better
- 85+ on the English Regents or 500 on S.A.T. – Verbal
- 85+ on the Math Regents or 500 on S.A.T. – Math
- 4 or 5 on Advanced Placement Exam

Courses are offered in the fall and spring terms on the college campus at Queens College and at Queens Gateway for York College courses.

Queens College Courses Offered:

| | |
|--------------------------------|-------------------------------------|
| General Nutrition | Political Controversies |
| Dinosaurs | Introduction to Oceanography |
| Intermediate French I | Elementary German I |
| Elementary Italian I | Elementary Japanese I |
| Intro to Cultural Anthropology | Intro to Microeconomics |
| Intro to the Environment | Western Civilization I |
| Mathematical Literacy | Intro to Ethics |
| Intermediate Spanish I | Intro to Dance |
| Philosophy | General Astronomy |
| Our Changing Planet | Russia to 1855 |
| Intro to Language | Elementary Probability & Statistics |
| Interpersonal Communication | Intro to Music |
| American Politics & Gov't | International Politics |

York College Courses Offered:

- Psychology
- Sociology

A grade of "C" or better is required in order to receive college credit. Failure may result and credit denied for more than three unexcused absences in a three-credit course and likewise, four unexcused absences in a four-credit course.

Certified Adjunct Instructors on the faculty of York College and Queens College will teach all courses. Each student will receive a York College or Queens College report card and transcript bearing his/her course grade.

City of New York
Department of Education

Michael R. Bloomberg
Mayor

Joel I. Klein
Chancellor

Bonnie Laboy
Queens High School Superintendent

Seymour Fliegel
President, Center for Educational Innovation-
Public Education Association PSO