



STUDENT & PARENT HANDBOOK

SY 2022 -2023



Saida Rodriguez-Tabone, Principal

Marcos Bausch, Assistant principal
Soonyoung kwon, Assistant Principal
Stacey Picciano, Assistant Principal
Tori Raysor, Assistant Principal

PROBLEMS? QUESTIONS? CONCERNS?



WHO SHOULD I CALL?

Category	Who to Call	Location Ext.
Attendance & Health <ul style="list-style-type: none"> ▪ Reporting of absences (Covid related too) ▪ Illness or injury, doctor's note, medical ▪ Health Resource Room CAP (Condom Availability Program) 	Kim Ramazan, Pupil Accounting Secretary Patricia Cummings, School Nurse Darlene Viaggio	Main Office/3612 0015/6216 Main office/3616
Clubs and Activities	Tori Raysor	3050/3051
Deans <ul style="list-style-type: none"> ▪ Discipline ▪ Cell Phone Confiscation ▪ Detention/Suspensions 	<i>Supervisor: Stacey Picciano, AP</i> Eric Stein Joann Vultaggio Jordan Haber Andrea Stipanov	4022/4023 1004 3052/3052 4022/4024 1005
Family Matters <ul style="list-style-type: none"> ▪ Issues, concerns ▪ Personal & social concerns ▪ Programming 	<i>Supervisor: Marcos Bausch, AP</i> Guidance Counselors: Estefania Moronta, 12 th grade Shawn Hill, 11 th grade Dena Freeman, 10 th grade Joanna Gonzalez, 9 th grade Diana Chaboty (W only) Gina Iavernaro, School Psychologist (t,r,f)	2001/2000 1015/1014 1015/1015 0011/6020 1015/1016 1015/1151 1015/1151
Grade Supervision	Tori Raysor, 9 th Grade AP Soonyoung Kwon, 10 th Grade AP Stacey Picciano, 11 th Grade AP Marcos Bausch, 12 th Grade AP	3050/3051 5052/5052 4022/4023 2001/2000
Library <ul style="list-style-type: none"> ▪ Computer use ▪ Borrowing of materials and resources 	Katherine Stalford, SMLS Mario Scelsi Teddy Jaric	Library/4096 4091 1003
Lunch Forms	nyc.applyforlunch.com Jeffrey Bolanos	Main Office/3612
Parent Coordinator	Jeffrey Bolanos	Main Office/3612
Passwords	Jeffrey Bolanos	Main Office/3612

Physical Education Uniforms	Ms. Tamayo/Ms. Stipanov	PE Office/1028/1029
Program Changes/Requests	<u>Guidance Counselors:</u> See above	
PSAL (Sports Teams)	Yesenia Tamayo, Athletic Director	1029/1029
School Identification Cards	Darlene Viaggio	Main Office/3616
Special Education Concerns	Tori Raysor, AP	3050/3051
Student Logins/ NYCSA password reset	DOE NYC Schools Account https://mystudent.nyc/ Teddy Jaric Mario Scelsi	https://mystudent.nyc/ 1003 4091
Subject Areas Supervision <ul style="list-style-type: none"> ▪ ISS/ELA/9th grade ▪ Science /Math/10th grade ▪ PE, Health, Arts, Safety/11th ▪ Humanities/Guidance 12th 	Tori Raysor, AP Soonyoung Kwon, AP Stacey Picciano, AP Marcos Bausch, AP	3050/3051 5052/5052 2001/2000 4022/4023
Transportation <ul style="list-style-type: none"> ▪ MetroCards ▪ Yellow Bussing 	Martha Sciulara Tori Raysor, AP	Main Office/1003 3051/3051
Tutoring	Subject Teachers	Classrooms every Tuesday from 2:30-3 pm
Working papers	Jeffrey Bolanos, Parent Coordinator Darlene Viaggio	Main Office

To speak with any of our faculty and staff, please call 718-286-3600 and follow the prompts. You may also reach any staff member via Gmail using their first initial and last name @ queensmetro.com

What to know about COVID guidelines for NYC schools this year

This guidance provides best practice considerations for schools for the 2022-2023 school year to help prevent the transmission of COVID-19 among students and staff.

Vaccination: Vaccination is the best way to reduce COVID-19 risk. Encourage up to date COVID-19 vaccination for everyone six months or older.

- Visit the [vaccine finder page](#)(Open external link) or call 877-829-4692 to find a location near you.
- Up to date includes boosters for everyone who is eligible and additional primary shots for some immunocompromised people. See [At-A-Glance COVID-19 Vaccination Schedules \(cdc.gov\)](#)(Open external link).

Vaccination Requirements:

- Vaccination is still required for all visitors entering school buildings
- Vaccination is still required for all DOE employees
- Vaccination is still required for other individuals who work in DOE buildings
- Vaccinations is still required to participate in high-risk extracurricular activities including high-risk PSAL sports

Vaccination Portal

Families are encouraged to record their student's vaccination status in the DOE's [COVID-19 Vaccination Portal](#)(Open external link). Submitting this information will support New York City's pandemic response and recovery efforts, and help ensure that DOE schools and buildings remain safe places for all students and staff.

- Students and their families can access the Vaccine Portal with the student's DOE account login credentials (email and password).
- Visit the [DOE Student Account](#) page or help setting up or accessing your child's account.

The Vaccine Portal will ask you to identify the type of vaccine, where you received it (in or out of New York City) and when you received the vaccine, and will prompt you to upload the image or screenshot of the proof of vaccine.

- Proof of vaccination can be an image of a vaccination card, NYS Excelsior Pass, or other government record.
- Take the image or screenshot and save it to your computer for uploading into the portal.
- The portal can be translated using Google Translate.

Daily Health Screener:

- No longer required to enter school buildings

Stay home if sick: Students and staff should stay home if they show any symptoms of COVID-19 or other illnesses and get tested for COVID-19.

Isolate if COVID-19 positive: Students and staff who test positive for COVID-19 must isolate for 5 days and can return to school on day 6 if they have no symptoms or symptoms are improving. They must wear mask until day 10 after symptom onset or date of positive test, whichever is earlier.

- These cases should be reported to their school so they can be report into the sit room for exposure notifications.

Get tested if exposed to COVID-19: Students and staff who are exposed to COVID-19 should get tested.

- These individuals should receive home tests from their school and take two tests, at least 24 hours apart on day 4 and day 5 of their exposure. All exposed individuals should monitor for fever and other COVID-19 symptoms for 10 days after their exposure. If symptoms begin, they should not attend school and should isolate and get tested for COVID-19 again right away.

Testing:

- Starting the first day of school, schools will offer home test kits to those with a potential in-school exposure and those with symptoms
- In addition, each staff and student will receive 4 tests per month to take home. These tests can be used by school families for testing

- due to symptoms, exposures, high-risk activity (such as travel and large gatherings) and can give staff and students immediate results.
- In-school PCR surveillance testing will not be a part of the 2022-23 school year.

Situation Room:

- Schools will be required to report positive cases of COVID-19 to the situation room.
- The Situation Room will provide schools with standardized communications for their communities and will notify school communities of cases in their schools through daily email and the Daily COVID map.

Masking- Face coverings are strongly recommended to be worn when indoors. Masks will be made available at the school for all those who need/want them.

- Students and staff, regardless of vaccination status, are required to wear a mask when:
 - Returning to school on the sixth day after testing positive for COVID-19, through day 10 after symptom onset or date of positive test, whichever is earlier, including when traveling on a school bus.
 - Entering the school medical room, nurse's office, or school-based health center.
 - Exhibiting symptoms of COVID-19 at school.
- Students and staff, regardless of vaccination status, are strongly recommended to wear a mask:
 - When they were exposed to someone with COVID-19, whether the exposure occurred in school or outside of school. The person should wear a mask for 10 days after their last day of exposure and get tested at least 24 hours apart on day 4 and day 5 of their exposure.
 - When they are moderately-to-severely immunocompromised and masking is recommended by their healthcare provider.
 - In crowded indoor settings

Ventilation:

- 160K+ air purifiers distributed to schools – at least two in every classroom

- Monitoring ventilation in buildings on a daily basis and perform any required work in a timely manner
- HVAC upgrades in alignment with CDC guidance, including 110,000 MERV-13 filters installed

School Building Cleaning:

- Routine cleaning of surfaces will be maintained

PSAL

All DOE students and staff who participate in high-risk PSAL sports or competitive afterschool sports must be vaccinated against COVID-19. “Fully vaccinated” means at least two weeks have passed after an individual received a single dose of a vaccine that requires only one dose or the second dose in a two-dose series of a COVID-19 vaccine authorized for use by the U.S. Food and Drug Administration or the World Health Organization.

A COVID-19 vaccination requirement also applies to students participating in high-risk after school extracurricular activities like chorus, musical theater, dance/dance team, band/orchestra (with concern for woodwinds), marching band, cheerleading/step teams/flag team. Students ages five and up must be vaccinated in order to participate in these extracurricular activities.

NYC Department of Education School Year Calendar

2022–2023

DATE	WEEKDAY	EVENT
September 8	Thursday	First day of school
September 15	Thursday	Evening Parent-Teacher Conferences for elementary schools, and Pre-K Centers
September 22	Thursday	Evening Parent-Teacher Conferences for middle schools and D75 schools
September 26	Monday	Rosh Hashanah, schools closed
September 27	Tuesday	Rosh Hashanah, schools closed
September 29	Thursday	Evening Parent-Teacher Conferences for high schools, K–12, and 6–12 schools
October 5	Wednesday	Yom Kippur, schools closed
October 10	Monday	Italian Heritage / Indigenous Peoples' Day, schools closed
November 3	Thursday	Afternoon and Evening Parent-Teacher Conferences for elementary schools; students in these schools dismissed three hours early.
November 8	Tuesday	Election Day, students do not attend school
November 9	Wednesday	Afternoon and Evening Parent-Teacher Conferences for middle schools and D75 schools; students in these schools dismissed three hours early.
November 11	Friday	Veterans Day, schools closed
November 17	Thursday	Evening Parent-Teacher Conferences for high schools, K–12, and 6–12 schools
November 18	Friday	Afternoon Parent-Teacher Conferences for high schools, K–12, and 6–12 schools; students in these schools dismissed three hours early.
November 24	Thursday	Thanksgiving, schools closed
November 25	Friday	Thanksgiving Recess, schools closed

DATE	WEEKDAY	EVENT
December 26	Monday	Christmas Day (observed), schools closed
December 27–30	Tuesday–Friday	Winter Recess, schools closed
January 2	Monday	New Year’s Day (observed), schools closed
January 16	Monday	Rev. Dr. Martin Luther King Jr. Day, schools closed
January 24–27	Tuesday–Friday	Regents Administration
January 30	Monday	Professional Development Day for high schools and 6–12 schools; students in these schools do not attend.
January 31	Tuesday	Spring Semester begins
February 20–24	Monday–Friday	Midwinter Recess, schools closed (includes Presidents Day and Lincoln’s Birthday (observed))
March 9	Thursday	Afternoon and Evening Parent-Teacher Conferences for elementary schools and Pre-K Centers; students in these schools dismissed three hours early.
March 16	Thursday	Afternoon and Evening Parent-Teacher Conferences for middle schools and D75 schools
March 23	Thursday	Evening Parent-Teacher Conferences for high schools, K–12, and 6–12 schools
March 24	Friday	Afternoon Parent-Teacher Conferences for high schools, K–12, and 6–12 schools; students in these schools dismissed three hours early.
April 6	Thursday	First Day of Passover, schools closed
April 7	Friday	Second Day of Passover / Good Friday, schools closed
April 8–14	Monday–Friday	Spring Recess, schools closed
April 21	Friday	Eid al-Fitr, schools closed
May 4	Thursday	Evening Parent-Teacher Conferences for elementary schools and Pre-K Centers
May 11	Thursday	Evening Parent-Teacher Conferences for middle schools and D75 schools
May 18	Thursday	Evening Parent-Teacher Conferences for high schools, K–12, and 6–12 schools
May 29	Monday	Memorial Day, schools closed
June 8	Thursday	Anniversary Day / Chancellor’s Conference Day for staff development; students do not attend.
June 9	Friday	Clerical Day for elementary schools, middle schools, K–12 schools, and standalone D75 programs; students in these schools do not attend.
June 14–23	Wednesday–Friday	Regents Administration (excluding June 19, when schools are closed)
June 19	Monday	Juneteenth, schools closed
June 27	Tuesday	Last day of school for students

The Queens Metro Mission & Instructional Focus

Mission Statement

100% of our students will be accepted to and graduate from the college of their choice.

Our core values are relationship, citizenship, scholarship and leadership. We focus on ensuring that all students receive instruction that supports appropriate learning goals for them, are integral members of the school community, are active participants in the learning process, and have multiple opportunities for success in school and beyond.

Our instructional focus for the year is to provide students with opportunities to engage in productive struggle to push their thinking and force them to think critically; and to insist that students use evidence to make claims through whole class discussion and/or writing. Some examples of what this looks like are as follows:

- Students persevere in completing challenging tasks and feel a sense of accomplishment once the task is complete
- Students complete tasks that have more than one correct answer
- Students engage in productive struggle at different academic levels. Students who need extra support receive the appropriate scaffolds to make the work meaningful.
- Classroom conversations are student-to-student and the teacher serves as a facilitator
- Students frequently reference a text or page number when making a point
- In writing, students using quotes from the text to defend their argument
- Students examine the point of view of others and use counterclaims to strengthen their arguments
- When students do not provide evidence, the teacher or their peers push them to add more to their answer

Through their academic courses, QMHS students will study and develop the knowledge, skills, and work habits of successful professionals. As upperclassmen, QMHS students will have the opportunity to earn college credit through College Now courses and other venues, and they will have opportunities to participate in internships and work with organizations that will support their future goals.

Participation in extracurricular activities is strongly encouraged since these will support students' academic and social-emotional growth as well as help them develop valuable relationships. These sports, clubs, and activities will be developed based on student interest and will provide opportunities for student leadership throughout their entire high school career.

ARTS

The mission of the Art Department at QMHS is to build a safe space for creative expression and thoughtful problem solving. We foster individuality through the exploration of art materials, skills and concepts as well as encourage students to find ways to use art to support their communities through collaborative art making. Art at QMHS is hands on, student centered and an integral part of the development of a well-rounded student body.



DEANS

The mission of the QMHS Deans is to ensure the safety of all members of our school community, to promote character development and maintain accountability throughout the academic year. The Deans will demonstrate and enforce our four core values (leadership, relationship, citizenship, scholarship) through the setting of positive behavioral expectations, encouraging positive social growth, and instilling self-discipline among our student population.



ELA

The mission of the ELA department is to cultivate an appreciation for literature and rhetoric that inspires critical thinking, effective communication, real-world navigation, and aesthetic sensibilities.

**FOREIGN LANGUAGE/LOTE**

The mission of the LOTE department is to develop and foster cultural understanding, and linguistic ability to communicate in the language studied while connecting with other peoples, and perspectives to become citizens of the world.



GUIDANCE

The mission of the QMHS School Guidance/ Counseling Department is to facilitate student academic development and to promote and encourage personal, social and career development by working collaboratively within the school with students, families, teachers and the community at large.



HISTORY

The mission of the QMHS Social Studies department is to support students in developing their Critical Thinking Skills, College and Career Readiness Skills and effective leadership skills so that they become active members in the global political, social, and economic communities in which they live.



ISS

The mission of the I.S.S. department is to offer social, emotional, physical and academic support to ensure that our students have the tools to achieve post-secondary success.



MATHEMATICS

The mission of the QMHS Mathematics department is to provide an inclusive learning environment where students become mathematical thinkers, and become competent users of mathematics. Students are challenged to develop mathematical skills such as reasoning and analysis. Students are also challenged to develop skills such as collaborative learning, and self-expression.



PHYSICAL EDUCATION

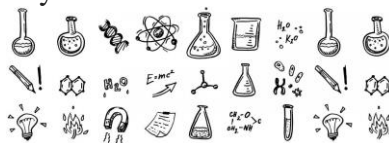
The mission of the QMHS Physical Education Department is to provide a comprehensive Health and Physical Education program that is designed to enhance the physical, intellectual, emotional, and social development of all students providing the knowledge and skills necessary to promote and maintain lifelong wellness and fitness.



SCIENCE

The mission of the QMHS Science Department is to foster an inclusive learning environment in which students explore the world: the living components, the nonliving components, and the physical setting. Students develop the skills and gain the knowledge needed to comprehend the complex scientific processes and concepts of Living Environment, Earth Science, Chemistry, Physics, Biology, Forensics, and other related subjects. In accordance with Next Generation

Science Standards, students are challenged to innovate and master the content demanded by a society that values scientific literacy.



ACADEMICS

Absent Policy: For every day a student is absent he/she receives one additional day to makeup the homework assignment (without deduction) from the day he/she is given the HW assignment.

For example - If a student is absent on Monday and is given the HW assignment on Tuesday, the assignment is due on Wednesday.

Classwork

Absent Policy: For every day a student is absent he/she receives one additional day to makeup the classwork assignment (without deduction) from the day he/she is given the CW assignment.

For example - If a student is absent on Monday and is given the CW assignment on Tuesday, the assignment is due on Wednesday.

Projects/Essays

Absent Policy: For every day a student is absent he/she receives one additional day to turn in the project/essay (without deduction) from the day he/she returns to class.

For example - if students have worked on an essay for two weeks and the essay is due on Wednesday, a student who is absent on Wednesday must turn the essay in on the first day he/she returns to school.

TIPS:

- Have checkpoints with larger projects, with multiple grades on Jupiter Grades (Jupiter Grades) for each component of the project.
- Send a mass Jupiter Grades email to students and parents for missing projects/essays BEFORE final opportunity to submit work.
- On the day a project or essay is due keep track of who did not turn in the assignment and aggressively reach out to students so they complete it.

Labs

Absent Policy: For every day a student is absent he/she receives one additional day to turn in the lab (without deduction) from the day he/she returns to class.

For example - if students have worked on a particular lab for two days and is absent on the next day the report is due, a student who is absent must turn in the lab report on the first day he/she returns to school. If a student is absent when the lab is given they must report to tutoring sessions to complete the lab and then submit the lab report when the lab is completed.

College 99/100/101/102

Students begin taking college preparation courses in their freshmen year. The College Series meet once a week with a college advisor who will begin to walk them through their pre-college experience. Students will learn how to evaluate their transcript, understand credit accumulation, prepare for the PSAT and SAT examinations and eventually apply for the college of their choice. Freshmen take College 99, sophomores take College 100, juniors take College 101 and seniors take College 102. As the series progress, students will have knowledge necessary to apply for financial aid, scholarships and how to navigate the Common App.

In addition to the preparation they receive in the classes, all students will have visited a minimum of 4 colleges throughout NYS (SUNY, CUNY, Ivy, Community College). We also have guest speakers from private universities; CUNY and SUNY visit our school over the course of the year. Financial aid workshops are offered in the fall and the spring to the seniors and their parents.

College Now

- College Now is a dual enrollment program that enables students to enroll in college courses and earn college credits while still in high school. In some instances, students may **be able to receive dual credit (both high school credit and college credit)** for successfully completing a college course. There are many things that need to be considered before awarding dual credit including: course alignment with NY State commencement-level learning standards, approval from the school-based Accreditation Committee, and possible acceptance of credit transfer at a receiving college, to name a few. We currently have partnerships with LaGuardia and St. Frances Colleges.

Covid Reporting

In the event that you test positive for Covid, please make contact with the main office. Positive test results should be emailed to spicciano@queensmetro.com. A screenshot can also be sent to the same address.

QUEENS METROPOLITAN HIGH SCHOOL SCHOOLWIDE GRADING POLICY

This policy outlines how and when students will receive feedback on their mastery of content and skills. The purpose of this grading policy is to allow students, families, and teachers to have a mutual understanding of what specific grades mean.

Queens Metropolitan High School, we will observe the following policies for communicating grades with all students and families:

- Grades will be posted in a timely fashion on the online grade book (Jupiter Grades/NYCSA), at which time they will be immediately available to students and families.
- With every new school year (for year-long courses) or semester (for semester-long courses), every teacher will devise a grading scheme that complies with the school's Uniform Grading Policy. This grading policy will be communicated to every student and family through a syllabus, which the student's parent/guardian must sign to verify reading and understanding. In addition, any changes to a class syllabus will be communicated to students and families similarly.
- The school year consists of two semesters (terms), each with three marking periods.
- A student's semester/term grade will be calculated as an average of the three marking periods. The teacher has the discretion to weigh grades as the semester progresses to improve student grades if students have shown Progress.

Timeline of When Students Receive Grades

- Students and families will receive paper report cards, either sent home with the student or mailed to the student's primary residence, within two weeks of completing a marking period or semester. Students will receive six report cards for the school year. In addition, final grades are shared with families, often more immediately, through the online grade book.
- Students and families will receive grades six times a year: a report card at the end of each marking period and a final grade report at the end of each term. They will also get a copy of each student's transcript at the end of each year.
- Grades could be changed within ten days after the end of each marking period or term. Grades will be finalized 11 days after the end of each term.
- Grade changes after they have been finalized (transcript updates) will be reviewed by the Department Supervisor on an individual basis. Students receiving special marks such as NL will have until the end of the following term to receive a final grade.

The scale of Marks Awarded

For the majority of classes, students will be graded in their classes on a scale of 50 – 100. Therefore, the final numeric grade for a marking period will be a weighted average of the work the student completed in the class, and the report card grades will be on a scale of 50 - 100. The specific weights of this calculation will be specified in each course syllabus.

- Any grade of 65 or higher on graded work is considered a passing mark; any grade below 65 indicates that a student has failed to meet the basic standard of proficiency relative to NY state learning standards.

Valid Marks:

- 50 – Lowest Grade
- 55 – Failing Grade for Academic Reasons. Students who fail a class will be awarded a grade of 55. A grade of 55 is awarded to students who fail to meet the minimum standards of proficiency for the concepts, content, and skills for the subject matter covered in the course relative to NY state learning standards.
- 60 – Failing Grade (to be issued ONLY during the first marking period for each semester for programming.)
- 65 – Minimum Passing Grade
- 100 – Highest Grade
- P & F – For Science Labs and Blended Classes.
- A, B, C, D & F - For College Now courses (LaGuardia Community College and St. Frances)
- CR - When schools transitioned to remote learning due to the COVID-19 pandemic in March 2020, the NYCDOE implemented the parent/guardian choice policy, which gave parents/guardians the option to replace their student's passing final grades with 'CR' (credit) to avoid penalizing students for a drop in performance for factors beyond their control. This policy remains in effect for high school students to provide safeguards as students and families continue to recover from the COVID-19 pandemic and manage other out-of-school challenges.
- NX – Only applicable to students that have well-documented, prolonged *extreme extenuating circumstances* that prevent them from completing the course in its established timeframe (for example, surgery or a death in the family); this must be approved and approved by the Principal and the guidance counselor 'NX' does not have a pass/fail or a numeric equivalent. A student who receives a Course in Progress must successfully complete the remaining course requirements by the end of the term following the termination of the course in order to receive a final grade and credit, as applicable.

Grade Point Average (GPA) and Class Rank

- GPA Calculation:
 - AP courses will be weighted 10% (GAF = 1.10)
 - Honors courses will be weighted 5% (GAF = 1.05)
 - PE courses will be included in GPA calculations.
 - Final grades of 'NC,' 'NX,' and 'CR' will not be included in students' GPAs
- Class Rank Calculation:
 - Valedictorian: Student who earns the highest rank through the eight semesters of high school.
 - Salutatorian: Student who earns the second highest rank through the eight semesters of high school.
 - To be eligible for Valedictorian and Salutatorian,
 - students must have attended QMHS for a minimum of 2.5 years

- qualify for an advanced regents' diploma.
- Complete 100 hours of community service
- Ranking will be done at the end of the second marking period of the spring term' senior year.

Approved DOE Home Instruction (due to Long Term Medical Absence)

- Home Instruction is an interim, non-diploma granting program.
- Home Instruction provides students with academic services to limit the educational effects of a long-term absence.
- High school students can generally earn no more than three credits per semester while on home instruction.
- Students on home or hospital instruction are expected to meet the same standards as other students.
- Home and hospital instruction programs are not intended to provide a full instructional program.
- A high school student must receive 54 hours of instructional time to receive one credit.
- Students and parents in an approved DOE home instruction setting must communicate with the guidance counselor and home instruction teacher to discuss the student's class progress. Jupiter grades and the NYCSA do not reflect the current academic Progress or standing while the student is in an approved DOE home instruction setting.

Implementation

- This policy applies to all students at QMHS.
- Parents have the opportunity to discuss students' Progress during parent-teacher conferences.
- This grading policy will be reviewed and updated every year during the spring semester. It will then be available to the school community in September.

Other Considerations

- Promotion Decisions are based on Chancellor's Regulation A-501 and listed below:

Grade Level	Coursework / Exam	Minimum Credits
9	Completion of standards in academic subject areas	11 Credits
10	Completion of standards in academic subject areas	22 credits (including 4 in ELA & 4 in History)
11	Completion of standards in academic subject areas	33 credits
12 - Graduation	Completion of standards in academic subject areas	44 credits in required subject areas and a passing score on English, math, science, social studies, and fifth regents.

- This grading policy is available electronically and in paper format, and it will be distributed electronically to the students and on paper to the parents during orientation, open school nights, or upon request.
- This grading policy will also be available in other languages. Translation to other languages will be based upon the need and resources available.
- Every spring, teachers will have the opportunity to update their departments' grading policies during department meetings. These updates will be implemented in the schoolwide grading policy as needed.
- Each department's AP will archive copies of Teachers' Gradebooks for a minimum of 3 years.
- Jupiter grades is an online grading system used by all teachers at QMHS. Students can check the status of their academic standing, download assignments, and/or communicate with their teachers via Jupiter Grades.
- Referrals are sent to guidance counselors and the deans as well.
- All students and parents are provided with a password at the beginning of every year. You may change your password at any time.

How Students are Graded in Courses or Subjects

Social Studies and English	The Arts	Physical Education
<ul style="list-style-type: none"> • Assessments: 40 – 60% <ul style="list-style-type: none"> ○ Assessments ○ Projects ○ Quizzes • Classwork: 15 – 25% <ul style="list-style-type: none"> ○ Attendance ○ Participation • Homework: 10 – 15% • Final Exam: 10-15% 	<p>Assessments: 40% projects, performance tasks, quizzes, tests</p> <p>Classwork 50% engagement, practice, preparedness</p> <p>Reflections 10% written/verbal/discussion reflections</p>	<ul style="list-style-type: none"> • Participation/Skill Assessments: - 70% • Written tests – 20% • Skills tests – 10%

Sciences	Mathematics	College classes
<ul style="list-style-type: none"> • Assessments: 40 – 60% • Classwork: 20 – 40% • Homework: 10 – 25% • Labs: 15-25% 	<ul style="list-style-type: none"> • Assessments: 60% • Classwork: 30% • Homework: 10% 	<p>Classwork & Participation - 50%</p> <p>Assessments (formal and informal) - 40%</p> <p>Homework – 10%</p>

- Students' grades are based on mastery of the content and skills required in that subject as indicated on the parameters listed above and not on non-mastery-based measures such as attendance, participation, conduct, etc.
- **Final Grade Calculation:** Each marking period is worth one-third of the final grade.
- Grades should not be a surprise to students and families. Each teacher is to provide personalized feedback to each student and family during the term.

- **Make-up Work.** Students with excused absences will be allowed to make up assignments with no penalties. Students with non-excused absences will be permitted to make up work with deductions at the teachers' discretion, but always keep in mind that grades should primarily be based on mastery of content. No make-up work will be accepted later than ten days after the student's return to school.

Special Marks. Other valid marks are listed below:

- NL – New/Recent Admit

Semester Grades

- Semester grades are calculated by averaging the two marking periods:

$$\text{Semester 1 } (MP1 + MP2 + MP3)/3 = MP3 \text{ (final grade)}$$

$$\text{Semester 2 } (MP1 + MP2 + MP3)/3 = MP3 \text{ (final grade)}$$

Determination of Promotion in Doubt (PID)

In January and June of each academic school year, students facing a substantial risk of accumulating insufficient credit to be promoted to the next grade will be identified, and their parents/guardians will be notified in writing no later than the second week of February. In determining substantial risk, the school leaders and guidance staff will consider:

- Course credit accumulation to date
- Regents Exam Passing to date, if applicable
- Students overall Progress toward sufficient mastery of course standard
- Promotion decisions are made based on the DOE Academic Policy credit

Academic Dishonesty

Academic dishonesty or academic misconduct is any cheating that occurs in relation to a formal academic exercise. Said may include, but not be limited to, cheating (on in-class assessment/exams, state Exams, etc.), plagiarism, etc. All academic work undertaken by a Queens Metro student must be completed independently unless the course teacher authorizes collaboration with other students. Academic dishonesty by any individual or group of students will not be tolerated and is taken with high priority as it compromises both class and school learning culture and environment. Any such matters of academic dishonesty will be reported immediately to the Principal and other school leaders. Parent/Guardian will be immediately notified, and appropriate action will be taken by school leaders.

HONOR ROLL

The honor roll is a list of students who have earned grades above a specific average during the course of a semester. It is a distinct honor that exemplifies the consistency and effort of our students. We have 2 honor roll lists that we recognize at the end of each marking period. We conclude our fall semester by celebrating our honor roll recipients with a pizza/ice cream party the first week of February. Students are also given a certificate during the celebration. The criteria for honor is the following:

Regular Honor Roll	Grade
Minimum Average	90
Minimum grade	80
Principal Honor Roll	Grade
Minimum Average	95
Minimum grade	90

Graduation Requirements

Students are expected to accumulate 44 credits to graduate from high school.

Jupiter Grades (Jupiter Grades)

- Jupiter Grades (Jupiter Grades) is an on line grading system used by all teachers at QMHS. Students can check the status of their academic standing, download assignments and/or communicate with their teachers via Jupiter Grades (Jupiter Grades).
- Referrals are sent to guidance counselors and the deans as well.

- All students and parents are provided with a password at the beginning of every year. You may change your password at any time.

Program Changes

- Students who would like a program change must complete a program change request form or email their guidance counselor directly.
- The guidance counselor and programmer will review the request and administration will approve or reject the change.
- **Students must follow their assigned schedule until a new program is issued.**

Report Cards

- Report cards are issued for each of the four marking periods.
- Report cards are given directly to the students.
- If a student has overdue library books or an outstanding account of school lent materials, they will not receive their report card.

ATTENDANCE

All students are expected to attend school daily according to their assigned schedule.

When it is necessary for a student to be absent from school, the parent or legal guardian must notify the main office (718-286-3600) of the reasons for the absence. If no notice has been made on the day of the absence, the student, upon return, must bring a note from the parent or guardian indicating the day and reason for the student's absence. Any absence not properly excused by a parent/guardian within two days of the absence will be considered an **unexcused absence** from school and classes. The reasons a student's absence may be **excused** are (1) student illness verified by a doctor and/or the parent/guardian, (2) extreme emergency in the family, (3) doctor/dentist appointment, (4) observance of a religious holiday, (5) death in the family, and (6) suspension. Students who have been absent are expected to make up work when they return. Students should obtain missed assignments and then complete and submit this work.

If a student is absent from school during the day, they are NOT permitted to attend afterschool activities or events including clubs, PSAL games, permit holding events such as dances, fundraisers, club rushes...

Arrival to School/Lateness

All students are expected to arrive to school no later than 7:50 am for period "1" or 7:05 AM for period "0" College Now classes to ensure that they are in their assigned classes by 8:00/7:12 AM.

Students With...	Arrival Time	Class Start Time
College Now	7:05 AM	7:12
1 st period	7:50 AM	8:00

The student cafeteria opens at 7:30 AM. Breakfast is free for all students.

- Students must swipe their ID cards in the main lobby as they enter the building. Students that swipe in after 8:01 AM are considered late to school. A tardy pass will be generated from the CAASS machine which students must present to their subject teacher. Student

lateness will be monitored weekly. Those students who are chronically late to school are subject to after school detention.

Student Lateness

Chancellor's Regulations A-210 states that schools must develop and implement school policies that describe their objectives and define aspects of their attendance program, including: maintaining accurate records of student attendance; monitoring patterns of student lateness and absence; and using effective intervention strategies to improve school attendance. Our attendance team, which is made up of guidance counselors, administration, our social worker, our school nurse and an attendance teacher, meets every other Tuesday to do just this.

Schools must contact parents to determine the cause of a child's unexplained absence and propose a resolution. Every effort must be made to telephone parents on the first day of a student's absence. First period teachers are always impacted the hardest as high school students are frequently late to their first class of the day. In an effort to reduce tardiness and poor attendance, the following protocols have been set into place.

- Teachers are expected to log the lateness and post a message to the parent/guardian as well to show parent outreach.
- Deans will inform teachers as well as guidance counselors if and when a student has been assigned detention via email.
- *Guidance counselors and social workers will check in with students during detention to provide support and interventions.*

Student Lateness Policy

Rationale: Lateness to class has a significant negative impact on the educational process, which results in:

- A loss of meaningful instruction for the offending students
- A break in the continuity of instruction for teachers delivering their lessons
- A distraction for students engaged in meaningful instruction due to the entry of latecomers to their classrooms
- A breach in the security of the hallways during the instructional period.

Lateness to subject class may also result in a lower class average due to the loss of instructional time in activities such as: do now completions, classroom participation opportunities, examinations (quizzes/full period exams), dialogues, speeches, group work, lab work, etc.

The following disciplinary actions may be imposed for any student reporting late to a subject class:

<u>Lateness</u>	
1ST, 2ND	<ul style="list-style-type: none"> ● 1ST OFFENSE –Teacher addresses student; lateness is logged in Jupiter Grades ● 2ND OFFENSE –Teacher addresses student; lateness is logged in Jupiter Grades and parent is contacted by teacher. <p>Teacher should ONLY send a referral once they have actually spoken with a parent.</p>
3rd Infraction	<ul style="list-style-type: none"> ● 3RD OFFENSE – Teacher addresses student; lateness is logged and referral sent to dean’s office resulting in student detention (either early morning or afterschool).
4th Infraction	<ul style="list-style-type: none"> ● 4th OFFENSE – Teacher addresses student; lateness is logged and referral sent to dean’s office resulting in student detention (either early morning or afterschool) and a parent/guardian Meeting.
5+ Infraction	<ul style="list-style-type: none"> ● 5th + OFFENSE - a report is created in OORS. Parent/guardian meeting is held with student, subject teacher, dean and/or guidance meeting. Student is subject to loss of a variety of student priveleges.

When students come late to your lesson, don’t stop everything that you’re doing and lose your flow. The majority of students who did turn up on time will have their lesson disrupted, and it is at these points where behavior issues can creep in. Lateness should be addressed at the end of the period or followed up with later on in the day.

Sometimes there are extenuating circumstances or personal matters that are affecting the student’s ability to make it to school on time. Guidance counselors work closely with our deans to work with students and families to address student lateness and other issues. Attendance and lateness to school are citywide issues that require the assistance of many different faculty members. Communication between classroom teachers and support staff is vital to ensure the success of our students. Trends and patterns in student attendance are most evident in the classroom.

Cutting

Cutting class is a violation of the NYC Discipline Code. If a student is caught cutting, his/her parents will be notified. Students who persistently cut classes may be referred to guidance or to the dean’s office. If the cutting does not desist, student may be subject to a principal’s suspension.

Dismissal

- Students are dismissed promptly at 2:20 PM daily. Those students who do not remain behind for participation in after school clubs, tutoring or sports practice are asked to move off the campus by school safety and administration. Students are encouraged to go directly home and not loiter on Metropolitan Avenue. As a campus school, the dismissals for each are staggered to prevent congestion on the school path as well as in the immediate neighborhood. Wednesday is the only day that MELS and Queens Metropolitan HS dismiss at the same time. Students should always be courteous and follow the direction of our safety officers and crossing guards during dismissal.
- Students are representatives of Queens Metropolitan High School and are expected to conduct themselves in an appropriate manner. As members of a school community, we want our students to reflect the positive goals that we set for them when they are in school.

SAFETY AND DISCIPLINE

Campus Safety

- QMHS is a closed campus. At no time are students permitted to leave the building for lunch or any other reason during official school hours unless a completed **Out of Building Pass** has been approved.
- Parents are asked to drop students off and pick students up outside the campus on Metropolitan Avenue to avoid congestion. We share a building with students who are dropped off by yellow school buses and the safety of our students is our primary concern.
- Students are not permitted to bring or allow any unauthorized visitors into the building at any time. Disciplinary action will be taken.

QMHS Cell Phone and Electronics Policy



SCHOOL-BASED POLICY OF Queens Metropolitan High School FOR USE OF CELL PHONES, COMPUTING DEVICES, AND PORTABLE MUSIC & ENTERTAINMENT SYSTEMS ON SCHOOL PROPERTY

Students are permitted to bring the following electronic items to school: 1) cell phones; 2) laptops, tablets, iPads and other similar computing devices (“computing devices”); and 3) portable music and entertainment systems, such as iPods, MP3 players, PSP, and Nintendo DS.

A. The use of cell phones, computing devices and portable music and entertainment systems at school is subject to the restrictions below.

- Cell phones and portable music and entertainment systems may not be turned on or used during the administration of any school quiz or exam, PSAT, SAT, AP exam or NYS examination.

- Computing devices may not be turned on or used during the administration of any school quiz, test or examination, except where such use has been explicitly authorized by the school or is contained in an Individualized Education Program or Section 504 Accommodation Plan.
- Use of cell phones, computing devices, portable music and entertainment systems and other electronic devices during the administration of state standardized examinations is governed by State Education Department Rules.
- Cell phones, computing devices and portable music and entertainment systems may not be turned on or used during school fire drills or other emergency preparedness exercises.
- Cell phones, computing devices, and portable music and entertainment systems may not be powered on in locker rooms or bathrooms or in the halls during passing.

B. Cell phones, computing systems, portable music and entertainment systems may be used as set forth below as consistent with Regulation A-413.

During the school day:

- Cell phones may not be turned on or used while on school property except in designated **green** zones.
- Cell phones may not be turned on or used during instructional time, **except** for instructional and educational purposes with the **explicit** approval of the teacher.
- Cell phones **may** be used during the following non-instructional times of the school day:

Where	Who?	When?
<i>Outside, Green Zones Cafeterias and Library</i>	ALL STUDENTS	LUNCH PERIODS
<i>After school clubs and activities.</i>	ALL	<i>after regular school day hours</i>

Students may use their cell phones to listen to music while wearing headphones to access photos, email and or apps for educational purposes only. Students may not use cell phones to text, make outgoing calls, and take pictures and/or video unless with consent of participants.

E. Confiscation and return of electronic items

Queens Metropolitan HS reserves the right to confiscate a cell phone when the cell phone policy is violated. The following measures may be taken if and when a cell phone or other device is improperly used.

- Cell phones and personal electronic devices are permitted on school property; however they are not to be displayed at any time during the school day. This includes listening to music, playing video games, making or receiving phone calls/texts or use of social media.
- If a student is discovered using a cell phone or any electronic device, a faculty/staff member will refer the student to the dean's office via Jupiter Grades.

	Consequence					
	Confiscation	Parental contact	Parent Pick Up	Detention	Cell Phone Contract-Alert (box in main) Used at discretion	Revocation of Privilege
1st offense	X	X				
2nd offense	X	X	X			
3rd offense	X	X	X	X		
4th offense	X	X	X	X		
5TH offense						X

F. Discipline

Students who use cell phones, computing devices and/or portable music and entertainment systems in violation of the DOE's Discipline Code, the school's policy, Chancellor's Regulation A-413, and/or the DOE's Internet Acceptable Use and Safety Policy ("IAUSP") will be subject to discipline in accordance with the guidance interventions and disciplinary responses set forth in the Discipline Code.

Chancellor's Regulations

QMHS adheres to all policies and regulations set forth by the Chancellor. These regulations can be viewed on line at:

<https://www.schools.nyc.gov/school-life/policies-for-all/chancellors-regulations>

Bullying

It is the policy of the New York City Department of Education to maintain a safe and supportive learning and educational environment that is free from harassment, intimidation, and/or bullying committed by students against other students on account of race, color, creed, ethnicity, national origin; citizenship/immigration status, religion, gender, gender identity, gender expression, sexual orientation or disability. Such bias-based harassment, intimidation and/or bullying is prohibited under Chancellor's Regulation 8-832

- Bias-based harassment, intimidation and/or bullying is any intentional written, verbal, or physical act that a student or group of students directs at another student or students which: is based on a student's actual or perceived race, color, creed, ethnicity, national origin, citizenship/immigration status, religion, gender, gender identity, gender expression, sexual orientation or disability; and substantially interferes with a student's ability to participate in or benefit from an educational program, school sponsored activity or any other aspect of a student's education; or creates a hostile, offensive, or intimidating school environment; or otherwise adversely affects a student's educational opportunities.
- Bias-based harassment, intimidation and/or bullying may take many forms and can be physical, verbal or written. Written harassment, intimidation and/or bullying include electronically transmitted acts, e.g., via Internet, cell phone, personal digital assistant or

wireless handheld device.

- Such behavior includes, but is not limited, to:
 - physical violence,
 - stalking,
 - threats, taunts, teasing;
 - aggressive or menacing gestures;
 - exclusion from peer groups designed to humiliate or isolate;
 - using derogatory language;
 - making derogatory jokes or name calling or slurs;
 - written or graphic material, including graffiti, containing comments or stereotypes that are electronically circulated or are written or printed.

Cyber-bullying

- Cyber-bullying is engaging in intimidating and bullying behavior through electronic communication, such as texting, e-mail, instant messaging and posting on Instagram, SnapChat, Facebook or any other social networking site.

Examples of Supports and Interventions

<p style="text-align: center;">Parent Outreach</p> <p>School staff should keep parents informed of their child's behavior and enlist parents as partners in addressing areas of concern. Outreach to parents can include, but is not limited to, a phone call and/or written communication.</p>	<p style="text-align: center;">Short-Term Behavioral Progress Reports</p> <p>Teachers and/or principals may send behavioral progress reports to parents on a regular basis until they feel that the student is in control of his/her behavior and working in the classroom successfully.</p>
<p style="text-align: center;">Guidance Conference</p> <p>Principals and teachers may request a guidance conference with the student and, where appropriate, with the parent. The purpose of the conference is to review the behavior, find solutions to the problem and address academic, personal, and social issues that might have caused or contributed to the behavior.</p> <p style="text-align: center;">Intervention by Counseling Staff</p> <p>Where available, school-based counseling personnel and/or School-Based Mental Health programs offer a wide range of comprehensive and confidential mental health services and interventions including, but not limited to: assessments, individual, group and family counseling and/or therapy, teacher consultations, and educational strategies for parents and staff.</p> <p style="text-align: center;">Restorative Practices</p> <p>Using restorative practices to foster positive interpersonal and intergroup relations and to address inappropriate behavior when it occurs is a cornerstone of a progressive approach to discipline. Restorative practices include collaborative negotiation, circle process, peer mediation, conflict resolution, and formal restorative conferencing.</p>	<p style="text-align: center;">Development of Individual Behavior Contract</p> <p>The student meets with teachers to create a written contract that includes objectives and the specific performance tasks that the student will accomplish to meet those objectives. The contract is signed by the student and teacher and, where appropriate, by the parent.</p> <p style="text-align: center;">Referral to PPT (Pupil Personnel Team)</p> <p>Pupil Personnel Teams are school-based teams that use a multidisciplinary approach to encourage student success through prevention and intervention strategies and supports. A case manager is identified for each student referral and an individualized plan is created to help the student overcome his/her academic and/or other challenges.</p> <p style="text-align: center;">Collaborative Problem Solving</p> <p>When a student engages in challenging behavior, a trained school staff member can use the collaborative problem-solving process to identify the specific issues that are precipitating the behavior, articulate the adult concerns about the behavior and engage the student in a collaborative process to address the underlying reasons for the behavior and decide upon a plan of action that is both realistic and mutually acceptable to both.</p>
<p style="text-align: center;">Individual/Group Counseling</p> <p>Individual counseling provides students with an outlet to share issues in privacy that may be negatively impacting their attendance, behavior, and/or academic success. Small-group counseling can address needs such as stress management, anger management, developing effective conflict resolution and/or communication skills, etc. Students discuss and formulate goals, and learn problem-solving strategies that will enable them to overcome a variety of personal challenges. Counselors will conference with parents on a regular basis to discuss the student's academic and personal progress.</p>	<p style="text-align: center;">Referral to Counseling Services for Bullying, Intimidation, or Harassment</p> <p>When a student or group of students engages in bullying, including cyberbullying, intimidation, or bias-based harassment, of another student or group of students, both the target of the behavior and the student who engages in this behavior should be referred to separate appropriate counseling, support, and education services provided by school staff or a community-based agency. Neither mediation nor conflict resolution is, under any circumstances, appropriate interventions for bullying, intimidation, or harassment.</p>

Examples of Supports and Interventions	
<p>Referral to Counseling Services for Bias-Based Bullying, Intimidation or Harassment</p> <p>When a student or group of students engages in bias-based bullying, intimidation, or harassment of another student or group of students, both the victim and the student who engages in this behavior should be referred to separate appropriate counseling, support, and education services provided by school staff or a community-based agency. Neither mediation nor conflict resolution is, under any circumstances, appropriate interventions for bias-based bullying, intimidation, or harassment.</p>	<p>Referral to Counseling Services for Youth Relationship Abuse or Sexual Violence</p> <p>When a person uses a pattern of threatened or actual physical, sexual, and/or emotional abuse to control a dating partner, the school should refer both the victim and the student who engages in this behavior to separate appropriate school or community-based agencies for counseling, support, and education. Neither mediation nor conflict resolution is, under any circumstances, appropriate interventions for suspected relationship abuse.</p>
<p>Mentoring Program</p> <p>A mentoring program matches a mentor who may be a counselor, teacher, student, and/or administrator with a student in need of additional support. The object of this relationship is to help the student in his/her personal, academic, and social development.</p>	<p>Mentor/Coach</p> <p>Assignment of a trained school staff member to provide transition support for a student returning from a Superintendent's Suspension or from a prolonged absence.</p>
<p>Referral to a Community-Based Organization (CBO)</p> <p>Students may be referred to a community-based organization for a wide range of services including, but not limited to, after-school programming, individual or group counseling, leadership development, conflict resolution, and academic tutoring.</p>	<p>Referral to Appropriate Substance Abuse Counseling Services</p> <p>In the case where a student is presenting problems with substance abuse, including the use, possession, or distribution of illegal drugs, drug paraphernalia, and/or alcohol, referrals should be made to either school based counseling services or to an external agency or community-based organization.</p>

Restorative practices may also be utilized including conferencing and restorative justice circles.

Discipline Code

- As a school community, we work to maintain a safe environment in which we can focus on teaching and learning. All members of the school community are responsible for ensuring that we support the rights of each student and support them in fulfilling their responsibilities as outlined in the NYC DOE Discipline Code.
- QMHS adheres to the NYCDOE Discipline Code and believes in progressive discipline. All members of the school community — students, staff and parents — must know and understand the standards of behavior which all students are expected to live up to and the consequences if these standards are not met. The Citywide Standards of Intervention and Discipline Measures (the Discipline Code) provides a comprehensive description of unacceptable behavior, including incidents involving drugs or weapons. It includes the range of permissible disciplinary and intervention measures which may be used when students engage in such behaviors as well as a range of guidance interventions schools may use to address student behavior. The Discipline Code applies to all students, including those with disabilities. You can find the full Discipline Code at <https://www.schools.nyc.gov/school-life/rules-for-students/discipline-code>

Dress Code Guidelines

QMHS has an established dress code that is expected to be adhered to by all students. Student who violate the dress code will be asked to call their parents to bring them appropriate clothing. Otherwise, students will be given t-shirts and other articles of clothing that are more suitable for school.

Dress codes may not prohibit a student from wearing clothing consistent with their needs based on their protected identities or from maintaining or wearing natural hair or hairstyles that are closely associated with these identities. **For example**, dress codes should allow:

- headwear worn for religious observance or disability-related attire; or
- head scarves, do-rags, beads and other hair accessories, short or long hair, locs, braids, and twists.

QMHS **does not require** gender-specific attire for DOE- or school-sponsored programs or activities.

- schools **may** prohibit all students from wearing revealing clothing that does not provide full coverage of private body parts.

In order to maintain a positive, safe, and inclusive learning environment, DOE policy prohibits students from wearing clothing in school, on school buses, or during any DOE- or school-sponsored programs or activities that take place on or off school property, which contains language (including slurs), images, or references:

- which discriminate on the basis of race, color, creed, religion, religious practices, ethnicity, national origin, citizenship/immigration status, gender, gender identity, gender expression, sexual orientation, disability, or weight;

- to profanity, obscenity, nudity, or sexual acts;
- to threats of violence, injury or harm, or gang affiliation.

The message that we want to send to our student community is to dress for success.

General Response Protocols

- Under the new General Response Protocol (GRP), every school will be conducting specific drills designed to help prepare all school communities for three different types of response to emergencies that may occur: evacuation, shelter-in, and lockdown. We will conduct 4 lockdown drills: 2 in the fall and 2 in the spring. Emergency procedures will be reviewed at lunch, grade assemblies and in your classrooms.

This set of videos demonstrate how schools respond in each of the different emergency scenarios.

https://drive.google.com/file/d/17j_ieI8B-4zpORz52M82KiAw2-QksrMw/view?usp=sharing

GRP Summary Sheet for Teachers and Students

The General Response Protocol (GRP) has been designed (in collaboration with the "i love U guys" Foundation) to provide all schools with the direction they will take when an emergency incident occurs. At its core is the use of **common language** to identify the initial measures all school communities will take **until first responders arrive**. In every incident, school administrators will need to assess the unique circumstances that will affect how the GRP is implemented.

Each protocol has specific staff and student actions that are unique to each response. In the event that a student or staff member identifies the initial threat, calling 911 and administration is required.



Lockdown (Soft/Hard) – **Soft Lockdown** implies that there is no identified imminent danger to the sweep teams. Administrative teams, Building Response Teams, and School Safety Agents will mobilize to the designated command post for further direction. **Hard Lockdown** implies that imminent danger is known and NO ONE will engage in any building sweep activity. All individuals, including School Safety Agents will take appropriate lockdown action and await the arrival of first responders.

"Attention: We are now in Soft/Hard Lockdown. Take proper action."

(Repeated twice over the PA system.)

Students are trained to:

1. Move out of sight and maintain silence.

Teachers are trained to:

1. Check the hallway outside of their classrooms for students, lock classroom doors, and turn the lights off.
2. Move away from sight and maintain silence.
3. Wait for First Responders to open door, or until hearing the "All Clear" message: **"The Lockdown has been lifted"**, followed by specific directions.
4. Take attendance and account for missing students by contacting the main office.



Evacuate – The fire alarm system is the initial alert for staff and students to initiate an evacuation. However, there may be times when the PA system and specific directions will serve as the alert initiating an evacuation. Announcements will begin with "Attention", followed by specific directions. **(Repeated twice over the PA system.)**

Students are trained to:

1. Leave belongings behind and form a single file line. In cold weather, students should be reminded to take their coats when leaving the classroom. **Students in physical education attire WILL NOT return to the locker room.** Students without proper outdoor attire will be secured in a warm location as immediately as possible.

Teachers are trained to:

1. Grab evacuation folder (with attendance sheet and Assembly Cards).
2. Lead students to evacuation location as identified on Fire Drill Posters. **ALWAYS LISTEN FOR ADDITIONAL DIRECTIONS.**
3. Take attendance and account for students.
4. Report injuries, problems, or missing students to school staff and first responders using Assembly Cards.



Shelter-In – **"Attention. This is a Shelter-In. Secure all exit doors."** (Repeated twice over the PA system.)

Students are trained to:

1. Remain inside of the building.
2. Conduct business as usual.
3. Respond to specific staff directions.

Teachers are trained to:

1. Increase situational awareness.
2. Conduct business as usual.
3. The Shelter-In directive will remain in effect until hearing the "All Clear" message: **"The Shelter-In has been lifted"**, followed by specific directions.

BRT members, floor wardens, and Shelter-In staff will secure all exits and report to specific post assignments.



HOLD: Lock & Hold!

No movement throughout the building. Everyone must remain where they are until hearing the "All Clear"

Hold is initiated when there is a condition inside the school building, and the immediate need to address the condition **requires staff, students, and visitors to remain in place and conduct business as usual until the "All Clear" is announced.**

Hold might be initiated to manage an incident in the building that **does not** place the school community in danger, or whenever directed by First Responders

Hold does not replace a soft or hard lockdown.

The Building Response Team and School Safety Agents will sweep the building. Anyone found in the restrooms, hallways, stairwells, or the lobby will be taken to a designated area until the "All Clear" announcement is made.

Announcements must be made to remind everyone to disregard any "end of class" signals. No one may enter or leave their room or office until the announcement is made indicating that the "All Clear" has been issued and the building can return to regular operation.

During a Hold, anyone entering the school must be informed of the Hold. If students are returning from lunch, they must be escorted to a designated area where they can remain, with proper supervision, until the All Clear announcement is made.

Public Address:

The public address announcement for Hold is, **"Attention, This is a Hold. All staff, students, and visitors are to remain where they are until they hear the All Clear."** This is repeated twice each time the announcement is made.

When Hold is used, additional announcements must be made to:

- provide information to staff,
- remind everyone to disregard the bell signaling the end of the class, and
- remind teachers/staff that they may continue with instruction/business, but may not let students/staff in or out of the room.

Actions: Upon hearing the Hold announcement:

Staff must:

- Lock the door.
- Hold in their current location.
- Contact the main office to report any students who were out of the class when the Hold was announced.

Students/staff must:

- Remain where they are until the "All Clear" announcement is made.
- Ignore any bells that usually signal the end of the class.
- Remember that there is no use of the classroom pass and everyone must remain in place until the Hold is lifted.

Outside Beverages

- At no time are students permitted to bring open containers from the outside into the school building. Open containers will be confiscated. This includes Dunkin Donuts, McDonalds and Arizona iced teas. You will be directed by one of our deans during morning arrival to dispose of such items.
- Water bottles and DOE approved beverages are sold in the vending machines and through our PTA school store during the lunch periods only.
- NO GLASS BOTTLES!!!

Parking

- At no time are students permitted to park on campus. You will be asked to move your car at the end of school day and not to park there again. You run the risk of being stickered by school administration.

Sexual Harassment

It is the policy of the New York City Department of Education to maintain a safe and supportive learning and educational environment that is free from sexual harassment committed by students against other students. It is a violation of Regulation A-831 for a student to harass another student through conduct or communication of a sexual nature. Students found guilty of

violating this regulation will be subject to appropriate disciplinary action consistent with the Discipline Code and Chancellor's Regulation A-443.

- Student-to student sexual harassment may take many forms and can be physical, verbal or written. Written harassment includes electronically transmitted acts (e.g. via internet, cell phone, personal digital assistant or wireless handheld devices).
- Sexually harassing behavior may take many forms, including but not limited to:
 - Engaging in physical conduct of a sexual nature such as patting, pinching, grabbing, brushing up against another person in a sexual way;
 - Making sexual comments, remarks, insults, and/or jokes;
 - Electronically posting, displaying or distributing sexually oriented or suggestive objects, pictures, drawings or images;
 - Making obscene gestures;
 - Stalking;
 - Pressuring for sexual activity;
 - Spreading rumors of a sexual nature;
 - Engaging in sexually violent or coercive behavior (assault, rape)
 - Threatening or engaging in physical, sexual, verbal and /or emotional abuse to harm, intimidate or control a current or former dating partner (dating abuse).

Smoking

- Chancellor's Regulation C-810 prohibits the use of any tobacco products, including chewing tobacco, vapes and electronic cigarettes in all NYC school buildings.
- Vaping and Smoking by students is prohibited and is a level 2 infraction under the Department of Education Student Discipline code.

Surveillance Cameras

- Video cameras are posted throughout the building and on the school perimeter.
- They are monitored by School Safety as well as by the administration.
- Video evidence captured by these systems may be used at legal proceedings including Superintendent's Suspensions.

Systems to Support Transgender Students

- All school staff members and students will refer to students by their chosen names and pronouns and will create opportunities to confirm the correct information with all our students in a manner that respects student privacy. School staff are responsible for ensuring students are referred to correctly. The principal or their designee, in consultation with the student, is responsible for ensuring that teachers and other school staff are aware of and honor a student's request to be referred to by the name and pronoun that correspond to their gender identity.
- The DOE permits single-gender restrooms, locker rooms, and changing rooms in schools. Students are provided access to facilities consistent with their gender identity asserted at school. We will always provide reasonable alternative arrangements for any student who expresses a need or desire for increased privacy, but must never be forced upon students, nor presented as the only option. Furthermore, any arrangements made will be provided in a non-stigmatizing manner that protects student privacy and is not

marginalizing or disruptive for the student.

Weapons

No student may have on his or her possession at any time during the school day any object or device which can be considered a concealed weapon. This includes laser pointers. Students should have the right to a safe environment. The Regulations of the Chancellor of Schools prohibit weapons in school (CR A-443).

PROHIBITED ITEMS: WEAPONS

Category I

- Firearms, including pistols, starter guns, handguns, silencers, electronic darts, shotguns, rifles, machine guns, or any weapon which will or is designed to or may readily be converted to expel a projectile by action of an explosive
- Stun guns/weapons
- Air guns, spring guns, or other instruments or weapons in which the propelling force is a spring or air, and any weapon in which any loaded or blank cartridge may be used (such as a BB gun or paintball gun)
- Switchblade knife, gravity knife, pilum ballistic knife, and cane sword (a cane that conceals a knife or sword)
- Daggers, stilettos, dirks, razorblades, box cutters, case cutters, utility knife, and all other knives
- Billy clubs, blackjack, bludgeon, chukka stick, and metal knuckles
- Sling shot (small, heavy weights attached to or propelled by a thong) and slung shot
- Martial arts objects including kung fu stars, nunchucks, and shirkens
- Explosives, including bombs, firecrackers, and bombshells

Category II

- Acid or dangerous chemicals (such as pepper spray, mace)
- Imitation gun or other imitation weapon
- Loaded or blank cartridges and other ammunition
- Any deadly, dangerous, or sharp pointed instruments which can be used or is intended for use as a weapon (such as scissors, nail file that is four inches or longer and made of metal, broken glass, chains, wire).

HEALTH AND WELLBEING

AED/CPR Training

- All students will be trained in hands-only cardiopulmonary resuscitation (CPR) and the use of automated external defibrillators (AEDs) . The training will take place in PE class.

Bathrooms

- All bathrooms are supervised when they are open. Students should be prepared to show their school ID and bathrooms pass from the subject teacher. Students are asked to sign in upon entering the bathrooms and to indicate the “time in and time out”. Please see the open bathroom schedule below.

BATHROOMS ARE LOCKED FOR THE FIRST AND LAST 10 MINUTES OF EVERY PERIOD

period	Basement	1st floor	3rd floor	4th floor
1	X	OPEN	X	OPEN
2	X	OPEN	OPEN	OPEN
3	X	OPEN	OPEN	OPEN
4	OPEN	OPEN	X	OPEN
5	OPEN	OPEN	OPEN	OPEN
6	OPEN	OPEN	OPEN	OPEN
7	OPEN	OPEN	OPEN	OPEN
8	X	OPEN	OPEN	OPEN

ELEVATORS

- The 2 school elevators are off limits to students. Only students with medical conditions or an elevator pass from the school nurse may use the elevator. Be prepared to show an elevator pass when asked by any adult.
- Elevators are activated by a swipe card and are not manually operated.

Fire Drills/Bus Drills

All NYC public schools must complete 8 fire drills and 4 lockdown drills each school year. Most of our drills are held in the fall months. Students are expected to remain silent as they exit and re-enter the building.

- No one is to return to get books, coats or any other personal belongings.
- A fire drill simulates a real emergency. We must always proceed as if it is a real fire.
- When the signal for a fire drill sounds, everyone must leave the building; regardless of where you are. If you are out on a pass when the fire bell rings, you should exit the building and inform an administrator.

You are expected to remain with your class as your teacher must take attendance once we get outside.

- SILENCE prevails at all times.
- All NYC public schools hold 3 bus drills yearly. In high school, the teachers will read and review the 12 steps to bus safety.

Guidance Suite

The guidance office is located in room 1015 and the Social Worker's office is located in room 2024. Students who wish to meet with their guidance counselor may do so during their lunch period or with the permission of their subject teacher. Students must be issued a pass to visit the guidance department. The guidance department is a valuable resource and should be utilized in creating the most rewarding experience for our students.

Health Resource Room

Our Health Resource Room is open and accessible to all students. Condoms are available for those students whose parents have not signed the opt out forms. It is located just opposite the red cafeteria in Room 0001. Students should refer to posted signs for availability. Parents can sign the opt out letter if they do not wish for their child to have access to this room. All visits remain confidential.

Masks

Masks are optional and are always available upon request in the main entrance, main office or the nurse's suite. Anyone entering the nurse's office should ALWAYS have a mask on.

Medications

In order for any medication (prescription, over-the-counter medicines and topical creams or ointments) to be administered at school, a Medication Authorization Form (MAF) must be completed by a licensed health care provider and returned to the school (Chancellor's Regulation A-701). The form can be accessed at: <https://www.schools.nyc.gov/school-life/health-and-wellness/health-services>

Nurse

Ms. Pat Cummings is the school nurse for Queens Metropolitan HS. Her office is located in room 0015 on the red side of the building across from the red cafeteria. She can be reached at ext. 6216. **Students may only visit the nurse's office with a pass from their teacher.** She will not see students that do not have a written pass. The nurse's office is closed from 1:00-1:30 PM. (students may visit the main office for immediate nursing supplies: band aids, feminine products, ice packs...)

STUDENT LIFE

Afterschool Clubs and Tutoring/Extra Help

QMHS offers a variety of afterschool clubs such as Cheerleading, Sports, Step Team, Drama, Photography, Art, Video Gaming, Comic Book/Amime, Film, Mathletes, and Glee Club. Tutoring is available from subject teachers over the course of the year. Teachers will create their own schedule as the year begins. Students may always seek afterschool help from teachers if they do not understand an assignment or if they have missed class discussions due to being absent.

If a teacher requests that a particular student/s attends an extra help session that session takes priority over any afterschool activity.

Bell Schedule

Our bell schedule is posted in every classroom and in the halls. The teacher dismisses students from each class. There are three minutes for passing between periods. If you show up to class after the indicated times according to the bell schedule, you are considered late. Repeated lateness to class may result in disciplinary action.

<i>Period</i>	<i>Times</i>
College Now	7:12-7:57
1 st Period	8:00 – 8:45
2 nd Period	8:48 – 9:33
3 rd Period	9:36– 10:21
4 th Period	10:24– 11:08
5 th Period	11:11 – 11:56
6 th Period	11:59 – 12:54
7 th Period	12:47 – 1:32
8 th Period	1:35-2:20
College Now	Monday 3:30-5:30 Wed 2:30-4:30

Blue Emergency Contact Cards

All students must complete two blue emergency contact cards and return them to Ms. Ramazan in the main office. If your personal information changes over the course of the year, the cards must be updated to reflect the most current information. Any contacts on the blue card that students can be released to must be 18 years of age or older. A valid ID must be presented at the time the student is signed out. Students will not be released to any person not listed on the blue card. No exceptions will be made to this rule.

Breakfast

There is a grab and go breakfast program that runs every morning from 7:30 to 7:50 AM right in front of our building. Breakfast is free for all students.

Cafeterias and Lunch

- **Lunch is FREE for ALL NYC Public School students.**
- There are two student dining rooms. Students will have their ID cards marked with their assigned cafeteria. There is a blue cafeteria and a red cafeteria.

- Students may also bring their lunch from home. Students must consume food and beverages only in the cafeterias. All trash must be deposited in the trash receptacles, and the tables must be cleared off.
- All students must report to the cafeteria before being released thru B/C to go outside. Students must not report directly to the field and must wait for the dean's signal.

Community Service

All QMHS students are expected to complete 100 hours of community service each year. Freshmen are encouraged to complete their first 10 hours in school. Sophomores' and upper classmen can complete their hours on campus as well as off campus. Community service logs are available in the main office and must be signed off on as a service is performed. Completed sheets should be returned to Guidance.

Electronic Devices

Students in need of a chromebook or ipad should see Mr. Scelsi (LIB) or Ms. Teddy (1003). A device and a charger will be signed out to you. Replacement chargers are **not** provided.

Guidelines on Use of School issued Devices

Use and Care Guidelines:

1. Proper Use and Care of Issued Laptop:

1. The issued laptop is an educational tool and should only be used in that capacity. Once the laptop is issued to the student and his/her family, the student is responsible for it at all times.
2. Students/Parents/Guardians should **NOT**:
 - Use laptop near food or drinks
 - Swap, reconfigure, or tamper with hardware or existing software to include the following:
 - Altering or removing any software setting(s) or hardware components
 - Deleting programs or altering setups
 - Installing unauthorized software or downloading unauthorized files, viruses, games, programs, or other electronic media - prohibited for student and parent/guardian
 - Adding or changing passwords, or other lockout devices
 - Putting physical marks or deliberately damaging any storage cases or equipment such as removing keys or defacing hardware
 - Leave laptop unattended in an unsecured location e.g. outside of the home. The laptop should be in the possession of the student to whom it is assigned and secured when not in use
 - The student is responsible for fully charging the laptop each night.

2. No Expectation of Privacy:

1. Use of the DOE's issued laptop and Internet access carries no expectation of

privacy. The DOE may monitor the Student's use and may examine all system activities the Student participates in, including but not limited to e-mail, voice, and video transmissions, to ensure proper use of the system. The DOE may share such transmissions with the Student's parents/guardians.

Field Trips

- Content area teachers may take their classes on field trips. Parents may act as chaperones on these trips.
- Permission slips will be sent home in the event of a planned excursion.
- Students who do not return signed permission slips will not be permitted to attend trips.
- Students are expected to adhere to all QMHS policies when out of the building.
- Same rules apply to college trips organized in the College classes.

G-Mail

- QMHS uses the domain of queensmetro.com
- Teachers and students alike use Gmail as their primary source of communication. All students are provided with a Gmail account at the beginning of the year. Your username is the first letter of your first name and your last name. Example: John Smith jsmith@queensmetro.com
- Students are encouraged to activate their Gmail account so that you can receive messages with information about upcoming events specific to your grade and the school community.

Hallway Passes

- Students are permitted to use the bathroom pass with the permission of their subject teacher. They should sign out in an "out of room" log to keep track of students.
- Only one student should be on a pass at a time.
- Students who wish to leave the room for any other reason except to use the bathroom must ask the teacher for a handwritten hall pass with their destination.
- Individual students passing through the halls must respect the classes in session and can be questioned by any adult in the building.

Homework

Homework is assigned every night. In the event of an absence, you are still responsible for obtaining and completing the assignment.

ID Cards

- Every student takes a photograph and is issued an identification card as they register in the 9th grade.
- Students are responsible for keeping this card with them at all times. Replacement cards cost \$3.00 and can be obtained from Darlene Viaggio in room 1001.
- Students need their card to swipe in upon arrival and during lunch time. We do not issue new cards each year.
- If the administration deems that a student's ID card has been mutilated or defaced, it will be confiscated and the student will be charged for a replacement card.
- Students that fail to carry or present their ID cards will be assigned detention.

Lockers

QMHS has lockers on every floor. **Lockers are assigned and sent to students via email.** Students should lock all valuables in their locker during the school day. Lockers are property of the DOE and anything that is stored inside of them must be permissible by QMHS.

- Students must purchase a PE lock to secure their belongings during PE classes. All student valuables should be locked during student's PE classes. All locks should be removed at the end of the student's scheduled PE class.
- Hall lockers may be accessed at the beginning of and the end of the day.
- DO NOT SHARE LOCKERS!!! It is for your own safety.
- Lockers that have not been emptied at the end of the school year will be clipped and contents will be discarded.

Lost and Found

- We have a Lost and Found for clothing items which is located in Deans Office, Room 1005. Valuables such as keys, jewelry, cell phones, wallets and other such items are returned and secured in the main office. At the end of every school year, all items that have not been claimed will be donated.

Open Library

- Those of you who wish to visit our school library on the 4th floor may do so by signing up during your lunch period. Once you have signed up for Open Library, you will be permitted to eat first. You are expected to follow the same rules and procedures in the library as you do in all of your classes. Mrs. Stalford reserves the right to restrict library passes if misbehavior occurs.
- You are not permitted to carry food out of the cafeteria or to eat in the library.
- Please keep the library clean at all times.

Parking

- Parking on the Queens Metro campus is extremely limited. When visiting our campus, please look for alternative parking on the street.
- Students are **not** permitted to park on campus.

PSAL Sports

Effective 9.20.22

PSAL Community,

Today, the Chancellor announced the lifting of the COVID-19 vaccination mandate for PSAL high-risk sports. Starting today, athletes participating in Basketball, Football, Boys' Lacrosse, Rugby, Stunt, Volleyball, and Wrestling will no longer be required to be fully vaccinated in order to participate. While the mandate has been lifted, vaccination remains the leading public health prevention strategy to reduce the risks of severe infection.

The following actions will help to reduce the risk of COVID-19 severe illness of PSAL participants. These actions include:

1. Getting vaccinated against COVID-19 (including booster shots);
2. Wearing a facial covering where possible
3. Staying home when feeling sick;
4. Frequent hand hygiene; and,
5. Maintaining physical distancing wherever possible.

Should you have any questions regarding the lifting of the mandate, please contact us at PSAL@schools.nyc.gov

To obtain new teams for QMHS through PSAL, The Principal and Athletic Director (Yesenia Tamayo) must apply through the PSAL website when the PSAL opens an application period for each season. We have our own page on the school site. Check it out:

<https://www.queensmetro.com/athletics>

To try- out for teams:

- All teams hold a try-out during the period of time the PSAL allows. All try-out dates are posted and announced throughout the school at least one week in advance.
- In order to try-out you must have a PSAL parental consent form signed by the parent and student. You also need a PSAL Interscholastic Sports Examination Form filled out and stamped by the student's physician. This form must be dated and signed by the parent as well. Both of these forms can be obtained from the Physical Education office, the PSAL website, the coaches, or at the Sports meetings held at QMHS.

Interscholastic Athletics Parental Consent Form

[https://www.psal.org/PDF/Miscellaneous/2021_2021_Psal%20Interscholastic%20Athletic%20Parental%20Consent%20Form%20\(002\).pdf](https://www.psal.org/PDF/Miscellaneous/2021_2021_Psal%20Interscholastic%20Athletic%20Parental%20Consent%20Form%20(002).pdf)

Interscholastic Sports Medical Form

https://www.psal.org/PDF/Miscellaneous/2021_Psal_NewPPE_2021.pdf

- QMHS hosts a sports meeting for parents and students each season for the sport teams available in that season. To remain on the team we follow PSAL eligibility guidelines. These guidelines can be found on the PSAL website. We have a hard copy of eligibility requirements in the PE office. These are given to anyone that attends the sport meetings.

QMHS games are scheduled through the PSAL and all game information is posted on their website under Queens Metropolitan High.

<http://www.psal.org/psalsports/school/psal.schoolprofile.asp?cschool=28686>

Practices for all PSAL teams are usually every day after school for about 2 hours. Coaches provide athletes with a calendar of dates and times for practices and games.

Any sports that are not granted to our school by the PSAL are made into club teams at QMHS. These club teams follow the guidelines set forth by QMHS only.

Metropolitan Campus Athletics Program

Athletic Director: Yesenia Tamayo (QMHS), ytamayo@queensmetro.com

Athletic Liaison: Shayna Priestley (MELS), spriestley@metropolitanel.com

Fall Sports: AUGUST - NOVEMBER:

Girls Varsity Volleyball	Coach Faya	jfaya@queensmetro.com
Girls JV Volleyball	Coach Stalford	kstalford@queensmetro.com
Girls Varsity Swimming	Coach Morales	smorales26@schools.nyc.gov
Boys Varsity Soccer	Coach Beach	ebeach@queensmetro.com
Girls Varsity Soccer	Coach Johnson	Mjohnson57@schools.nyc.gov
Boys Cross Country	Coach Matos	amatos12@schools.nyc.gov
Girls Cross Country	Coach Lucassi	coachlucassi@gmail.com

****FALL SPORTS-** Season begins in August:

Please email the coach directly to get information regarding times, dates, and location of tryouts.

All students (including incoming freshmen) MUST have a MEDICAL AND PARENTAL CONSENT FORM completed and turned in PRIOR to trying out. NO EXCEPTIONS!

- You may tryout out for as many sports as you want BUT cannot be on more than one team per season.
 - Coach has right to deny tryout if past deadlines set by coach.
 - Only **ONE** Medical Form needs to be turned in per student
- A Parental Consent Form needs to be turned for **EACH** sport student is trying out for.

Winter Sports: NOVEMBER - FEBRUARY:

Girls Varsity Basketball	Coach Tamayo	ytamayo@queensmetro.com
Girls JV Basketball	Coach Freed	ifreed@queensmetro.com
Boys Varsity Basketball	Coach Faya	jfaya@queensmetro.com
Boys JV Basketball	Coach Hankerson	phankerson@metropolitanel.com
Wrestling	Coach Stern	mstern@metropolitanel.com
Boys Indoor Track	Coach Matos & Coach Beach	amatos12@schools.nyc.gov ebeach@queensmetro.com
Girls Indoor Track	Coach Morales	smorales26@schools.nyc.gov

Spring Sports: MARCH - MAY:

Girls Varsity Softball	Coach DiLapi	cdilapi@metropolitanel.com
Boys Varsity Baseball	Coach Freed	ifreed@queensmetro.com
Boys Varsity Volleyball	Coach Faya	jfaya@queensmetro.com
Boys Outdoor Track	Coach Matos & Coach Zaino	Amatos12@schools.nyc.gov jlzaino@metropolitanel.com
Girls Outdoor Track	Coach Morales	smorales26@schools.nyc.gov
Co-Ed Stunt	Coach Lucassi	coachlucassi@gmail.com
Girls JV Soccer	Coach Johnson	Mjohnson57@schools.nyc.gov

****FALL SPORTS-** Season begins in August:

Please email the coach directly to get information regarding times, dates, and location of tryouts.

All students (including incoming freshmen) MUST have a MEDICAL AND PARENTAL CONSENT FORM completed and turned in PRIOR to trying out. NO EXCEPTIONS!

- You may tryout out for as many sports as you want BUT cannot be on more than one team per season.
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 - Only **ONE** Medical Form needs to be turned in per student
- A Parental Consent Form needs to be turned for **EACH** sport student is trying out for.



METROPOLITAN CAMPUS ATHLETIC TEAM CODE OF CONDUCT

Each TEAM player (coach, parent/guardian, and player) assumes a certain amount of responsibility when you agree to become a member of the Metropolitan Campus Athletic Program. This Code of Conduct has been established to clarify our team policies and rules. It assures that they are understood by all, and guarantees that no player will be treated differently from another. It is essential that 3 GROUPS (The Player, The Coach, and Parents/Guardians) of people understand and support the following rules and procedures.

TEAM RULES & POLICIES

- A. **Personal Appearance:** Team members will maintain an appropriate appearance at practice and on game days at all times. This includes:
1. **Tops:** *Practice* – must wear athletic t-shirt (sweatshirts and warm clothing for cold weather); Chest and naval area should covered at all times; *Game* –appropriate jersey tucked in ***TEAM PRACTICE TOP***
 2. **Shorts:** *Practice* – shorts (sweatpants and leggings for cold weather); *Game* – uniform shorts worn appropriately ***TEAM PRACTICE BOTTOM***
- B. **Personal Belongings**
1. Each player is responsible for their equipment (sport specific) and personal belongings. Loss of any equipment or personal items should be reported to the coach immediately
 2. Each player is to treat all equipment with respect; no player will be allowed to throw or misuse team equipment and personal belongings. Failure to treat equipment properly will result in appropriate disciplinary action
 3. All personal belongings (phones, jewelry, wallet, backpack, and clothing) should be kept in the locker room during the entire duration of practice/home competitions and in an athletic bag during all competitions off school premises. All personal belongings should be kept in a **locked** locker/athletic bag and NOT be shared with any teammates or other individuals. Loss of any equipment or personal items should be reported to the coach immediately.
- C. **Attendance and Tardiness:** It is the obligation of each player to attend ALL practices, meetings, and games and to be on time. ***On time = being present, fully dressed, and ready to participate at the time indicated by the coach. If you are absent from school, you may not attend practice or game on that day. You will also be required to submit a letter from your parent or doctor to the main office of school to record your excused absence.*** If a player is found to be dishonest about any absence or lateness, they risk immediate suspension or dismissal from the team. No player will be allowed to dress for a competition following an unexcused absence from practice. If there is an unexplained absence from a competition, the player will not be allowed to dress for the following competition.
- The only acceptable reasons that a player should miss practice are:**
1. **Family Obligation-** Coaches are to be informed in advance whenever possible. Players are to provide written notification from parents the following day. Players will not be allowed to practice or play until written notification is provided.
 2. **Academic Extra Help, After School Help-** Coaches are to be notified in advance of any tutoring, homework help, Regents prep, SAT prep, or teacher meetings.
 3. **Injury or Illness-** You are expected to notify the coach in person, by phone or by email. You are still expected to attend practice and games when deemed appropriate, injury pending.
- In order to keep all lines of communication open between players and coaches note the following procedures:**
1. **Unexpected Absence from Practice:** If you are absent from school: a call, text, or e-mail **MUST** be placed to Coach. If you call and there is no answer, you must leave a message. Any communications must include a proper explanation of your absence.
 2. **Expected Absence or Lateness:** If you are going to be late or miss practice (example: extra help, doctors appointment) coach **MUST** be notified in writing by the player's guardians a minimum of 24 hours prior to the absence
 3. **Unexpected Lateness:** If you are late for practice for an unforeseeable reason, a note from either a teacher or a guardian must accompany your return to practice
- D. **School Behavior & Class Attendance:** Good school behavior and class attendance is a must. Players should lead by example within the school. Those players disciplined by school officials and as a result are late for or miss practice, will also face disciplinary action from the team. Continual disciplinary problems in school will result in player being dismissed from the team.
- E. **Team Respect:** Two major areas of concern
1. **Interaction between teammates:** Each member of the team is equal. Hazing or treating any player in an inappropriate or disrespectful manner will not be tolerated. Interactions between teammates should be positive, encouraging, and supportive. *Interactions apply to social media outlets as well.*
 2. **Interaction between players and coaches:** When the coach is talking, no other player should be talking at the same time. If a player needs to address something of a personal nature, the player can contact the coach at any time, day or night. Players can email and/or call the coach. Players should communicate with the coach directly and not through other teammates about everything.

F. Profanity/Showboating/Taunting/Obscene Gestures

1. The use of profanity and derogatory comments will not be allowed by players, including social media outlets. Should an incident occur during a game or practice that embarrasses the team, opponent, referees, coaches, or players themselves, disciplinary actions will be taken.
2. No player on our team will be allowed to personally “highlight” or “taunt” any opponent in practice, scrimmages or games. This includes but is not limited to: finger pointing, staring, waving, dancing, or verbal taunting. Social media applies to this behavior as well. *Any act intentionally directed at any coach (including opposing coaches) or game official will result in immediate suspension from the team.*

G. Alcohol/Drugs/Tobacco/Vaping Use: This program, in accordance with school policies, will not tolerate the use and possession of any of these items. The Athletic Department & school policies will be followed in the event that any player is caught using or in possession of these substances during the season, including showing up to games, practices, or meetings already under the influence of any drug or alcohol. Violation can also result in dismissal from the team.

H. Disciplinary Actions (*Coach reserves the right to adjust penalties as necessary based on severity of the offense*)

The following are the disciplinary procedures in the event that the Code of Conduct is broken. If any Team Rule or policy is broken, the Head Coach reserves the right to dismiss the player from the team. Examples of typical scenarios are listed below; however these are subject to change:

1. 1st Offense= Explanation & Apology to Team/Coach/Opponent and Disciplinary Action (sent home for day)
2. 2nd Offense= Explanation & Apology to Team/ Coach/Opponent and Dismissal from practice or game (sent home for day and benched next game)
3. 3rd Offense= Dismissal from the team

I. Practice or Game Day Responsibilities

1. **Injuries:** It is the responsibility of each player to report to the coach any injury no matter how slight they may be. Players are required to attend practice even if they are physically unable to participate unless prohibited by a doctor’s note.
2. **Playing Time:** The coach will address issues involving playing time with the respective player only, not parents or any other teammate. We have an open door policy with players; they should not be afraid to speak up and ask how they can improve their performance. Parents should contact the coach in cases in which the players may be having a difficult time such as academics, problems at home, family commitment.
3. **Equipment Pick-Up/Return:** All teammates are responsible for the immediate attention to and active participation in setting up and cleaning up of equipment.
4. **Uniforms:** All players will be distributed and assigned a uniform. These items are school property. It must be returned by the end of the season in the same condition it was given in (this does not apply to uniforms bought by athletes). Please make sure to clean and wash appropriately. All uniforms should be washed in cold water- white and color separated in wash. Preferably to be air-dried or tumble-low heat to avoid shrinkage or damage to imprint. Other than exceptions made by the coaching staff, competition uniforms (bought or distributed by the school) shall NOT be worn to school during school day hours.
5. **Bench Decorum:** All players should be engaged in the game/competition, whether actively playing or on the sideline. All players should be watching the game, encouraging teammates, responding to Coach, and solely interacting with their teammates, team manager(s), and Coach. At **NO POINT** will anyone other than the players, coach, and team managers be allowed on the bench side before, during, or after the game- this includes but is not limited to Parents, Relatives, Friends, and Classmates

J. Players Leaving the Team: Players who cannot maintain the Code of Conduct will be required to leave the team. Players who decide to leave the team for personal reasons may leave at any time with the CONSENT of the coach (player must individually report their decision) and parent(s). Coach will communicate with the parent(s) to ensure the child is not going to be with the team after school and should report to the parent after school. In all cases it is the responsibility of the player to return any school equipment, including jerseys, to the coach immediately. It is also the responsibility of the player to pay for any team gear they committed to purchasing if order was placed prior to leaving the team.

Players & Parent / Guardian Signature: As a member of the Metropolitan Campus Athletic Program, I fully understand the conditions of the Code of Conduct administered by the players and coach in the program.

Coach’s Print Name _____ Signature _____ Date _____

Player’s Print Name _____ Signature _____ Date _____

Parent’s Print Name _____ Signature _____ Date _____

PTA Store

Our school store is located just opposite the blue cafeteria in the basement and is open for business during lunch periods 4, 5, 6 and 7 at the discretion and availability of the PTA. They sell school merchandise; PE uniforms, water and DOE approved snacks.

Students can ONLY visit the school store during their lunch period. We do not want students missing class to visit the store.

NYS Regents Week

During January and June, NY State schedules Regents Week for eligible students to take their NYS Regents Exams. The examination schedule is dictated by NY State. QMHS students will have a modified schedule during Regents Week. Students will be informed of their schedule, arrival and dismissal times, ahead of time. If you are not scheduled to take a Regents exam, you do not report to school that week.

January 2023 Regents Examination Schedule

<i>Students must verify with their schools the exact times that they are to report for their State examinations.</i>			
TUESDAY, January 24	WEDNESDAY, January 25	THURSDAY, January 26	FRIDAY, January 27
9:15 a.m.	9:15 a.m.	9:15 a.m.	9:15 a.m.
English Language Arts	Geometry	Global History and Geography II	Physical Setting/Chemistry Physical Setting/Earth Science
1:15 p.m.	1:15 p.m.	1:15 p.m.	Uniform Admission Deadline Morning Examinations: 10:00 a.m. Afternoon Examinations: 2:00 p.m.
Living Environment	Algebra I Physical Setting/Physics*	Algebra II	

JUNE 2023 EXAMINATION SCHEDULE

THURSDAY, June 1	WED, June 14	THURSDAY, June 15	FRIDAY, June 16	MONDAY, June 19	TUESDAY, June 20	WED , June 21	THURSDAY, June 22	FRIDAY, June 23
9:15 a.m.	9:15 a.m.	9:15 a.m.	9:15 a.m.	Juneteenth Holiday Observed	9:15 a.m.	9:15 a.m.	9:15 a.m.	RATING DAY
U.S. History and Government (Framework)*	English Language Arts	Global History and Geography II	Physical Setting/Earth Science		Geometry World Language Assessment suggested date/time: Locally developed Checkpoint A Exams	Algebra II	Physical Setting/Physics	
	1:15 p.m.	1:15 p.m.	1:15 p.m.		World Language Assessment suggested date/time: Locally developed Checkpoint B Exams	Uniform Admission Deadline Morning Examinations: 10:00 a.m. Afternoon Examinations: 2:00 p.m.		
	Living Environment	Algebra I	Physical Setting/Chemistry					

August 2023 Regents Examination Schedule

WEDNESDAY, August 16	THURSDAY, August 17
8:30 a.m.	8:30 a.m.
Algebra I English Language Arts	United States History and Government (Framework) Physical Setting/Earth Science Physical Setting/Chemistry
12:30 p.m.	12:30 p.m.

WEDNESDAY, August 16	THURSDAY, August 17
Global History and Geography II Algebra II	Geometry Living Environment

Respect for All

For the 2022-2023 school year, the NYC Department of Education has designated February 13-17, 2023 as Respect for All Week in all NYC public schools. During this week, schools will have opportunities to highlight and build upon ongoing diversity programs and curriculum-based instruction. Schools will also have opportunities to embark upon new initiatives that promote respect for diversity and engage students in meaningful lessons and/or other activities that focus on preventing bias-based harassment, intimidation and/or bullying.

Telephone Usage

- Students are permitted to use the courtesy telephone in the main office to contact their parents or guardians throughout the day. Students should not attempt to use their personal cell phones to call parents unless with explicit permission from a faculty member.

Working Papers

Students can obtain working papers by filling out an [Application for Employment Certificate](#). Completed application, signed by parent, should be given to Mr. Bolanos with a copy of the student's Birth Certificate, a copy of their Social Security Card and a note from their doctor stating that the child is fit to work.

PARENT COMMUNICATION

NYC SCHOOLS ACCOUNT

The New York City Department of Education launched NYC Schools Parent Accounts to replace ARIS. With your NYC School Account, you will be able to view your child's attendance, report card grades and general student information in one of ten languages on a computer, phone or tablet.

1. Visit <http://schools.nyc.gov/myaccount> and select the "Create Account link on the login page.
2. Enter your child's 9 digit student ID number.
3. Enter the Account Creation Code, which is specific to your child, provided by the school.
4. Select "Next".
5. Enter and confirm your email address and password.
6. Select "Create Account" and then select "SIGN IN" to sign in with your email and password.

If you need help in obtaining your Account Creation Code or need to reset a password, please contact our Parent Coordinator, Jeffrey Bolanos, at 718-286-3612 for assistance.

Jupiter Grades

Jupiter Grades is our on line grading system. Parents and students are provided with a password at the beginning of every year so that they can email their teachers directly through the system as well as track real time academic progress and behavior.

E-mail

E-mail is our preferred method of communication. All QMHS faculty and staff have a DOE e-mail address and a Gmail address whereby parents can communicate with their child's teacher. All staff can be reached via email with their first initial and last name @queensmetro.com

Parent Coordinator

Our Parent Coordinator, Jeffrey Bolanos, is located in the main office. He is the liaison between home and school. He sends weekly e-mails to update parents on what is going on in and around our school. To be added to her email distribution, email him at jbolanos@queensmetro.com or call 718-286-3612.

The PTA of QMHS

The PTA of QMHS meets monthly. PTA meetings will be held virtually this year.
Regular scheduled meetings for this year are:

Sept. 28, 2022	Feb. 8, 2023
Oct. 19, 2022	Mar. 8, 2023
Nov. 9, 2022	Apr. 12, 2023
Dec. 14, 2022	May 10, 2023
Jan. 11, 2023	June 14, 2023

These dates are tentative and subject to change.

You can reach the PTA via email at

pta@queensmetro.com

PTA of QMHS Board Members 2022 – 2023

President -- Matthew Butler

Co-President—Rayna Digena

Vice President(s)—Mickey Zacarias

Co Vice President --- Tatiana Lopez

Treasurer -- Louis Magliato

Secretary – Yiniz Rodriguez

Parent Teacher Conferences

The DOE scheduled Parent Teacher Conferences tentative dates are as follows and will be virtual this school year:

- Back to School Night September 29, 2022
- November 17th and 18th , 2022
- March 23rd and 24th , 2023
- Parent Engagement Night May 18th , 2023

Queens Metropolitan Email Directory

SY 2022-2023

Administration		Email Address
Rodriguez-Tabone, Saida	All	SRodrigueztabone@queensmetro.com srodrig6@schools.nyc.gov
Bausch, Marcos	12 th /SS/LOTE/Guidance	mbausch@queensmetro.com
Kwon, Soonyoung	10 th /STEM	skwon@queensmetro.com
Picciano, Stacey	11 th / PE/ARTS & Music/Safety/Discipline	SPicciano@queensmetro.com
Raysor, Tori	9 th /ISS/ELA	TRaysor@queensmetro.com
Teachers	Content Area	Email Address
Anskat, Katie	Math	KAnskat@queensmetro.com
Baines, Stacie	ELA	SHaskell@queensmetro.com
Beach, Erin	ELA	EBeach@queensmetro.com
Brett, Jessica	ISS	JBrett@queensmetro.com
Brown, Ashley	ISS	ABrown@queensmetro.com
Buchberg, Elizabeth	ISS	EBuchberg@queensmetro.com
Carvelas, Keith	Science	KCarvelas@queensmetro.com
Doxsey, Eric	Math	Edoxsey@queensmetro.com
Efthimiades, Christopher	ISS	CEfthimiades@queensmetro.com
Eng, Timothy	Math	TEng@queensmetro.com
Ess, Ramsey	ELA	REss@queensmetro.com
Fagan-Engley, Caitlin	ELA	CFagan@queensmetro.com
Faya, Juan	PE	JFaya@queensmetro.com
Fazio, Christopher	ELA	CFazio@queensmetro.com
Freed, Ian	ISS	IFreed@queensmetro.com
Gendin, Shoshana	ISS	SGendin@queensmetro.com
Goscinski, John	Social Studies	JGoscinski@queensmetro.com
Haber, Jordan	Social Studies/Dean	JHaber@queensmetro.com
Hamilton, Stuart	Music	SHamilton@queensmetro.com
Hong, Jin	ISS	JHong@queensmetro.com
Horn, Christian	College Advisor	CHorn@queensmetro.com
Huffaker, Joshua	ISS	JHuffaker@queensmetro.com
Katzman, Andrew	ISS	AKatzman@queensmetro.com
Kelly, Chris	ESL	CKelly@queensmetro.com
Krieger, Steven	Math	SKrieger@queensmetro.com
Kuhlman, Beth	Social Studies	BKuhlman@queensmetro.com
Lee, Yoon	ESL/College Advisor	YLee@queensmetro.com
Liew, Irene	Math	ILiew@queensmetro.com
Lin, Jerry	Data/Programming	JLin@queensmetro.com
Loh, Jeffrey	PE	JLoh@queensmetro.com
Magerkurth, Marissa	Science	MMagerkurth@queensmetro.com
Marchi, Luca	LOTE	LMarchi@queensmetro.com
Mariano, Tzipi	Math	TMariano@queensmetro.com
Mestousis, Stella	LOTE	SMestousis@queensmetro.com
McInnis, Sarah	Science	SMcinnis@queensmetro.com
Mishpatov, Yevgeniy	Math	YMishpatov@queensmetro.com

Mohammed, Sadia	Social Studies	SMohammed@queensmetro.com
Nicholls, Lawrence	Science	Lnicholls@queensmetro.com
Ortizo, Alice	ISS	AOrtizo@queensmetro.com
Pazmino-Perez, MaryAnn	Math	Mpazminoperez@queensmetro.com
Pimentel, Carla	LOTE	CPimentel@queensmetro.com
Reyes, Cindi	SS	CReyes@queensmetro.com
Richards, Ashley	ISS	ARichards@queensmetro.com
Russell, Jennifer	Arts	JRussell@queensmetro.com
Sakoulas, Labreni	Science	LSakoulas@queensmetro.com
Salzano, Stacey	ELA	SSalzano@queensmetro.com
Scheiner, Craig	Science	CScheiner@queensmetro.com
Schordine, Luke	Math	LSchordine@queensmetro.com
Silecchia, Thomas	Social Studies	TSilecchia@queensmetro.com
Simonds, Natascha	Science	NSimonds@queensmetro.com
So, Johnathan	Science	Jso@queensmetro.com
Stalford, Katherine	SMLS	KStalford@queensmetro.com
Stein, Eric	Dean	EStein@queensmetro.com
Stipanov, Andrea	PE	ASTipanov@queensmetro.com
Strollo, Jessica	ELA	JStrollo@queensmetro.com
Swetten, Frank	Social Studies	FSwetten@queensmetro.com
Tamayo, Yesenia	PE	YTamayo@queensmetro.com
Ugarte, Jenny	LOTE	jugarte@Queensmetro.com
Verost, Ryan	ISS	RVerost@queensmetro.com
Vultaggio, Joann	LOTE/Dean	JVultaggio@queensmetro.com
Walcott, DeJeanne	PE	DWalcott@queensmetro.com
Waldvogel, Tim	Social Studies	TWaldvogel@queensmetro.com
White, Melissa	ELA	MWhite@queensmetro.com
Whooley, Matthew	ELA	MWhooley@queensmetro.com
Family Worker		
Jaric, Teddy		TJaric1@queensmetro.com
Guidance Counselors		
		Email Address
Freeman, Dena	10	DFreeman@queensmetro.com
Gonzalez, Joanna	9	JGonzalez@queensmetro.com
Hill, Shawn	11	SHill@queensmetro.com
Moronta, Estefania	12	EMoronta@queensmetro.com
School Nurse		
Pat Cummings		PCummings@queensmetro.com
Related Service Providers		
		Email Address
Gatdula, Carlo	Physical Therapy	CGatdula@schools.nyc.gov
	Occupational Therapy	
	Hearing	
Yachzel, Julie	SpeechTherapy	jyachzel@queensmetro.com
SAPIS Worker		
Diaz, David	Substance Abuse Prevention Intervention Specialist	DDiaz39@queensmetro.com
Social Worker		
		Email Address

Chaboty, Diana (W only)		DChabotytheodorou@schools.nyc.gov
Rubio, Jose		JRubio@queensmetro.com
School Psychologist		
Gina Iavernaro		Giavernaro@queensmetro.com
PARA professionals		Email Address
Biramian, Rita		RBiramian@queensmetro.com
Ferrus, Katina		KFerrus@queensmetro.com
Lester, Liz		ELester@queensmetro.com
Community Assistants		Email Address
Scelsi, Mario		MScelsi@queensmetro.com
Sciulara, Martha		MSciulara@queensmetro.com
Viaggio, Darlene		DViaggio@queensmetro.com
Secretaries		Email Address
Bezler, Marilyn		MBezler@queensmetro.com
Kenna, Stacey		Skenna@queensmetro.com
Kim Ramazan		kpeterson@queensmetro.com
Parent Coordinator		Email Address
Bolanos, Jeffrey		jbolanos@queensmetro.com
PTA Co-Presidents		Email Address
Matt Butler		pta@queensmetro.com

The Physical Education staff at Queens Metropolitan High School welcomes you to an exciting school year together! The school Physical Education uniform consists of an official QMHS t-shirt, QMHS shorts or QMHS sweatpants, and sneakers.

All of the items required for Physical Education class are to be purchased only through Queens Metropolitan High School (excluding the sneakers). Returning students can continue to wear uniforms purchased in previous years. QMHS Physical Education sweatpants are an optional purchase. Students will also need to purchase a lock to secure any personal property left in the locker room during gym periods. Locks will not be sold or provided by QMHS.

The school will sell all items listed above as indicated:

Required Items Optional Items

T-shirt - \$ 7.00

Sweatpants - \$ 15.00 (S-XL)

Shorts - \$ 11

Long Sleeves \$10

Payments will be accepted in form of cash, personal check, or money order made out to: Queens Metropolitan High School. Please include your child's name on your check or money order. In the event that a personal check is returned, you will be responsible for the face value of the check in addition to a service fee.

Office of Communications and Media Relations
52 Chambers Street, New York, NY 10007
Tel: 212.374.5141 Fax: 212.374.5584



CONSENT TO PHOTOGRAPH, FILM, OR VIDEOTAPE A STUDENT FOR NON-PROFIT USE
(e.g. educational, public service, or health awareness purposes)

Student Name: _____ School: _____

I hereby consent to the participation in interviews, the use of quotes, and the taking of photographs, movies or video tapes of the Student named above by .

I also grant the right to edit, use, and reuse said products for non-profit purposes including use in print, on the internet, and all other forms of media. I also hereby release the New York City Department of Education and its agents and employees from all claims, demands, and liabilities whatsoever in connection with the above.

Signature of Parent/Guardian (if Student is under 18): _____

Date: _____

Address of Parent/Guardian:

OR

Signature of Student (if 18 or over): _____

Date: _____

Address of Student: _____

OUT OF BUILDING PASS REQUEST FORM (OB FORM)

EXPECTATIONS:

- Students are expected to attend every scheduled class every day.
- This pass is to be used for legitimate unavoidable excuse from school during regular school hours.
- Students are expected to bring in appropriate documentation for doctor visits, appointments, court appearances etc.
- Students who leave school early without an OB Pass will be responsible for subject class cuts.

DIRECTIONS TO PARENTS:

- Please complete the information below.
- Please make sure that you give us a number at which you can be reached in the morning. All Out of Building Passes must be verified by staff.
- If a parent/guardian is not reachable by phone, an OB Pass will NOT be issued and the student will be considered "Cutting" for any missed classes.
- Have your child return this form as soon as possible before the date of the Pass, but no later than 8:00 AM of the day that the pass is needed.

DIRECTIONS TO STUDENTS:

- All OB passes must be signed by a parent.
- Please hand in this form to Ms. Ramazan in the Main Office as soon as possible, but no later than your first period of the day that the OB pass is needed.

NAME _____ OFFL. CL. _____

OSIS _____ TODAY'S DATE _____

DATE OF PASS _____

PERIOD(S) STUDENT WILL MISS _____

REASON FOR OUT OF BUILDING PASS REQUEST:

PARENT'S NAME _____ PARENT'S PHONE # _____

PARENT'S SIGNATURE _____

Ms. Rodriguez-Tabone, Principal
91-30 Metropolitan Ave.
Forest Hills, NY 11375



Ms. Tamayo, Athletic Director
QMHS, MELS, & P233
718-286-3600

Metropolitan Campus Spectator Policy

In order to ensure the proper ideals of sportsmanship, fair play and ethical conduct during athletic contests, please be advised of the following guidelines and procedures for games at *Metropolitan Campus (MC)*:

NO SPECTATORS from visiting schools will be admitted *except* for parents of the players on the roster, school staff and PSAL league personnel. Appropriate identification and proof of vaccination will be requested. No siblings or other relatives of the visiting team will be admitted.

VISITING TEAM: Only athletes, coaches, and managers **listed on your PSAL roster** (retrieved from the PSAL website) will be allowed into Metropolitan Campus. Visiting teams will not be allowed to enter without their PSAL head coach present and not until 4:00 pm. Visiting coach is responsible for escorting the entire team when exiting the building.

Only members of the MC community will be allowed to attend home games. The MC community includes students, parents of student-athletes on the team, staff, and faculty of QMHS, MELS, and P233. All visitors must show proper identification and proof of vaccination. All Metropolitan Campus students must present their school identification card in order to be allowed to attend any home games. **NO EXCEPTIONS!** *There may be an admission fee to spectators.*

All students are expected to follow all school policies set during “normal” school hours. **Any student that is absent from school is not allowed to attend extracurricular activities including athletic competitions.**

Spectators should understand the rules, history, and traditions of the various sports. All student-athletes, coaches and spectators should refrain from the use of profanity or vulgar displays, teasing, and taunting. Everyone should practice good sportsmanship toward each other, players, visiting team, and game officials and adhere to all rules and regulations of conduct instituted by the team, school and Chancellor.

School safety officers, administration, coaches, and any faculty members present at home games will ensure the practice of good sportsmanship towards each other, players, coaches, and game officials.

It is a privilege to attend and support our athletic program and student-athletes. This privilege can be removed if anyone is not following school policies.. The school has the right to refuse entry to anyone breaking any school policies.

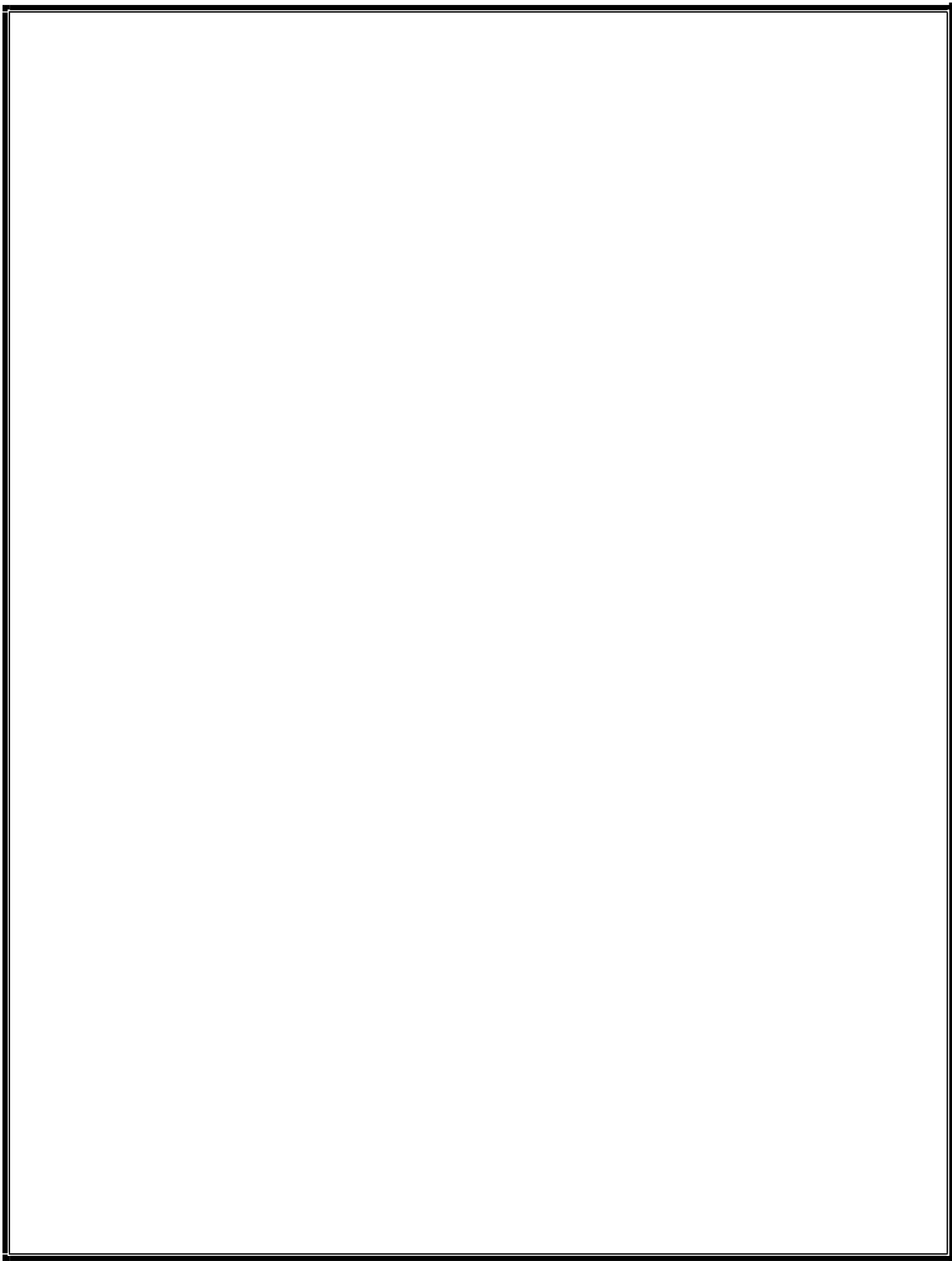
Absolutely no food or beverages allowed in the gymnasium.

Anyone NOT demonstrating the proper ideals of sportsmanship, fair play and ethical conduct during an athletic contest will be escorted out of the building & will risk not being able to attend further athletic contests. Thank you for your cooperation in assuring an atmosphere and spirit that enhances and elevates the level of athletic competition.

Club Schedule

Fall 2022

coming soon.....



Office of Communications and Media Relations
52 Chambers Street, New York, NY 10007
Tel: 212.374.5141 Fax: 212.374.5584



CONSENT TO PHOTOGRAPH, FILM, OR VIDEOTAPE A STUDENT FOR NON-PROFIT USE
(e.g. educational, public service, or health awareness purposes)

Student Name: _____ School: _____

I hereby consent to the participation in interviews, the use of quotes, and the taking of photographs, movies or video tapes of the Student named above by .

I also grant the right to edit, use, and reuse said products for non-profit purposes including use in print, on the internet, and all other forms of media. I also hereby release the New York City Department of Education and its agents and employees from all claims, demands, and liabilities whatsoever in connection with the above.

Signature of Parent/Guardian (if Student is under 18): _____

Date: _____

Address of Parent/Guardian:

OR

Signature of Student (if 18 or over): _____

Date: _____

Address of Student: _____

OUT OF BUILDING PASS REQUEST FORM (OB FORM)

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OSIS _____ TODAY'S DATE _____

DATE OF PASS _____

PERIOD(S) STUDENT WILL MISS _____

REASON FOR OUT OF BUILDING PASS REQUEST:

PARENT'S NAME _____ PARENT'S PHONE # _____

PARENT'S SIGNATURE _____

Club

Schedule

Fall

2022

coming

soon.....