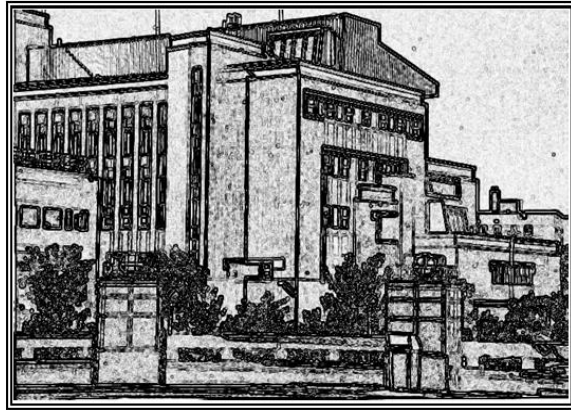


*Townsend Harris  
High School  
at Queen's College*



*Parents' Handbook*

**Cover by  
Mauricio Rojas  
Townsend Harris Class of 2003**

*Parents' Handbook*

*Townsend Harris  
High School  
at Queens College*

The Parents' Handbook originally came to fruition as a result of the efforts of a dedicated team comprised of parents and staff. Thanks to Susan Brustein, Debbie Hochrad, Maryann Munoz, Sheila Orner and Elizabeth Schnee for their hard work on behalf of the Townsend Harris community.

Thanks also to the contributions of the entire School Leadership Team. Their suggestions of content—along with their editing skills—greatly improved this handbook. A special mention of appreciation to Moira Casey-French, Ilsa Cowen, Helen Gaudette, Winnie Hallex, Glynis Harrison and Steven Markowitz who updated and improved this edition.

Janet Solomon  
Assistant Principal

*Revised March 2008*

## TABLE OF CONTENTS

	<u>Page #</u>
People and Places to Know.....	6
Principal’s Message.....	7
Role of the Parent/Role of the PTA...	8
School Leadership Team Message ...	9
Townsend Harris History/Tradition ..	10
Vision/Mission Statement.....	11
Courses.....	12-13
Libraries.....	14
Collaterals.....	14
Grading System.....	15
Graduation Requirements.....	16-17
PSAT/SAT Exams .....	18
Honor Societies.....	19
Academic Integrity Policy.....	20
Code of Behavior.....	21
How to Handle Student Concerns...	21
Extra-Curricular Activities.....	22-23
Health and Medical.....	24
Inclement Weather.....	24
Guidance Services.....	25
Queens College.....	26
Community Service.....	27
Facilities/Security Procedures.....	28
Attendance/Lateness Policy.....	29
Working Papers.....	28
Bell Schedule.....	30

Townsend Harris High School @ Queens College  
 149-11 Melbourne Avenue, Flushing, New York 11367  
**Thomas Cunningham, Principal**  
**Telephone 718.575.5580**  
**www.thhs.qc.edu**

**PEOPLE AND PLACES TO KNOW**

**ADMINISTRATIVE DIRECTORY AND TELEPHONE EXTENSION**

Principal	Thomas Cunningham	3011
College Prep Director	Dr. Helen Gaudette	718.997.3175
AP, Organization	Namita Dwarka	3111
AP, Pupil Personnel	Janet Solomon	3122
AP, Humanities	Susan Getting	4030
AP, Mathematics, Health & Phys. Ed.	Ellen Fee	5031
AP, Science	Susan Brustein	6391
AP, Languages Other than English, Art & Music	Lisa Mars	4371
Library Coordinator	Jeffrey Zahn	3052

**SCHOOL SERVICES**

Athletic Director	Wanda Nix	1101
Attendance Office	Attendance Coordinator	3340
College Office	Antoinette Teague, Counselor	3142
Coordinator of Student Activities/Clubs	Adam Stonehill	1390
Health Office	Maria Barone	1140/1141
Dean's Office	Wanda Nix	1101
Guidance Office	Jonathan Hirsch, Counselor	3125
	Cheryl Kramer, Counselor	3128
	Sara Skoda, Counselor	3126
Parent Coordinator	Winnie Hallex	3342
Senior Advisor	Charlene Levi	4051
Youth Development	Marc Duke	1160

**OTHER IMPORTANT PLACES/ROOM NUMBERS**

Lost and Found	139	
Elevator Passes	312	Working Papers/
Transportation Passes	313	Lunch Tickets 313

Dear Parent,

I am pleased to extend my greetings to you on behalf of the School Leadership Team.

The Parent Handbook that accompanies this letter provides invaluable information. I am hopeful that this handbook will guide you through the rules and regulations that will ease your child's academic and athletic years. As you will see, membership in the Townsend Harris community goes beyond being a successful student. It requires being a caring, participating, and concerned citizen of our high school family. This handbook outlines the standards of conduct expected in a civil community which fosters fine work, good feelings, and happy memories. The keystone is respect for oneself, one's peers, staff, parents, and the environment.

Please read this handbook. We hope that your child's time at Townsend Harris is most rewarding.

Thomas Cunningham  
Principal

## **THE ROLE OF THE PARENT**

Every study has shown that parent involvement is a necessary component for a student's success in school. Your role is essential at a time when your child is exposed to so many new experiences and outside influences.

There are many things that you can do to ensure your child's successful school experience. Become familiar with the information in this handbook.

## **THE ROLE OF THE PTA**

The PTA facilitates communication between the school and home. Monthly meetings give parents an opportunity to interact with faculty and share valuable information.

You can support the PTA by

- ✓ attending the meetings and parent workshops
- ✓ serving on a committee
- ✓ attending school functions and/or  
volunteering as a chaperone
- ✓ making a donation to our annual fundraiser

## **THE PARENT HANDBOOK**

This is your reference manual to help you successfully navigate your four years as a Townsend Harris parent.

This handbook covers basic information. To be fully informed, you should attend PTA Meetings and frequently check our website. Topics and issues you need to know are discussed there.

The Townsend Harris years can seem overwhelming. It is our hope that this handbook and the additional support that the PTA and staff provide will help make your journey a successful one.

School Leadership Team

## **HISTORY AND TRADITION**

Townsend Harris is a unique and exciting combination of the old and new. It offers a classical humanistic education using the best available methods of teaching, including the extensive use of computer technology. Teachers dedicated to their students and expert in their chosen academic disciplines staff the school. In addition, our school is supported and enriched by the academic and physical resources of Queens College and by the efforts of devoted and energetic alumni.

Townsend Harris is a young school with an honored past. Its educational mission is to ensure academic excellence in the humanistic tradition. In 1848, the New York Free Academy, the first municipal institution of free higher education in the world, was established by the Board of Education due largely to the effort of Townsend Harris, who was, at that time, the president of the Board. The Free Academy later became the City College of New York. The “introductory year” of the Free Academy grew into Townsend Harris High School, which flourished until 1942. Reestablished in 1984, the present school has had, from its inception, this rich tradition supported by an active group of alumni. The alumni arrange internships for students, serve as mentors and raise funds for special projects. Our new school building is on the Queens College campus and offers one of the most modern educational facilities in the city.

## **SCHOOL VISION/MISSION STATEMENT**

The mission established for Townsend Harris High School is to maintain a school of ethnically integrated, highly motivated students, who represent all parts of our diverse urban population. Our major educational priorities are to insure academic excellence in the humanities tradition in the twenty-first century; to incorporate into all aspects of school life respect for people and ideas; and to realize these priorities by emphasizing clear thinking, precision of language, and sensible decision-making. It is our expectation that a strong base in humanities study, bolstered by mathematics, science, and the appropriate integration of current technology, will equip students to tackle the ethical and intellectual questions of the next generation.

Students are expected to participate in community service activities. All students take courses well beyond the requirements of a Regents-endorsed diploma and all seniors enroll in college-credit courses at Queens College as well as participate in the Humanities Colloquium.

An instructional program of quality moves students beyond the conventional classroom. The core curriculum of humanities serves as a keystone for cultural, co-curricular, and extra-curricular activities that include a wide variety of competitions, trips, and service opportunities. Such an instructional program is designed not only to expand students' academic prowess, but to provide recreational pursuits, encourage service to others, and forge paths to career goals. The needs of our multicultural student body are met by a curriculum of inclusion for all ethnic groups. Underlying all of our instruction is the concept embodied in the Ephebic Oath, which is the school's guiding principal—to leave our school and City greater than we found them. Basic practice that we teach students is respect for civic virtues and appreciation of one another's uniqueness.

The mission and instructional philosophy at Townsend Harris are indivisible; they permeate every aspect of school life.

## COURSES \*

### FRESHMAN YEAR

#### First Term

English 1  
Writing Process  
AP World History 1  
Integrated Algebra  
Modern Second Language  
(French, Spanish, or Japanese)  
Biology 1  
Physical Education  
Fine Arts ( Art or Music)

#### Second Term

English 2  
Linguistics  
AP World History 2  
Integrated Algebra (*Regents Exam*)  
Modern Second Language 2  
Biology 2 (*Regents Exam*)  
Physical Education  
Fine Arts (Art or Music)

### SOPHOMORE YEAR

#### Third Term

English 3  
AP World History 3  
Geometry  
Modern Second Language  
Latin 1 or Greek 1  
Chemistry 1  
Physical Education Selective  
or Health  
Elective

#### Fourth Term

English 4  
AP World History 4  
Latin 2 or Greek 2  
Geometry (*Regents Exam*)  
Modern Second Language 4  
Chemistry 2 (*Regents Exam*)  
Physical Education Selective  
or Health  
Elective

**\* Students who enter Townsend Harris with appropriate advanced coursework are given high school credit and are programmed for higher level courses.**

**A list of electives is made available to the students twice a year.**

**A variety of AP courses is available in the subject areas.**

## COURSES

### JUNIOR YEAR

#### Fifth Term

English 5  
American History 1  
Algebra II  
Latin 3 or Greek 3  
Modern Second Language 5  
Physics 1  
Physical Education Selective  
Elective

#### Sixth Term

English 6 (*Regents Exam*)  
American Hist. 2 (*Regents Exam*)  
Trigonometry (*Regents Exam*)  
Latin 4 or Greek 4  
Modern Second Language 6  
(*Regents Exam*)  
Physics 2 (*Regents Exam*)  
Physical Education Selective  
Elective

### SENIOR YEAR (THE BRIDGE YEAR)

#### Seventh Term

Humanities Colloquium  
(College Credit)  
Participatory Democracy  
Physical Education Selective  
Elective course at Queens  
College (College Credit)  
Two electives in Humanities,  
Second Languages, Fine Arts,  
Math or Science

#### Eighth Term

Humanities Colloquium  
(College Credit)  
Economics  
Physical Education Selective  
Elective course at Queens  
College (for college credit)  
Two electives in Humanities,  
Second Languages, Fine Arts,  
Math or Science

## LIBRARIES

The Townsend Harris High School library welcomes all students to use its resources. The library contains books, periodicals, computers, microfilm and other items specifically selected to help students with their school assignments as well as with their recreational interests. The library, which is located in room 305, is open from 8:00 am to 3:00 pm each day.

Students are issued Queens College ID cards which enable them to have full use of Queens College's Rosenthal library and its facilities. Check the Queens College website for library hours of operation.

## COLLATERALS

All classes at Townsend Harris High School are honors classes. Integral to our program are collaterals. Collaterals are required assignments that enrich course curricula. Examples include

- ✓ research paper
- ✓ dramatization
- ✓ presentation

Your child will receive information from each of his or her subject teachers about the collaterals. The schedule of collateral assignment dates and due dates is given to students each term, and it is also posted on the website.

## GRADING SYSTEM

Each department has its own subject-specific grading policy including the following criteria:

- ✓ collaterals (see page 16)
- ✓ daily preparation
- ✓ essays & other written assignments
- ✓ exams
- ✓ homework
- ✓ oral recitation

Report cards are issued six times a year (three times a term). The final grades that appear on the January and June report cards are the official grades that will appear on the student's permanent record.

The following marking system is used for the first marking period of each semester:

- E (Excellent)**
- S (Satisfactory)**
- N (Needs Improvement)**
- U (Unsatisfactory)**

The following grades are used during the 2<sup>nd</sup> and 3<sup>rd</sup> marking periods:

- |                       |  |
|-----------------------|--|
| <b>91 – 100</b>       | with increments of one or more   |
| <b>65 - 90</b>        | increments of five   |
| <b>88</b>             | only permissible grade between 85 and 90   |
| <b>60</b>             | used for 2 <sup>nd</sup> marking period only to indicate to parents and students the fact that student is in danger of failing |
| <b>50 or 55</b>       | failing grade  |
| <b>9</b>              | medically excused from P.E.  |
| <b>NC (no credit)</b> | mid-year grade only, given to students who are failing the first term of a two-term course.                                    |

If you have any questions or comments about your child's grades, contact the subject teacher.

**TOWNSEND HARRIS HIGH SCHOOL**  
**Thomas Cunningham, Principal**

**GRADUATION REQUIREMENTS**

<b>SUBJECT</b>	<b>Regents Diploma</b>	<b>Advanced Regents Diploma</b>	<b>THHS Honor Certificate</b>
English	4 Years+1 Regents exam *	4 Years+1 Regents exam*	4 Years+1 Regents exam* (including Humanities Seminar) plus Writing Process & Linguistics
Soc. Studies	4 Years+2 Regents exams*	4 Years+2 Regents exams*	4 Years+2 Regents exams*
Science	3 Years+1 Regents exam*	3 Years+2 Regents exams*	3 Years+3 Regents exams* (must include Bio, Chem., Physics)
Math	3 Years+1 Regents exam*	3 Years+2 Regents*	3 Years+2 Regents*
Foreign Lang.	1 Year-no Regents	3 Years+1 Regents*	3 Years+1 Regents* plus 2 years Latin or Greek
Health	½ Year	½ Year	½ Year
Art	½ Year	½ Year	½ Year
Music	½ Year	½ Year	½ Year
Phys. Ed.	3 ½ Years	3 ½ Years	3 ½ Years
<b>Minimum Credits</b>	<b>44 CREDITS</b>	<b>44 CREDITS</b>	<b>44 CREDITS</b>

**ADDITIONAL REQUIREMENTS FOR THHS HONOR CERTIFICATE**

1. Minimum of 2 years Math, Science & Modern Foreign Language must be taken at THHS
2. Additional year in 3 of the following 5 subject areas:
3. Humanities, Math, Science, Foreign Language or Fine Arts
4. Completion of Senior Project
5. Endorsement of Graduation Committee on character and responsibility

**\*ALL REGENTS EXAMS MUST BE PASSED WITH A GRADE OF 65% OR HIGHER**

**Regents Diploma with Honors or Advance Regents Diploma with Honors-AVERAGE of 90% or Above in all Required Regents**

### **PSAT, SAT, SATII and ACT**

These are national standardized tests that must be taken prior to applying to college.

#### **PSAT**

10<sup>th</sup> Grade (Fall – practice test)

11<sup>th</sup> Grade (Fall) – Qualifying test for National Merit Scholarships  
The PSAT results **do not** appear on college transcripts

All sophomores and juniors take the test during a school day in October. Townsend Harris follows a special schedule on PSAT day.

#### **SAT and/or ACT**

11<sup>th</sup> Grade – Spring

12<sup>th</sup> Grade – Fall

#### **SAT II EXAMS**

These are tests that cover subject-specific areas such as Biology, French, World History, etc. Students who are highly successful in specific courses and who plan to apply to very competitive colleges that require these exams should take the SAT II's when they are finishing the subject class. *Check the website of individual colleges to check their requirements.*

#### **Your child is responsible for registering for these tests.**

Register for the SAT online by visiting the website [www.collegeboard.com](http://www.collegeboard.com). For the ACT, visit [www.act.org](http://www.act.org). The college office and the guidance counselors have additional information about these exams.

## HONOR SOCIETIES

**ARCHON (National Service Honor Society)** recognizes students who perform outstanding service to the school and the community.

**Requirements:**

Application for membership is required each year at the beginning of January. The Archon year is from January to December. The faculty council uses the following criteria for induction

- ✓ exemplary character
- ✓ academic achievement (a minimum average of 85%)
- ✓ respect for the rights of others
- ✓ loyalty to the school and the city
- ✓ a minimum total of 80 hours of community service and two school-based activities each year
- ✓ attendance at Archon meetings

You must re-qualify every year for Archon using the above criteria as well as participation in the Archon meetings the previous year.

**ARISTA (National Honor Society)**

**Requirements:**

The faculty council invites students to be members of Arista. It is based on the following criteria exhibited during the school year prior to induction:

- ✓ scholarship ( a minimum average of 90%)
- ✓ exemplary character (no major dean's offense)
- ✓ leadership qualities
- ✓ community service (a minimum of 50 hours per year)

**MU ALPHA THETA (Math Honor Society)**

**Requirements:**

- ✓ above a 93 average in all math classes;
- ✓ above an overall average of 90; and
- ✓ completion of Math B.

**NYS SCIENCE HONOR SOCIETY**

**Requirements:**

- ✓ completion of a minimum of five semesters of high school science;
- ✓ a minimum overall average of 90%
- ✓ a minimum overall average of 90% in science and mathematics;
- ✓ participation in a science activity outside of the classroom;
- ✓ exemplary character and citizenship; and
- ✓ recommendation by two Science Department faculty members.

## **POLICY FOR ACADEMIC INTEGRITY**

All students at Townsend Harris High School are expected to adhere to the highest standards of academic and personal integrity. Violations of these standards include cheating, falsifying data, and plagiarism.

Cheating is deliberate dishonesty and includes, but is not limited to, the following forms:

- ✓ copying from another student, or making information available to other students knowing that this is to be submitted as the borrower's own work, and
- ✓ use of unauthorized material.

*Falsifying data* means misrepresenting or changing data.

*Plagiarism* means presenting work done (in whole or in part) by someone else as if it were one's own. *Plagiarism* should be distinguished from cooperation and collaboration. Often, students may be permitted or expected to work on assignments collectively, and to present the results either collectively or separately. This is not a problem so long as it is clearly understood whose work is being presented (for example, by way of formal acknowledgement or by footnoting).

In the event it is established that a student has engaged in academic dishonesty, a committee of staff members and administrators has adopted the following steps as a policy:

- ✓ The first offense will be reported to the assistant principal, and will result in a failure on the test or research report as well as a notation on the student's dean's record. A parent conference will be held.
- ✓ The second offense will result in a parent conference with the assistant principal, exclusion from participation for five months from clubs and teams, an automatic failure for the report or test, and a notation on the student's dean's record.
- ✓ Should a third offense occur for the same student, it will result in an automatic two-day suspension, a one-year ban from all teams, clubs, and activities, failure on the test or report, and a notation on the students' dean's record, as well as possible further disciplinary action.

## **CODE OF BEHAVIOR**

Among the main goals of Townsend Harris High School is to assist your child in his/her educational and social development. Our Code of Behavior is designed to promote a sense of the rights and responsibilities of a citizen in a democratic society. These are implicit in the Ephebic Oath which is respected by all Townsend Harris students and include

- ✓ respect for oneself
- ✓ respect for others and their rights and property
- ✓ respect for property of the Townsend Harris community, and
- ✓ respect for legally constituted authority and the legal responsibility of those in authority.

With the cooperation of the Townsend Harris High School community, these principles will create a positive approach to dealing with unacceptable behavior.

Referrals and demerits are issued for a variety of infractions. For details see the Code of Behavior booklet and the New York City Department of Education Discipline Code issued to all students.

## **HOW TO HANDLE STUDENT CONCERNS**

If your child has a problem with a subject,

- ✓ Discuss the problem with your child. Encourage him or her to resolve it by talking to the teacher first.
- ✓ If your child requires your assistance, first contact the teacher by telephone or by note.
- ✓ If your child's problem has not been resolved, contact the guidance counselor.
- ✓ If you require further assistance, contact the assistant principal of the department.

## EXTRA-CURRICULAR ACTIVITIES

### CLUBS \*

Advertising  
Archon  
Arista  
Amnesty International  
Anime  
Art Club  
Book Advocation Movement (BAM)  
Chess Club  
Drama Club  
Educate to Elevate  
Fencing  
Free the Children  
French Conversation Club  
Glamour Girls & Guys  
Hellenic Cultural Club  
Junior Statesmen of America  
Key Club  
Knitting  
Library Squad  
Mentoring Program  
Model UN  
Movie Club  
Multimedia and Tech Squad  
Puffles  
Salam  
Seekers  
Senior Council  
Shakespeare's Sisters  
Straight and Gay Educating Students  
Students Against Animal Cruelty  
Students for the Preservation of the Earth  
Yoga

\*Additional clubs are formed according to student interest.

## **SCHOOL PUBLICATIONS**

*The Classic* (newspaper)  
*Crimson and Gold* (yearbook)  
*M.A.T.H.*  
*The Phoenix* (literary magazine)  
*The Quantum Cat* (Science magazine)  
*T.H. Journal of Science Research*

## **SCHOOL TEAMS**

Chase Manhattan Debate Team  
Debate Team  
Mock Trial Team  
Moot Court  
Math Team  
Fed Challenge Team  
Model UN Team  
Science Olympiad

## **ATHLETIC TEAMS**

### ***Fall Season***

BOYS – Bowling, Cross Country Track, Fencing  
GIRLS – Bowling, Swimming, Varsity Volleyball,  
JV Volleyball, Cross Country Track

### ***Winter Season***

BOYS – Varsity Basketball, Indoor Track, Wrestling  
GIRLS – Indoor Track, Varsity Basketball, JV Basketball

### ***Spring Season***

BOYS – Baseball, Volleyball, Tennis, Handball,  
Outdoor Track and Field  
GIRLS – Tennis, Softball, JV Softball, Handball, Soccer,  
Outdoor Track and Field, Fencing

## **SCHOOL PERFORMANCES**

Annual Play  
Festival of Nations  
SING  
Winter/Spring Concerts

## **HEALTH AND MEDICAL**

Free or low cost health insurance information is available through [www.nyc.gov/health](http://www.nyc.gov/health) or call HealthStat at 311.

If your child is injured or becomes ill during the day, he or she should request a pass to the Medical Office, room 114, from the class teacher. Students will only be sent home accompanied by a parent or designated adult. The Medical Office personnel will help your child obtain an early excuse pass. This pass should be shown to the teachers of the classes missed when your child returns to school.

It is the responsibility of parents/guardians to ensure that the school has the following information:

- ✓ current home and business phone numbers
- ✓ updated emergency contact numbers listed on blue card
- ✓ updated medical insurance carrier for students who need free or low-cost insurance
- ✓ current medical alert

All students are required to have updated immunizations.

Participation in team sports requires complete physical examinations each year.

## **INCLEMENT WEATHER**

In cases of inclement weather, the Department of Education may choose to delay school openings by 2 hours or may close school. Listen to your local radio and/or television station for details.

## **GUIDANCE SERVICES**

Your child will keep the same guidance counselor for four years; the counselor will see your child at least once a year. If your child has a question or a problem of any kind, whether it relates to personal, academic or programming issues, he or she should make an appointment to see the counselor. Counselors provide lessons in classrooms; they also run small counseling groups during lunch bands. In addition, a Youth Development Specialist is on staff to provide a variety of services to your child.

The college counselor provides workshops for parents during PTA meetings. The counselor will meet with students in small groups for the first time during the junior year. During the college application process in the senior year, each student receives individual attention and guidance. Students should begin gathering teacher recommendations in the 10<sup>th</sup> grade. They will be kept on file in the College Office. Students are kept fully informed about the college application process and requirements.

In the senior year, not only does your child retain his or her high school guidance counselor, but there is the additional resource of the staff of the Queens College Liaison's Office of College Preparatory Programs.

The Child Center of NY (formerly Queens Child Guidance Center) has a part-time mental health facility at Townsend Harris. On Mondays, Ms. Angie Basdeo, Social Worker, has office hours in Room 312K. This is a completely confidential, early recognition and intervention program funded by the New York State Office of Mental Health. For more information on how students and families can take advantage of the Child Center's counseling services call Ms. Basdeo at 718-575-5580 ext. 3129

Feel free to call your child's counselor if you have a question  
or if you would like to share some pertinent

## **QUEENS COLLEGE**

One of the highlights of our collaboration with Queens College is the Bridge Year program. During their fourth year at THHS, all the seniors are enrolled at the college as non-matriculated students taking up to six free credits per semester. Three of each semester's credits are earned in the Freshman Honors in the Humanities Colloquium — a “great books” course that is team-taught by a member of the Queens College faculty and a member of the THHS faculty in a unique setting where all the participants engage in a series of classroom seminars.

In addition to the Humanities Colloquium, students choose their second course from a variety of electives.

THHS students have access to the campus library, athletic facilities and computer laboratories.

In the spring term of junior year, an evening orientation meeting is held to inform parents about the Bridge Year. A meeting for students is held at the end of the school day.

## **COMMUNITY SERVICE**

All Townsend Harris students are expected to abide by the Ephebic Oath, taken as new entrants, pledging *to leave their city better than they found it*. Hence service is an integral part of life at Townsend Harris; volunteering is a co-curricular activity required for a Townsend Harris High School Honors Certificate, as well as for induction into the Archon and Arista Honor Societies.

Besides active participation in school-based activities such as publications, teams, and clubs, all Harrisites are expected to Perform at least 40 hours of community service each year. Community service is defined as any activity that will benefit an outside non-profit organization or agency, without direct reward or financial gain to the school or the person involved.

For example, volunteering at an after-school center, a hospital, a nursing home, a rehabilitation center, a community center, a library a civic or political association, or a religious association (except for participation at the weekly celebrations) are all endeavors that fit this definition.

Students may gain up to 10 hours of community service credit per year for participation in a school squad or team (or up to 10 hours per year for Archon).

## **EPHEBIC OATH**

I shall never bring disgrace to my city, nor shall I ever desert my comrades in the ranks; but I, both alone and with my many comrades, shall fight for the ideals and sacred things of the city. I shall willingly pay heed to whoever renders judgment with wisdom and shall obey both the laws already established and whatever laws the people in their wisdom shall establish. I, alone and with my comrades, shall resist anyone who destroys the laws or disobeys them. *I shall not leave my city any less but rather greater and better than I found it.*

## **FACILITIES**

Townsend Harris High School, built in 1995, is a beautiful air conditioned building situated on the Queens College campus.

Unlike most city public high schools, each Townsend Harris student gets full use of a locker each year.

With their Queens College photo-ID cards, all Townsend Harris High School students have use of the various Queens College campus facilities, including athletic facilities, computer labs, study carrels, various art and music libraries, the Godwin-Ternback Museum, the Louis Armstrong Archives, practice rooms at the Aaron Copeland School of Music, free attendance at music recitals and student drama productions.

## **SECURITY PROCEDURES**

Townsend Harris High School ranks among the safest high schools in New York City. Each student and visitor is required to wear his or her ID card while in Townsend Harris.

When you visit the school, you are required to show picture ID and sign in at the front desk.

## **WORKING PAPERS**

Your child can pick up an application for working papers in the Guidance Suite, room 312. Along with the completed application, your child will need to bring in a Certificate of Physical Fitness from a physician. All paperwork should be returned to the General Office. Working papers will then be issued.

### **ATTENDANCE**

Daily attendance in school is essential for your child's success. Absences will be excused for the following reasons:

- ✓ personal illness
- ✓ religious observance (parent should request this excuse in advance, in writing)
- ✓ death in the family
- ✓ special emergency situations, such as serious illness of the family's primary caregiver, etc.
- ✓ temporary extreme poverty

The attendance staff calls the homes of students who are marked absent. If possible, call the attendance office in the morning to inform them of your child's absence.

When your child returns, he or she is required to bring written confirmation of the absence. If you know that your son/daughter is going to be absent for more than three days, please contact his or her guidance counselor. An absence of more than five days requires a doctor's note.

### **LATENESS/CUTTING**

- ✓ Students who miss a class as a result of arriving late to school will be marked cutting (3 demerits) unless they present a note from a parent AND the parent telephones the school (718-575-5580, ext 3343 or ext 3344), OR, the parent may accompany the child to school and certify the reason for lateness. After three parental notes are received in a term, a parental conference will be scheduled.
- ✓ A late cut shall be assessed if a student misses more than 1/2 the class (2 demerits); otherwise, it will be considered a lateness (1 demerit).
- ✓ Students who miss a class during the school day will be marked cutting unless the classroom teacher has received notification from a school official.

### **EARLY EXCUSE**

REGULAR BELL SCHEDULE

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
0 7:02—7:55	0 7:02—7:55	0 7:02—7:55	0 7:02—7:55	0 7:02—7:55
2 8:00—8:53	1 8:00—8:54	1 8:00—8:54	1 8:00—8:54	1 8:00—8:53
3* 8:57—9:51	2* 8:57—9:51	3* 8:57—9:51	2* 8:57—9:51	2* 8:56—9:49
4 9:54—10:48	4 9:54—10:47	4 9:54—10:48	3 9:54—10:47	3 9:52—10:46
5 10:51—11:34	5 10:50—11:33	5 10:51—11:34	5 10:50—11:33	4 10:49—11:43
6 11:37—12:20	6 11:36—12:19	6 11:37—12:20	6 11:36—12:19	5 11:46—12:29
7 12:23—1:06	7 12:22—1:05	7 12:23—1:06	7 12:22—1:05	6 12:32—1:15
8 1:09—2:03	8 1:08—2:02	8 1:09—2:03	8 1:08—2:01	7 1:18—2:01
PD/FC	9 2:05—2:59	9 2:06—2:59	9 2:04—2:58	9 2:04—2:58
	10 3:02—3:55	10 3:02—3:55	10 3:02—3:55	10 3:02—3:55

If your child needs to leave school early for illness, a medical appointment, etc., a parent or an adult listed on the blue emergency contact card must pick up the child. Students of any age cannot be released from school early under their own recognition.