



167-01 Gothic Drive, Jamaica, NY 11432
718.658.4016 telephone
Jaime Dubei, Principal
Robert McMahon, Assistant Principal
Camille Jacobs, Assistant Principal
James Harrell, Assistant Principal IA
Roger Erskine, Parent Coordinator

28 August 2014

Dear Parents, Guardians and Students,

Welcome to the 2014-2015 school year! We are very excited to have you and your children as part of the Queens Collegiate Family. Every staff member has been working hard to prepare for the return of our wonderful students. We have set very high expectations and made plans to assist every student in finding success this year.

Student academic success is the main goal of every staff member at QC. We believe that every student will learn to their highest level and we are prepared to offer more time and support to each student that needs it. I ask for your support and participation in this effort by sending your child to school every single day, on-time and in uniform; encouraging your child to read at least 30 minutes every evening, in every grade; monitoring your child's homework and grades online; and attending our monthly PTA meetings. We genuinely need your support to better educate our children.

Each child received a **Reading Packet** for the summer, and was asked to read 1-2 books and complete a packet of critical thinking questions. **This will be your child's first test grade in September. It is due on the first day of school.**

We are very excited about the start of the new school year. We will have Parent Orientation on Tuesday, September 16 at 6PM, followed by our monthly PTA meeting. **We ask parents of all students to attend the PTA meeting each month on the 2nd Tuesday, beginning at 6:00PM.** This will assist us in building a relationship with you, and supporting your child more fully throughout the year.

School starts Thursday, September 4, 2014 at 8:25AM and ends for all students at 2:45PM on all days of the week. We will no longer have early dismissal on Wednesdays.

We are making a shift from trimesters to semesters in the high school. Credits will be granted in January and June. Please note that this is a shift from previous years to better align with the Regents exams. Students who fail classes will be assigned to PM Academy or summer school as needed. PM Academy will begin in October, thus high school students may have an additional course added to their schedule at that time to repair credit or prepare for Regents exams.

Breakfast is served daily beginning at 7:30AM, when our doors open for all students. We welcome every child, regardless of lunch status, to have a free breakfast in the morning in our cafeteria. Please give your child sufficient time to get through scanning, and up the stairs to QC, so they are on time. If you choose to drop your child off by car in the morning, please do not double park on Gothic Drive. It is tight in the mornings, especially with the buses coming to drop off students. All students will dismiss on the West side of the school, through the doors to the front at 2:45PM.



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Children should not bring the following items through scanning:

- Electronic devices, per the Chancellor's Regulations. We are instructed to confiscate them from your child and only return them to you. Please do not bring in iPods, cell phones or other electronics devices.
- Open bottles or any glass bottles (items will be discarded)
- Coffee cups or other hot beverages (items will be discarded)

Our dress code remains the same and will be required daily, as we are a uniform dress code school. You can purchase uniform items at www.fineproducts.net:



Students must wear a collared shirt each day in white, royal or navy blue. Sweaters, sweatshirts and vests must be white, navy or royal.

Monday through Thursday, students must wear khaki tan or navy pants or skirts (must hit the knee). **Jeans without holes or tears are only allowed on Friday with a QC collared shirts.**

Gym uniform is a QC shirt (sold for \$10) and navy blue athletic shorts or pants with sneakers. Gym locks are sold for \$10. School locks are required. Students who swim must have a proper 1 piece swim suit.

Please note: Students will need to wear their physical education uniform to school on PE days. We will not be using the campus locker rooms at this time. Please ensure your child brings with them or wears sufficient hygiene products.

Every child is assigned an advisor, and they will meet with that advisor weekly for 1-2 periods. The advisor in conjunction with their Take 12 Mentor ensures they are on track academically, socially, and organizationally. If you would like to speak with your child's advisor or mentor, please make an appointment via phone or email them. All staff members have an @QueensCollegiate.org email, with the first part being either Mr _____@QueensCollegiate.org or Ms _____@QueensCollegiate.org.

Our middle school lunch is 10:00-10:45AM daily, while high school students eat from 10:46-11:30AM. Students may bring a lunch or purchase a school lunch for \$1.75/day, unless you are entitled to free or reduced priced lunch. **Please note-- families who have not yet completed a lunch application for this year will need to pay for school lunch beginning day 1 of school.** We HIGHLY encourage all parents to return their lunch form ASAP. Failure to return the lunch form will mean you need to pay. You may also fill it out online at www.applyforlunch.com, and you may pay your child's lunch bills at mylunchmoney.com.



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Academically, the NYC Department of Education has made a number of instructional shifts. We have aligned our curriculum to the Common Core State Standards, which are a body of national standards in English, Math, Science and Social Studies. In this shift, students will need to think deeper, working more to understand and solve complex problems-- rather than simply memorizing facts and details. **Students will read more, especially non-fiction materials. Please keep them stocked with engaging non-fiction materials from the library or online.** Regents and state exams are shifting to judge students more on their critical thinking, reading, and writing skills, and it is essential we work together to make this happen so your child is career and college ready. To further this work, Queens Collegiate will host three Parent Teacher Conferences this year, and a **September Back-to-School Night on September 16**. All teaching staff will be available to meet with you, which is very exciting.

Should you need assistance:

- **Our main office remains located in room 210C.** Our office is staffed from 7:30AM until 4:00PM.
- **Assistant Principal Jacobs** will continue to focus on the day-to-day running of QC. She is assisted by **Ms. Josie**, our School Business Manager, who handles all monies (senior dues, lunch money, etc). They can be found in room **305A**.
- **Assistant Principal McMahon** will continue to focus on academic and instructional needs within the middle school. We welcome **Assistant Principal IA Harrell** to our staff. He will focus on the academic and instructional needs within the high school.
- **Ms. Lisa Robinson** continues as your PTA President.
- As always, **Mr. Erskine** and **Mr. Alexis** are available to meet any parent or student needs throughout the day. They work out of 310A and 314A.
- **Ms. Bender-Lee & Ms. Newsome** will be serving as Deans/PBIS Coordinators.
- **Ms. King** is our programmer.
- **Ms. Collins** is our Special Education & Transition Link Coordinator.
- We welcome **Ms. Ormejuste** as our College & Career Counselor, predominantly serving students in grades 11 & 12. **Ms. Macaluso** will serve as the guidance counselor for the high school, predominantly serving students in grades 9 & 10. **Ms. Bello** will provide guidance and articulation support for students in grades 6-8.

Again, we look forward to meeting you and your child this year and working for success.

Warmest regards,

A handwritten signature in blue ink that reads "Jaime Dubei". The signature is written in a cursive, flowing style.

Jaime Dubei, Principal



Bell Schedule

2014-2015 School Year

<u>Period</u>	<u>Start</u>	<u>End</u>
1	8:25AM	9:10AM
2	9:12AM	9:58AM
3	10:00AM	10:44AM
4	10:46AM	11:29AM
5	11:31AM	12:16PM
6	12:18PM	1:03PM
7	1:05PM	1:50PM
8	1:52PM	2:37PM
Lockers	2:38PM	2:45PM
PM HS Academy Period 9	2:45PM	3:30PM
PM HS Academy Period 10	3:30PM	4:15PM