Queens United Middle School 289
at The Laurelton School
"The Hidden GEM of Laurelton"
229-02 137th Avenue, 3rd Floor
Laurelton, NY 11413
(718) 723 - 3501
Tosha-Lyn Francis, Principal
Alexandra Hairston, Assistant Principal

The QUMS Scholar and Family Handbook

NYC Public Schools

DISTRICT 29 SHINES

Dear QUMS Scholar and Family:

Warm welcome to you as we begin a new school year at Queens United Middle School 289! At Queens United (QUMS), we believe in education as a powerful equalizer and in every student's right to an education of the highest quality. Our True North Principles outline how we live out our beliefs.

*Our **vision** is to build a school where **EVERY QUMS student will meet and exceed New York State Standards**. This is important because our **mission** is **to motivate students to master standards, develop a strong sense of self, and go on to make meaningful contributions to society**. Everyone helps work toward our vision & mission by living out our **core values** of **Accountability, Integrity, Respect, and Excellence** in every aspect of life at QUMS.*

Everybody has their part to play in this school community. So, this student-family handbook will help you to know how you can best partner with the rest of the QUMS community for your student's success.

We ask that you read this handbook carefully and commit to following all school policies and expectations. Every policy is aligned with our vision, mission, and core values. We believe in every student's potential and look forward to a rewarding journey together. Best wishes for a successful school year!

In hope & purpose for all children,

Tosha-Lyn Francis
Principal

Alexandra Hairston
Assistant Principal

QUMS True North Principles

Our Vision

(where are we headed?)

Every QUMS student will meet and exceed
New York State Standards.

Our Mission

(why is our vision important?)

QUMS exists to motivate students to
master standards, develop a strong sense of self, and
go on to make meaningful contributions to society.

Our Core Values

(what is each person's role?)

- **A**ccountability– Be responsible for my words and actions.
- **I**ntegrity– Do right and be honest even if no one is looking.
- **R**espect– Value myself, others, and my environment.
- Excellence– Always be my best self.

Our AIR of Excellence

The QUMS Basics

Queens United Middle School is located on the 3rd Floor of the Laurelton Campus at 229-02 137th Avenue between 229th Street and 230th Street. We share the school campus with P.S. 156Q and P.S. 811Q.

School's DBN: 29Q289

Mailing Address:
Queens United Middle School
229-02 137th Ave, 3rd Floor
Laurelton, NY 11413
Website: www.queensunited.org

Public Transportation to QUMS:
- Nearest Buses & Train Stops :
  - Q5 and N4 on Merrick Blvd.
  - Laurelton Station (LIRR)
  - Rosedale Station (LIRR)

Phone Numbers:
Main Office– (718) 723-3501
Fax– (718) 723-3507

Administration Team, Rooms 322c & 321:
- Tosha-Lyn Francis, *Principal*
- Alexandra Hairston, *Assistant Principal*

Main Office Team, Room 311:
- Carol Bedward, *Secretary*
- Kathleen Murphy, *Secretary*
- Joshua Williams, *Parent Coordinator*
- Mario Jean-Louis, *Safety*

PTA Leadership, Room 364:
- Melinda Cashwell-Edwards, *President*
  - president.qumspta289@gmail.com

Guidance/Social Work Team, Rooms 322a & 322b
- Yasmeen Trotman, *Guidance*
- Trisha Harnarain, *Guidance*
- Soraya Sicard, *Social Worker*

Medical Office, Room 264:
- Emmanuela Emedo, *Nurse*

District 29 Team:
- Dr. Robin Davson, *Superintendent*
- Dr. Melissa Vaughan, *Deputy Superintendent*
- Jordan Nicholas Hillian, *Family Coordinator*
  92-53 Springfield Blvd.
  Queens Village NY 11428
  (917) 780-4490
  www.d29shines.com

Family Welcome Center, Enrollment
90-27 Sutphin Boulevard, 1st Floor
Jamaica, NY 11435

- Call the main office to make an appointment if you need to visit the school for any reason.
- Notify the main office by phone, email, or a note in advance if your child will be picked up early.
- All students must use their **@nycstudents.net** email account for all school business. See Mr. Irowa or Ms. Hairston for assistance.
- All families must have active **NYCSAA accounts** for all school business. See Mr. Williams for assistance.
- The QUMS Grading Policy can be found in the handbook.

The QUMS Day

Bell Schedule (Subject to change)

Period	Begins	Ends
1	8:15 a.m.	9:02 a.m.
2	9:04 a.m.	9:49 a.m.
3	9:51 a.m.	10:36 a.m.
4	10:38 a.m.	11:23 a.m.
5	11:25 a.m.	12:10 p.m.
6 Grade 6 & 7 Lunch	12:12 p.m.	12:57 p.m.
7 Grade 8 Lunch	12:59 p.m.	1:45 p.m.
8	1:47 p.m.	2:35 p.m.

You must be in your seat in your first period class at the sound of the 8:15 a.m. bell or you are considered late.

Morning entrance procedures for all students:

- Students enter through the 230th Street Playground entrance between 7:45 and 8:10 a.m.
- Students are not permitted to have access to personal internet-enabled devices in school. Students must put silenced cell phones, smartwatches, AirPods and other bluetooth headphones, etc. into their assigned phone pouches.
  - Phone pouches will be locked and given to the students.
- Students proceed to the basement cafeteria for breakfast and to await transition to their first classes.
  - Breakfast is served from 7:45 a.m. to 8:10 a.m.
- At 8:10 a.m. students use Staircase E/F to transition to the third floor to their first classes before 8:15 a.m.
  - Students may pause at their assigned lockers to put away coats, etc., and then proceed to their first classes before 8:15 a.m.

Afternoon dismissal procedures for all students:

- Students enrolled in a QUMS after-school academy, club, SONYC, or any other after school activity are to report directly to the assigned locations.
- Students not enrolled in an after-school activity will use Staircase E/F to exit the building through the 230th Street Playground exit.
- Phone pouches will be unlocked upon exit.

The QUMS Attendance Policy

- QUMS Scholars must report to school every day and on time. Class begins at 8:15 a.m. Please have your scholar in the school building by 8:10 a.m. so that they have time to go to their lockers and be inside the classroom at 8:15 a.m.
- QUMS Scholars are expected to remain in school for the entire school day, except in unavoidable circumstances. The school day ends at 2:35 p.m.
- **New York State law mandates that all students attend school daily.** Students should not be absent from school except for unavoidable circumstances.
    - Non-emergency medical appointments, out-of-town trips, family vacations, and other personal business should be scheduled during non-school hours or on non-school days.
- In case of an unavoidable absence, a note from a parent, doctor, or other official must be brought in and submitted to the staff in the Main Office (room 311).
- Scholars who need to leave early for any reason must be picked up and signed out in the Main Office by a parent or guardian listed on the emergency blue card.
    - Scholars cannot be dismissed from school before the official end of the day without being signed out by an authorized parent or guardian.
- Absence from class or school **for any reason** is not an excuse for missing any work. Scholars who miss class or school for any reason must make up any missing work in a timely manner. Contact the teachers immediately to discuss any necessary arrangements.

QUMS 2025-2026 Grading Policy

All quotes are from the NYC Department of Education Middle School Grading Policy Toolkit unless otherwise noted.

- QUMS Vision: Every QUMS student will meet and exceed NYS core standards.
- QUMS Mission: QUMS exists to motivate students to master standards, develop a strong sense of self, and go on to make meaningful contributions to society.
- QUMS Core Values: Accountability, Integrity, Respect, Excellence

How are grades determined?

Grades at QUMS are based primarily upon:	Grades at QUMS are NOT:
✔ "Grading is based on demonstration and mastery of NYCDOE Priority Learning Standards/skills at a given point in time." ✔ "Understanding and command of content." ✔ "Progression through a course or subject." ✔ "How well students master the subject matter, concepts, content, and skills addressed in a class or course." ✔ "Multiple measures of performance like assessments, classwork, projects, assignments, homework, [performance tasks]" ✔ Using clearly defined rubrics or measures of performance (i.e. self-assessment, exit tickets)	• "Based **solely** upon non-mastery measures such as behavior/conduct, compliance, participation, attendance". • Punitive to students who "receive accommodations and/or supplementary aids and services." • Based **solely** upon completion of work. • Reflective of a quota system of any kind. • Based on students being measured against their peers. • Based largely on "group grading". • Different for various student populations.

What is the grading scale?

Grade	Meaning	Additional Notes
91 through 100	Passing	Intervals of 1 (91, 92, 93 . . .)
65 through 90	Passing	Intervals of 5 (65, 70, 75, 80, 85, 90)
55	Failing	Not enough evidence of progress toward standards proficiency due to work that is incomplete or unsatisfactorily completed
45	Failing	**For excessive absences or no-show attendance** (assigned by administration)
NL	New Admit	For students who have not been enrolled at QUMS long enough to receive a fair grade.
P	Passing	For certain elective courses (i.e. advisory, library, labs)
F	Failing	For certain elective courses (i.e. advisory, library, labs)

When will students receive grades?

Report Cards can be accessed through your NYCSA Accounts	Each academic year is divided into four marking periods with an approximate duration of nine to ten weeks per marking period. DATES SUBJECT TO CHANGE AS PER NYC DOE CALENDAR
Marking Period #1 (grades due by 11/12)	September 4-November 7, 2025 Back to School Night- Thursday, Sept. 18th Parent-Teacher Conferences- Thursday, Nov. 13th
Marking Period #2 (grades due by 01/27)	November 10, 2025 - January 23, 2026
Marking Period # 3 (grades due by 03/31)	January 26 - March 27, 2026 Parent-Teacher Conferences- Thursday, Mar. 12th
Marking Period #4 (grades due by 06/22)	March 30-June 26, 2026 Parent-Teacher Conferences- Thursday, May 14th Graduation-- Friday, June 26, 2026
Final Period (MP #5)	The final marking period for each course is an average of MP #1, 2, 3, & 4. The final average for each class must be equal to or greater than 65 to pass the course.

Note: Students and families can monitor academic progress at any time through the secure, online Grades app in the NYCSA Account & Google Classroom for each subject.

What is "mastery"? Why is it important?

Mastery means your child truly understands a skill or concept and can apply it on their own.
At QUMS, we define mastery as scoring 80% or higher.
When students achieve mastery, they're not just memorizing—they're learning deeply and building a strong foundation for future success.
Mastery helps ensure every child is truly ready for the next grade and beyond.

How are Promotion decisions made?

Multiple Measures of Performance		
English Language Arts	Mathematics	All Subjects
• Homework, classworks, exams, and other assignments in which students are provided material in writing or verbally, and in which students are asked to provide answers in writing or verbally (e.g. guided reading questions, paragraph or essay response, multiple choice). • Project-Based Performance Tasks and/or Presentations • Final report card grade of 65 or higher. • Meeting DOE benchmarks.	• Homework, classworks, exams, and other assignments in which students are provided material in writing or verbally, and in which students are asked to provide answers in writing or verbally (e.g. constructed response problems, open-ended math problems, multiple choice). • Project-Based Performance Tasks and/or Presentations • Final report card grade of 65 or higher. • Meeting DOE benchmarks.	In addition to the ELA & Math Measures: • **Final report card grade of 65 or higher in all classes. The final grade in each class is an average of the 4 marking period grades.** • Promotion in Doubt letters generated and sent during the school year. • Families are updated about students' progress throughout the school year. • Promotion Portfolios created by at-risk students in May. • Final promotion letters sent in June. • Students not promoted must attend summer school.

How are grades calculated?

Category	Percentage of Grade
Projects & Assessments • Summative Assessments- Performance tasks, projects, quizzes, exams, papers, and other formalized assessments. All performance tasks, projects, & assessments are graded with rubrics. • **Physical Education - Skills Assessments** Demonstration of mastery in skill, content knowledge, and fitness development (ex. sport specific rules, vocabulary, application in games/activities).	**40%**
Group Work: • Engaged participation and quality completion of assignments during live sessions, labs, literature circles, group work, etc. • **Physical Education** - Including participation in the NYC FITNESSGRAM assessments.	**25%**
Individual Work: • Quality completion of online and offline assignments to be done independently, including homework. • Note-Taking as evident by entries in notebooks, in Google Classroom posts, and annotated work. • Homework is assigned at least three times per week in core subject classes. • Homework is assigned at least once per week in auxiliary classes such as art, foreign language, health, physical education, and technology	**35%**

Late Submission Policy:

Scholars are expected to meet all deadlines as assigned by their teachers. If work is submitted late, scholars may be subject to losing points or other penalties as determined by the teacher. Zeroes signify that work is missing or not complete enough to determine mastery. It is essential for our scholars to keep working toward mastery of NYS learning standards, even if the work is late. **However, it is unreasonable to expect teachers to accept excessively late work from previous units and previous marking periods unless there is a special circumstance.** In the event of a special circumstance (e.g. illness, serious emergency), teachers will work with scholars & families on a case-by-case basis.

The QUMS Bathroom Policy

- Bathrooms are opened after the first 10 minutes and before the last 10 minutes of the period.
    - This policy helps students to focus on starting and ending each class successfully.
- Be sure to sign in the Bathroom Log before entering the bathroom.
- If the bathroom is locked, politely ask a staff member for help.
- All scholars must carry a hall pass when outside of class.
    - One scholar per pass, please.
- Do your part to keep the bathrooms clean.
- Alert a staff member if there is a problem in the bathroom.
- QUMS scholars are not allowed to use the bathrooms designated for other schools on the first and second floors.

The QUMS Cell Phone Policy

- The cell phone is both a blessing and a curse. While the cell phone helps us to stay connected, it can be **VERY distracting**– especially for children.
- Achieving the QUMS vision of *EVERY student meeting and exceeding NYS standards* requires a high level of focus and discipline.
- To support school-wide focus, each scholar must shut off his/her phone, smartwatch, personal headphones, etc. upon entry & place them into the assigned Phone pouch. Phone pouches are opened upon dismissal.
- The first Phone pouch is provided to each scholar free.
    - Damaged, missing, lost, or stolen Phone pouches must be replaced at the cost of $20 each.
- Parents/guardians may call the main office, the guidance team, or parent coordinator at (718) 723-3501 to speak to or leave messages for their children between 8:15 a.m. and 2:35 p.m.
    - Parents/guardians may also reach out to staff via email.
- Scholars are not permitted to use cell phones, smartwatches, and other personal electronic devices anywhere (indoors or outdoors) on school property.
- Cell phones, headphones, smartwatches, and other devices of scholars who disobey this policy will be confiscated and returned to the parent/guardian in person and after dismissal time only.
- All personal tablets, laptops, video game devices, and other personal internet-enabled devices are not permitted in school at any time.
-
- All staff members are expected to set a professional example for all students, especially during class time.
- For more details, see the cell phone policy contract below:

QUMS Personal Internet-Enabled Device Policy

Cell phones and other personal internet-enabled devices such as tablets, smart watches, and other devices are not to be used during school hours. Every student is assigned a personal Yondr Pouch with an ID Number, similar to being assigned a textbook. While the Yondr Pouch is considered school property, all students have the responsibility to bring their pouches with them to school every day.

Note: Please remember that the purpose of these pouches is to help your child to focus on what really matters in school. Out of love for our students and hope for their future, we ask for your complete support and cooperation.

Building Entrance: As students enter the building, they will:

1) Silence all devices including phones, smart watches, and bluetooth headphones. Personal tablets, etc should not be brought to school at all.
2) Unlock their empty Yondr Pouches using an Unlocking Base with the help of a QUMS staff member.
3) Place their phones, Airpods, smartwatches, etc. inside their pouches and securely lock the pouches.
4) Students will maintain possession and responsibility of their Yondr Pouches for the duration of the school day.

Building Exit: As students are dismissed, they will:

1) Unlock their pouches using an Unlocking Base with the help of QUMS staff as they exit the building.
2) Remove their devices from their pouches.
3) Securely close their empty pouches and place the pouches in their backpacks for the next school day.

Violations

Each of these violations will result in the student's phone, devices, and/or pouch being confiscated by school administration.

1) Physical damage to the pouch in an attempt to violate this policy.
2) Refusing to put their devices into the designated pouches.
3) Unauthorized usage of their phones, smart watches, and similar devices during school hours.

Disciplinary Action

1) Devices will be confiscated and the parent/guardian will be notified.
2) Students' parents/guardians must come to the school after dismissal to pick up their children's devices.
3) If the pouch was damaged, lost or stolen, the student will only be allowed to bring a phone back to school if the student pays a $20 fee to replace the pouch. Then a replacement pouch will be assigned to the student.

Parents/families may call the main office at (718) 723-3501 or the guidance counselor at (718) 723-3501 ext. 3201 to speak to or leave messages for their children between 8:15 a.m. and 2:35 p.m.

Scholars are not permitted to use cell phones, smartwatches, and other personal internet-enabled devices anywhere (indoors or outdoors) on school property.

These consequences apply to all students with or without a signed contract on file.
Queens United Middle School is not responsible for
theft, damage, or loss of a cell phone or personal internet-enabled device.
All staff members are expected to set a professional example for all students,
especially during class time.

The QUMS Technology Policy

Parents/guardians, please review this document carefully with your child.

As a scholar at QUMS, I have the privilege of using a laptop and other technology to support my learning. I will lose this privilege if I do not follow these rules.

As students living & learning in the 21st century, QUMS scholars have access to laptops, printers, and other devices for their educational use. If reasonable precautions and care are taken, the device should not experience physical damage.

All devices used by students are to be used for educational purposes only. Students are expected to follow the guidelines below and take any additional common sense precautions to protect the devices. The policies outlined in this document are intended to cover *all* available technologies, not just those specifically listed.

Care and Maintenance

1) If a device assigned to a student for use is damaged, lost, or stolen, the student will be held responsible.
2) Any damage or problems with devices must be ***reported by the student to the nearest staff member immediately.*** Do not attempt to remove, add, or change the physical structure of the device, including keys, memory, battery, screen, charger, ID labels, etc.
3) Carry the device carefully at all times. Do not store items on top of the device.

Usage Guidelines

In general, all students are expected to use good judgment and common sense; **be safe, appropriate, careful and kind online**; do not attempt to get around technological protection measures; and ask an adult if they need help.

Student Acceptable Use Guidelines

Students must:

1) Use the device only to access educational and school-related activities and applications.
2) Follow the same guidelines for respectful & responsible behavior online that students are expected to follow offline.
3) Alert any staff member if they see threatening, inappropriate, or harmful content (images, messages, posts) online.
4) Be cautious to protect their own safety, the safety of others, and the security of school resources.

Students must NOT:

1) Attempt to bypass (get around) the school's safety measures and internet filters.
2) Use the device in a way that could be harmful to themselves or others.
3) Use the device to record fights or any other inappropriate activities.
4) Access, send, or receive inappropriate images or content.
5) Engage in cyberbullying, harassment, or disrespectful conduct toward others. Such conduct will result in disciplinary action and loss of device privileges. **Remember that cyberbullying is a crime.**
6) Log in to the accounts of others (with or without their permission.)
7) Use school technologies to send spam or chain mail.
8) Use language online that would be unacceptable in the classroom.
9) Use school technologies for illegal activities or to pursue information on such activities.
10) Attempt to hack or access sites, servers, or content that isn't intended for student use.
11) Alter a school's device hardware or installed software.

Student Agreement on Device Management

1) I will clean my hands before I use a device. (No crumbs, grease, etc.)
2) I will carry a device closed, with TWO hands, and while walking CAREFULLY.
3) I will treat the device in a gentle manner. I will never write on or lean on a device. I will never slam the device when closing it.
4) I will keep my work area clear of any food and drinks when using the devices.
5) I will leave my device in the CENTER of my desk at all times.
6) When learning in school, I will close the lid at least half-way when the teacher is talking so I can listen to directions.
7) I will only use the device assigned to me by a teacher.
8) I will inspect the device for problems before each use.
9) While in school, I will immediately let the teacher know if I notice anything different or damaged about my assigned device.
10) I will not print anything in the classroom without permission from the teacher.

Student Agreement on Personal Safety & Privacy

1) I will not share my assigned device with any other student.
2) I will not share my password with any other student.
3) I will not use my assigned device for personal use.
4) I will be a respectful Digital Citizen in all communication that I post online.

5) I will never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without parental permission.
6) I recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of myself and others.
7) I will never agree to meet in person someone I met online without permission from my parent/guardian. If I see a message, comment, image, or anything else online that makes me concerned for my personal safety, I will bring it to the attention of a trusted adult immediately.

Student Agreement on Device Safety

1) I will not download anything onto any device.
2) I will not open, delete, or change anyone else's files.
3) I will only press the necessary keys.
4) I will ask my teacher what to do about any "pop-ups" that appear on my screen.
5) I will IMMEDIATELY close the device and alert the teacher if anything inappropriate appears on my screen.
6) I will never save my work on a device. I will always save my work by using a flash drive, cloud storage, or emailing it to myself.

Limitation of Liability

The NYCDOE will not be responsible for damage or harm to persons, files, data, or hardware. Devices employ filtering and other safety and security mechanisms, but there is no guarantee as to their effectiveness. The NYCDOE will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

The QUMS Extracurricular Activities

We believe that QUMS Scholars should have opportunities to explore the arts, athletics, and other interests that promote healthy and responsible living. At Queens United Middle School, our day is organized to encourage young people to pursue their interests during and after the regular school day.

Some of our offerings this school year include the following:

- ★ Chess Club- See Mr. Morel
- ★ Lions Academy– See Ms. Francis
- ★ Lions Basketball Team– See Mr. Williams
- ★ Lions Cheer Squad– See Ms. Berta
- ★ Lions Soccer Club- See Mr. Ball
- ★ Lions Stars- See Ms. Hairston
- ★ Media Club- See Mr. Taylor
- ★ Photography Club- See Mr. Taylor
- ★ Restorative Circles- See Ms. Alexa
- ★ Robotics Club- See Mr. Irowa
- ★ SONYC– See Ms. Marissa or Ms. Berta
- ★ Specialized High School Exam (SHSAT) prep program– See Ms. Trotman
- ★ Student Council– See Ms. Hairston, Ms. Harrison-McKnight, or Ms. Pardo
- ★ Young Chefs' Cooking Club- See Ms. Parkinson & Ms. McKenzie

If you have an idea for a club, please reach out to Ms. Francis or Ms. Hairston.

The QUMS Locker Policy

- Remember that having a locker is a privilege and not a right. Lockers are assigned only if the student and parent/guardian agree to these rules. Violation of these rules will result in the loss of the privilege of having a locker.

- Students will provide their own combination locks. NO KEY LOCKS are to be used.

- The school assumes NO responsibility for loss or damage to personal or school items in an unlocked or locked locker.

- Queens United Middle School reserves the right to search lockers at any time.

- Valuables must NOT be kept in the lockers. Students should keep only items that are appropriate and necessary for school in the lockers (i.e. textbooks, school supplies, outerwear.)

- The storage of open food or drink in the locker is not allowed. However, students may store contained lunches. Food items are to be removed by the end of each school day.

- Students are solely responsible for the contents of their lockers and should not share their lockers with other students nor share locker combinations with other students.

- Lockers must be in the same condition at the end of the school year as they were in the beginning of the school year. Students are not to write on or vandalize lockers in any manner. Any locker decorations must be easily removable. Students guilty of such infractions will be held accountable to the fullest extent allowed by the New York City Public Schools' Chancellor's Regulations and Student Discipline Code.

- Lockers can be accessed:
  - Before 1st period starts.
  - Before and after the students' assigned lunch period.
  - At dismissal from school.

- Being tardy to class due to going to a locker is not acceptable. Students may only access their lockers at the assigned times and must do so as quickly as possible.
  - Repeated issues of lateness to class can cause loss of locker privileges.

- If students are having problems with lockers, they are to immediately go to the deans for help.

The QUMS Uniform Policy

- Success and focus starts with looking the part and placing emphasis on things that really matter. Research overwhelmingly confirms that uniforms help students to focus more on learning than on fashion.
- Our success at QUMS is a team effort and-- as with all great teams-- uniforms communicate our commitment to Team QUMS.
- Please be reminded that all students are expected to come to school dressed neatly in the authorized QUMS uniforms every day and must remain in uniform for the entire school day. The uniform policy is as follows:
    - Gray (6th grade), Orange (7th grade), or Navy (8th grade) QUMS top with our logo. QUMS gyms shirts, QUMS senior shirts, and other authorized QUMS tops are acceptable substitutes.
        - Uniform tops must be clearly visible and should not be covered up with sweatshirts, sweaters, jackets, or coats.
    - Khaki, Navy, or Black bottoms that are worn above the hips (i.e. no sagging). Skirts and shorts must be knee-length and not above the knee. Distressed/torn pants and tights are not acceptable. Pajamas are not allowed except on designated QUMS Spirit Week days.
    - Any style of sneakers or black/brown/navy shoes in which students can safely be active. Slides, slippers, sandals, Crocs, & flip-flops are not considered safe footwear for school activities and are not allowed.
    - Underwear (top & bottom), midsections, torsos, stomachs, backs, shoulders, thighs, and private areas, etc. must be completely covered at all times.
    - Our students are forming professional and career ready habits now, so students may not wear hoods, hats, sleep bonnets, du-rags, head ties/scarves to school. Please note that religious head coverings are always respected.
    - As per NYC DOE policy, students may not wear clothing that "constitute a health or safety hazard or which are disruptive to the education process." Logos on clothing should not contain profanity or refer to potentially offensive subject matter or inappropriate and/or illegal substances or activities.
- The QUMS uniform policy applies equally to all QUMS students. Any family in need of support with securing uniforms OR anyone with questions about our uniform policy should reach out to our parent coordinator or our secretary at (718) 723-3501. We thank you for being a part of Team QUMS!

Other Important QUMS Details

Metrocards

Students will receive the following types of Metrocards based on the distance of their home from the school. The Office of Pupil Transportation sets these criteria. If you live:

30 or more blocks from the school:	Full Fare Omni card
10 – 29 blocks from the school:	Half Fare Omni card
Less than 10 blocks from the school:	Not entitled to a Omni card

See Ms. Bedward in the Main Office if you have questions about Omni cards.

Yellow Bus Service

The Office of Pupil Transportation assigns students with IEP-mandated yellow school bus service a bus route. Also, students in 6th grade may qualify for yellow school bus service, based on the distance of their home from the school. The Office of Pupil Transportation sets these criteria. See Ms. Sicard in Room 322b if you have questions about yellow school bus service.

Working Papers

Students under eighteen years of age must obtain working papers to hold either a part-time or full-time job. A medical examination indicating the student is healthy to work, an original birth certificate or passport, an original Social Security card, and a Working Paper application signed by parent or guardian are necessary. All original documents will be returned to students. Students may only request applications for Working Papers from a guidance counselor during lunch time.

New York City DOE Website: www.schools.nyc.gov

Along with your NYCSAA Account, you can receive the latest information from the official website.

Frequently asked questions....

What do I do if I become sick or injured?

If you are in class, report any illness or injury to your teacher or the nearest adult. If you are not in class, you can report to Room 322B (Guidance/Social Worker Suite), Room 311 (Main Office), Room 264 (Medical Office) or any School Safety Agent (SSA).

What do I do if I've lost my Omni card during the day?

Inform your classroom teacher before or after class. If the Omni card is not found, see Ms. Bedward in the Main Office.

What do I do if I've lost something?

The "lost and found" is in the Main Office (Room 311). Notify your teacher and get a pass before checking for lost items. Then ask a Dean for help.

What do I do if I have a problem?

If you are concerned about something serious, request a pass from your teacher to see either a guidance counselor or social worker.

What do I do if I arrive late to school?
If you arrive after 8:15 a.m., you must sign in, get a late pass, and then report quickly to class. Excessive lateness or absences will interfere with your ability to succeed in your classes.

What do I do if I need extra help with school work?
The first step is to notify your teachers. They will set up extra help sessions with you, which you are expected to attend. You should also let your guidance counselor know of any problems that you are having related to school work.

What do I do if I have a problem with another student (i.e. bullying, conflict with friends, etc.)?
If you are having an issue with another student, please speak with a dean, guidance counselor, or social worker.

What do I do if I want to join a campus club or sports team?
Listen out for sign up dates and information regarding sports and clubs during daily announcements.

The QUMS Family Checklist

- ☐ Have you submitted a new Emergency Blue Card for this school year?
  A new Emergency Blue Card must be submitted every school year. The school must have an accurate record of the names of authorized parents/guardians, the current address, and all telephone numbers, including alternate contact numbers in case of emergency. Every student must have a current Emergency Blue Card on file. Any changes in contact information require that you notify the main office staff in Room 311 or by phone at (718) 723-3501 as soon as possible.

- ☐ Are your child's immunizations up to date?
  New York State law mandates that all students are up-to-date with immunizations to attend school. By State law, a student may be excluded from school if he/she does not have the proper immunizations. The family of any student missing immunization documentation will receive notification and instructions to follow.

- ☐ Have you submitted a current Family Income Survey (aka Lunch Form)?
  Whether or not a student eats meals provided by the school, it is essential that every family submitted a current Family Income Survey. These surveys have a significant impact on our school's budget.

- ☐ Have you joined the PTA?
  Thanks to the involvement of families like you, QUMS has implemented a lot of positive initiatives. However, we need your involvement to take our school to higher heights. The annual PTA dues are $10 per family. See Mr. Williams to learn more about how you can be the change you would like to see.

Queens United Middle School 289

Family & School Contract

Families– Please sign and return this page only.

Family statement: By remaining enrolled at Queens United Middle School 289, I am affirming that our family supports the vision, mission, and core values of Queens United. I agree to ensure that my child adheres to all school policies and expectations. **I understand that violation of these policies and expectations may hinder my child's progress toward achieving the positive impact of the Queens United vision, mission, and core values in my child's own life.** I also understand that violation of these policies and expectations will result in consequences aligned to the NYC Chancellor's Regulations and the NYCPS Citywide Behavioral Expectations.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____