WESTHAMPTON BEACH

HIGH SCHOOL

PARENT RESOURCE GUIDE

2011 - 2012

www.whbschools.org

Telephone (631) 288 – 3800
(7:00 A.M. – 4:00 P.M.)

High School Night Line (631) 288 – 3917

"Striving for Mastery: High Expectations for All"

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PART I - GENERAL INFORMATION

ACADEMIC INTERVENTION SERVICES: In accordance with the NYS Education guidelines for the provision of Academic Intervention Services (AIS) to students in need of support in order to achieve the state standards required for graduation, WHBHS will be providing academic support in all content areas. Parents are encouraged to consult with their child's regular classroom teacher(s) and other AIS staff whenever it is necessary. You will be provided with a report on your child's progress once per quarter. When your child's performance meets or exceeds the designated performance level on the next State examination, it will no longer be necessary for your child to be enrolled in this class. When this time comes, you will be notified of this fact in writing. We invite you to telephone your child's school counselor and/or teachers, if you have any questions.

ATTENDANCE: The Attendance Office is located next to the main office and may be reached at 288-3800, extensions 251 or 262. All students must have a written note signed by a parent/guardian when signing in late. Any student wishing to leave the school building may not do so unless he/she has permission from a parent or guardian and has been cleared through the Attendance Office. Students should bring a written note to the Attendance Office signed by the parent or guardian on the morning of the early dismissal. A parent/guardian telephone verification to the Attendance Office is also required prior to 8:00 A.M. on the date of the early dismissal. If the student is being picked up by a parent, we ask that the parent come to the Attendance Office to sign the student out. *Under no circumstances will any student be allowed to leave the building without signing out!* Students who fail to report to the Attendance Office before leaving will be subject to disciplinary action. Additional information concerning attendance should be directed to an Assistant Principal at the high school.

BELL SCHEDULE:

ARRIVAL	**7:25 A.M.**
PERIOD 1 (incl. homeroom)	**7:30 - 8:16**
PERIOD 2	**8:20 - 9:01**
PERIOD 3	**9:05 - 9:46**
PERIOD 4	**9:50 - 10:31**
PERIOD 5	**10:35 - 11:16**
PERIOD 6	**11:20 - 12:01**
PERIOD 7	**12:05 - 12:46**
PERIOD 8	**12:50 - 1:31**
PERIOD 9	**1:35 - 2:16**
EXTRA HELP (Monday-Thursday)	**2:19 - 3:05**

DELAYED OPENING: Occasionally there may be days during the winter when weather conditions may appear poor, but forecasts indicate the conditions will improve later in the morning. Therefore, if it seems appropriate and advisable, we may implement a delayed opening. The procedure is as follows:

- All before-school activities will be canceled.

- One-hour delayed opening time will be 8:30 a.m. Students who ride the bus should report to their usual bus stop one hour later than their normal bus pickup time. Dismissal will be at the regular time.

- Two-hour delayed opening time will be 9:30 a.m. Students who ride the bus should report to their usual bus stop two hours later than their normal bus pickup time. Dismissal will be at the regular time.

EMERGENCY CLOSING OF SCHOOL: Occasionally it becomes necessary and advisable to close school because of weather conditions or other emergency situations. Whenever this becomes necessary, every attempt will be made to have the closing announced. Log on to the District website at www.whbschools.org or tune in to radio stations WRIV-AM 1390, WRCN-FM 103.9, WBAZ-FM 101.7, WLVG-FM 96.1, WLNG-FM 92.1, WALK-FM 97.5, and Channel 12 News. These stations will carry closing announcements as part of their news broadcast from 6:30 AM to 8:00 AM. Listen to one of these stations. Please do not call the schools. The Board of Education reserves the right to revise the district calendar if additional emergency closings are required.

The District has an electronic system for telephone communication. This product is called ConnectED. With ConnectED we can now call parents to notify them that school is closed for inclement weather or for any other informative or emergency announcement. This system also allows us to call the parents of students that are absent from school on a daily basis. To insure that you receive notification, please keep your home telephone number up to date.

EXTRA HELP: Teachers will be available for extra help after school two days per week from 2:16 PM to 3:05 PM on an alternating day basis. The following departments will be providing extra help on Mondays and Wednesdays: Science, Language, English, Business, Art and Technology. The following departments will be providing extra help on Tuesdays and Thursdays: Social Studies, Math, Music and Physical Education. Students may request this help or be asked to stay for this help by individual teachers. Please call the Counseling Center or the individual teacher for this purpose. Student tutoring is available from National Honor Society students when appropriate. Parents may call the Counseling Center to find out more about this service.

INCOMPLETES: A student is allowed ten school days to make up work. If the work is in the process of being made up, or plans to do so have been arranged by the teacher and the student at the time marks are submitted for report cards, the student should receive an incomplete for his/her grade. If the student is back in the classroom and has not made a plan to make-up work, his/her current average should be recorded. In the case of a prolonged absence, please contact the Director of Guidance/Data Management, Dr. Robert Finn at extension 215.

MAKE-UP WORK: Making up work is a student's first priority upon his/her return. It is your child's responsibility to contact each teacher for assignments missed. Your child is required to complete the make-up work as soon as possible as directed by each teacher, but has no longer than ten school days. Failure to do so will result in a zero for any uncompleted work. Teachers will provide make-up work ONLY for those students with excused absences, tardiness and early departures (ATED's). Please refer to the Comprehensive Attendance Policy located in the Student Handbook.

NAVIANCE STUDENT ACCOUNTS: Check out Naviance on a regular basis for the latest scholarships available at: http:connection.naviance.com/whbhs. Naviance is the district's web based college search tool. Students are provided with a unique secure login to their own account. These accounts provide students an opportunity to search for colleges, apply for local scholarships, and keep apprised of events, college fairs, college visits, and more.

POWER SCHOOL PARENT PORTAL: Parents and students are encouraged to routinely check their grades and assignments on our web based student management system. Each parent/student is given a unique secure login to access this information. Please stop by or call the counseling center for your PIN. To access the Parent Portal, please go to http://powerschool.whbschools.org. Once there enter your username and PIN. A tutorial in how to access and utilize the Parent Portal can be found on our district website at: http://www.whbschools.org/powerschool.asp.

RECOMMENDED GUIDELINES FOR KEEPING A CHILD HOME FROM SCHOOL: In order to ensure the health and safety of all children, please do not send a sick child to school. If your child becomes ill during school, you will be notified to pick your child up. First, we phone a parent or legal guardian. In the event we are unable to contact you, we will follow the list of emergency numbers provided. We urge you to keep your list of emergency contacts up to date. Leave at least one number where you can be reached during school hours, and provide names and phone numbers of at least two additional individuals authorized to pick up your child in the event you cannot be reached. Your child will remain in the nurse's office until someone arrives.

Recommended Guidelines For Keeping A Child Home From School:

- Severe pain or discomfort
- A fever or has had fever during the previous 24 hours
- Episodes of vomiting and or diarrhea within a 24-hour period
- Heavy nasal discharge
- Sore throat or severe coughing
- Difficulty breathing
- Reddened eyes with discharge
- Skin rashes lasting more than one day
- Swollen joints
- Visibly enlarged lymph nodes
- Stiff neck
- Weeping or encrusted lesions

We would appreciate your notifying the school if a child is to be absent by 9:00 a.m. If symptoms appear to be, or are confirmed to be, a communicable disease, please notify the school nurse at once. A note from a licensed physician is required in order for the child who had a communicable disease to return to school.

Your child may come to school if he/she has:

- A minor cold
- Been symptom – free for a 24 hour period
- A physician's note indicating the child poses no risk to himself/herself or others

We respectfully urge you to follow this policy, as failure to do so will result in repeated illness of children and staff. Please help us maintain a healthy and safe environment for all. Additional information concerning these guidelines should be directed to the school nurse (ext.218).

REQUESTS FOR CLASS WORK DUE TO PROLONGED ABSENCES: When a student will be absent for a prolonged period, five or more days, class work can be requested through Secretary, Mrs. Gut at extension 208. At least one day lead time is needed to collect the materials from the teachers.

REPORT CARDS: Report cards are mailed home quarterly. Report card grades represent quarterly averages. The final grade appears on the transcript. Final exams are mandatory. If absent, a student will be able to take a local make up exam only if medical documentation is presented. Regents exams are scheduled by the NYS Education Department and can be retaken according to their schedule. Report card grades represent student performance. Parents are encouraged to contact school personnel with questions. A parent-teacher conference, early in the year, may support student success.

In many instances the teacher's comments indicate the need for further information. A teacher parent conference can be arranged through the individual teachers and the parent directly, or through the Counseling Center. It is recommended that the meeting take place through the Center as the counselor can provide a more comprehensive view of the student's progress.

SCHOLARSHIPS: The Counseling Center publicizes scholarship opportunities in its seasonal newsletter, *Highlights*. This is distributed each quarter via email and is also available on the district website. Parents and students, particularly seniors, are urged to ask their counselors about scholarships appearing in *Highlights*. The Counseling Center also has an ample supply of excellent reference books, pamphlets and brochures regarding scholarships and financial aid. Moreover, Westhampton Beach High School and local organizations provide additional scholarship opportunities to our graduating seniors. Both parents and students will receive a local scholarship packet to apply for community sponsored scholarships. Any school based or local school community scholarship applications will be handled by the main office. Please contact Ms. Overton (extension 215) with any questions.

SCHOOL RECORDS / FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA): Parents and individual students 18 years of age or older have the right to inspect and review any and all official records, files, and data directly related to the student's education. These records include: cumulative folders, standardized achievement test scores, attendance records, results of standardized intelligence, aptitude and psychological tests, interest inventories, health data, family background, teacher or counselor ratings, written observations, and verified reports of serious or recurrent behavior.

Parents and students are entitled to a hearing to challenge the content of such records. This is to insure that they are not inaccurate, misleading or otherwise in violation of the privacy or other rights of students, and to provide an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained therein. Any questions concerning the procedure to be followed in requesting such a hearing should be directed to the Superintendent.

Student records, and any material contained therein which are personally identifiable, are confidential and may not be released or made available to personnel other than parents or students without the written consent of such parents or employees and officials and certain state and federal officials who have a legitimate educational need for access to such records in the course of their employment.

The Westhampton Beach School District may disclose "directory information" about students such as names and addresses, but only after giving public notice of the information categories specified. Parents or eligible students are also given a reasonable time period to inform the district that such information should not be released without their consent.

The District may also disclose students' records without parental consent in certain situations, such as to other school officials who have "legitimate educational interests" and certain other state and federal officials. School records are subject to inspection by court order or pursuant to a law-issued subpoena, provided that parents and students are notified by the school district in advance of compliance with the court order or the subpoena.

SERVICE GRADUATION REQUIREMENT: The service graduation requirement states that during their four years at Westhampton Beach High School students in the Class of 2014 and classes thereafter must serve a minimum of 40 hours of community service/service learning. This requirement is broken down so that students serve a minimum of 10 hours per year.

Students are able to fulfill their hours through numerous activities. Some opportunities have been posted on our school website (www.whbschools.org) while others can, and should, be based on interest and current involvement. Students doing service through their clubs and outside organizations (Boy Scouts, Girl Scouts, Special Olympics, etc.) can count those hours toward the school requirement. The activity would need to be approved by the student's guidance counselor in order for the student to receive credit. A list of approved "Service Opportunities" is available in the guidance office, the main office and on the high school's web page.

Students will need their parent to sign their verification prior to performing the service. After completing the service, students will need to have a supervisor (where the service took place) and their parent sign the verification form. Students will then need to hand the verification form in to their guidance counselor for final approval.

SUMMER READING REQUIREMENT: Every summer all WHB HIGH SCHOOL students are expected to read at least **two** books. Both books must be chosen from the appropriate grade level and subject lists, which are available on the district website: www.whbschools.org. To access the high school home page, you must click on the High School picture. Be sure to choose from the Annotated Summer Reading List for your grade level. All students will be assessed on their chosen books when they return to school in September. This will count as a test grade for the first quarter in English and Social Studies.

WORKING PAPERS: Working papers are issued through the High School Counseling Center. Students attending Westhampton Beach schools may obtain and fill out an application and schedule an appointment with the school doctor for a physical examination. The forms should then be returned to the Counseling Center and the final papers will be issued. Students may have a physical examination by a private physician at their personal expense. Forms for physical examinations are available in the Counseling Center.

PART II - PARENT ORGANIZATIONS / ACTIVITIES

ADULT CONTINUING EDUCATION: The Westhampton Beach Adult Continuing Education Program begins the fall semester program on Monday, October 17, 2011, and concludes Monday, November 21, 2011. The spring semester begins on Monday, March 5, 2012, and concludes on Thursday, April 12, 2012. Each semester covers a five-week period with classes held one evening per week from 7:00 PM - 9:00 PM in the high school unless otherwise noted in the Continuing Education Brochure. Registration begins upon receipt of the semester brochure. For further information, please contact the Office of Continuing Education located in the Administration Building or call 288-3800, extension 311, to speak with Maria Pepey-Tracy, Director.

BOOSTER CLUB: The Booster Club is dedicated to supporting the athletic programs of the Westhampton Beach High School and Westhampton Beach Middle School. The Booster Club does not get involved with differences between parents, coaches or administrators. The Club supports all Hurricane athletics. The club has several fund-raising events throughout the school year such as:

1. A Fundraising Event which is held during the fall.
2. The sale of Spirit items at various events/functions such as Football games and Back-To-School Nights

BOOSTER CLUB CONTINUED: If you have an ideas or suggestions to support our athletic teams, please contact the Athletic Director, Ms. Kathleen Masterson at 288-3800, extensions 219/273. The Booster Club meets on the first Wednesday of each month at 7:15 P.M. in room 131 of the Westhampton Beach High School. New members are always welcome. For information, please contact Linda Ogeka via email at slipcoverlinda@hotmail.com or telephone (631) 369-0846 work / (631) 653-5763 / (631) 871-7047 cell.

PTO / ADVISORY: The primary objective of this school community organization is for parents to become more actively involved in their child's high school experience. This organization provides the opportunity for parents to "have a seat at the table" and stay informed about academic and social issues that directly impact their child. More information will be provided at our annual "Back to School Night" and meeting dates and times are listed in the district calendar. All are welcome! For further information please contact either building principal, Mr. Christopher Herr (288-3800) or the PTO President, Ms. Debra Winter-Vasso via email at whbpto@optonline.net or telephone (516) 250-0429.

SPECIAL EDUCATION PARENT-TEACHER ASSOCIATION: SEPTA was formed to bring together parents, teachers, and administrators who share mutual concerns for children with special educational needs ranging from the gifted and talented to youngsters with classified disabilities. SEPTA functions as a support network and as a source of information through its members and guest speakers. For further information, please contact the Director of Pupil Personnel Services, Ms. MaryAnn Ambrosini, at 288-3800, extensions 201/282.

PART III - LOCAL REFERRAL RESOURCES

Self-Help:

Alcoholics Anonymous Hotline.....669-1124
Al-Anon and Alateen..... 1-800-356-9996
Families Anonymous 516-221-0303

Counseling:

Alternatives Counseling Services:
Riverhead Office 369-1200
Southampton Office 283-4440
Family Counseling Services.....288-1954
Family Service League 924-3741
Long Island Council on Alcohol and Drug Dependence 369-4090
Maryhaven Teen Treatment.....727-0710
Mather Hospital Substance Abuse.....381-8200
Outreach Project.....286-0700
Phoenix House 329-0373
Seafield Center.....288-1122
South Oaks Hospital.....264-4000

Prevention Services:

HUGS, Inc. 288-9505
Suffolk County Prevention Resource Center.....608-5037

PART IV – SCHOOL CALENDAR

Click here for a printable copy.

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