

WESTHAMPTON BEACH HIGH SCHOOL

STUDENT HANDBOOK



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

TIME SCHEDULE:

Period 1	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	2:19- 3:05

EXTRA HELP: Teachers will be available for extra help after school two days per week from 2:19 PM to 3:05 PM on an alternating day basis. The following departments will be providing extra help on Mondays and Wednesdays: Science, English, Business, Language, 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. When appropriate, student tutoring is available from National Honor Society students. Parents may call the Counseling Center to find out more about this service.

STUDENT PARKING: Student parking is limited and is reserved for our seniors in good standing. To qualify for this Senior Privilege students must not have any Senior Privilege violations, possess a Class "D" license, and sign a Parking Agreement. Only students with "senior" licenses may legally drive to and from school. Westhampton Beach High School operates on a zero tolerance level regarding reckless driving. A student engaging in this action will have his/her parking tag revoked on the first offense. Finally, in addition to appropriate regular disciplinary actions, violations can result in suspension, revocation of parking privileges, and/or towing the vehicle at the owner's expense.

DRIVER EDUCATION: A course in driver education is offered during the fall and spring semesters as well as during the summer. The course is one semester in length (approx. 17 weeks) and consists of a classroom and car component, both of which meet each week. Since this offering is extremely popular among the student body, preference is given to the older students. Students who wish to take the course must possess a learner's permit and pay the required fee. Students who successfully complete the course will receive a MV285 Student Certificate of Completion and may qualify for a reduction in insurance premium.

DISCIPLINE: A Code of Student Conduct Rights and Responsibilities Booklet is mailed prior to the opening of school outlining district policy. A more detailed listing of student discipline guidelines is listed on the district website (www.whbschools.org) or, if you prefer, you may obtain a copy from the high school main office. Discipline procedures are carried out by the Principal, Assistant Principals and Administrators. Violations of the school discipline policy may result in any of the following: parent contact, lunch detention, after-school detention, Saturday detention, in-school detention (ISS), and out-of-school suspension (OSS). If there are any questions concerning rules of the school or individual infractions, Mr. Bookamer or Ms. Mongiello should be contacted. If parents have questions regarding cuts, they should contact the individual teachers involved or the appropriate administrator.

Last Name A - K:
Ms. Mongiello - Ext. 208

Last Name L - Z:
Mr. Bookamer - Ext. 294

HONOR CODE: The Westhampton Beach School District believes in reinforcing the values of academic honesty and integrity and encouraging students to make ethical decisions about their education. As we strive to develop life-long learners, it is also our responsibility to help build life-long positive reputations. Academic integrity is core value that will serve the student well, both in high school and beyond. Please see page 16 for the Westhampton Beach High School Honor Code.

SEARCH AND SEIZURE: The Board of Education, through policy, recognizes that pupils have no reasonable expectation of privacy rights in school lockers, desks, or other storage places. ***Lockers, desks, and other school storage places may be subject to inspection at any time by school officials. In addition, the interiors of student vehicles may be inspected whenever a school authority has reasonable cause to believe that illegal substances are present.***

VISITORS: All visitors must sign in at a desk at the front entrance upon entering the high school. They will receive and wear a visitor tag for easy identification by the faculty. Visitors are requested to park their vehicles in the designated parking areas. Student visitors are not allowed in the high school.

DANGEROUS WEAPONS IN SCHOOL: Please refer to the Board of Education Policy which is listed on the district website (www.whbschools.org) or, if you prefer, you may obtain a copy from the high school main office.

NON-EDUCATIONAL ELECTRONIC DEVICES:

Cell phones are a part of our lives. To ban cell phones would be impractical and unenforceable, therefore, our school has taken an, "out of sight, out of mind", policy. Students can bring cell phones into school, but must keep them turned off during school hours (arrival until 3:05 PM) and out of sight. If students are found using a cell phone or have a cell phone "out", it will be confiscated by a staff member and parents must pick it up. If you need to contact your child during the school day, please call the main office (288-3800) and we will make sure your child receives the message.

Electronic equipment that may not be brought into the school, including, but not limited to:

- iPods / MP3 players
- CD / DVD players
- Personal video game players (such as PSP)

If students are found with these items, or any other electronic equipment not permitted in school, they will be confiscated by a staff member and parents must pick them up. Failure to cooperate will result in further consequences.

STUDENT DRESS CODE: The responsibility to come to school dressed appropriately for district students rests with each student, his/her parents, the building administration, faculty and staff. Students and parents have the right to determine school dress providing the attire complies with requirements for health and safety, and does not interfere with the educational process. Furthermore, it is expected that dress reflect current community standards and deportment.

A student's dress, grooming and appearance, including hair style/color, jewelry, make-up, and nails, shall:

1. Be safe, appropriate and not disrupt or interfere with the education process.
2. Not include clothing or jewelry that conveys messages of nudity, lewdness, profanity, bias, violence and/or poses a physical danger.
3. Recognize that extremely brief garments such as tube tops, net tops, halter tops, spaghetti straps, plunging necklines (front and/or back) and see-through garments, short shorts/short skirts are not appropriate.
4. Ensure that underwear is completely covered with outer clothing.
5. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
6. Not include items that are vulgar, obscene, libelous, or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
7. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.
8. Not include gang-related clothing or paraphernalia.

Head coverings, with the exception of head coverings for religious and/or medical purposes, are forbidden in the classroom. Head coverings may be worn in school hallways.

The Board requires students to wear appropriate protective gear in certain classes (e.g. family & consumer science, technology, lab sciences, physical education).

In addition to the above guidelines, the school administration reserves the right to make determinations regarding appropriateness of attire on an individual basis.

Each Building Principal or his/her designee shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item, and if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline, up to and including in-school suspension for the day. Any student who repeatedly fails to comply with the dress code shall be subject for further discipline, up to and including out of school suspension.

Adopted: October 4, 1999

Revision adopted: November 15, 1999

Revision adopted: April 5, 2010

PART II - ACADEMICS

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 on pages 4-7.

PRINCIPAL'S HONOR ROLL AND HONOR ROLL: Principal's Honor Roll status is attained by achieving a **95%** cumulative average for all courses graded numerically with the exception of Physical Education. Honor Roll status is attained by achieving an **89.5%** average in all courses graded numerically with the exception of Physical Education. Grades of *incomplete* prevent inclusion on honor rolls. A Principal's Honor Roll list and an Honor Roll list are published quarterly after each report card period.

NATIONAL HONOR SOCIETY: Membership is an honor determined by the Honor Society committee and granted to second semester juniors or first semester seniors who meet four basic standards. The first standard is scholarship: a student must have at least a **92%** cumulative grade point average to qualify. Additional consideration for membership in Honor Society is faculty recognition of leadership, service, and character.

The student who is superior in leadership, according to the National Honor Society Handbook, demonstrates leadership in promoting school activities, exercises influence on peers in upholding school ideals, is able to delegate responsibilities, exemplifies positive attitudes, and successfully holds school offices or positions of responsibility.

The student who receives high marks in service tends to participate in an outside activity such as scouting, church groups, family duties and volunteer work. He/she is dependable, well-organized, and is willing to take on difficult or inconspicuous responsibilities. He/she cheerfully and enthusiastically renders any requested service to the school.

Guidelines for character suggest the exemplary student is truthful in acknowledging obedience to rules, demonstrates honesty in written and electronic work, and shows unwillingness to profit by the mistakes of others. He/she shows courtesy, concern and respect for others, upholds principles of morality and ethics, and takes criticism willingly, accepting recommendations graciously.

To be invited to join National Honor Society in May, a potential inductee would have the endorsement of the Honor Society committee for leadership, service, and character. Each candidate must submit an activity sheet demonstrating involvement in school or community activities. Any student who is not inducted as a junior will be re-evaluated in his/her senior year. If you have any questions regarding the National Honor Society, please contact Ms. Amy Demchak-Connell, the National Honor Society advisor, extension 286.

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 at least once per quarter. When your child's performance meets or exceeds the designated performance level on the next State examination, it will be no longer necessary for your child to be enrolled in this class. When this time comes, we shall notify you of this fact in writing. We invite you to telephone your child's school counselor and/or teacher if you have any questions.

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.

PART III - ATTENDANCE

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 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. That student should bring a written note to the Attendance Office signed by the parent or guardian on the morning of the early dismissal. 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 into the Attendance Office to sign the student out. **Under no circumstances will any student be allowed to leave without signing out!** Students who fail to report to the Attendance Office before leaving will be subjected to disciplinary action.

COMPREHENSIVE ATTENDANCE POLICY

Philosophy Statement

The Board of Education recognizes that regular school attendance is a major component of academic success. To maintain academic standards, encourage academic progress and ensure student participation in the school experience the Board of Education of Westhampton Beach in concert with section 104.1 of the Commissioner Regulations establishes this attendance policy for the district's schools. Through implementation of this policy the board expects to reduce unexcused absences, tardiness and early departure (referred to in this policy as "ATED's") encourage full attendance by all students, maintain adequate attendance records and develop effective intervention strategies to improve student attendance.

Notice

To be successful in this endeavor, it is imperative that all members of the school community are aware of this policy, its purpose, procedures and the consequences of non-compliance. To ensure that students, parents, teachers and administrators are notified of and understand this policy; the following procedures shall be implemented.

- The attendance policy will be included in student handbooks and will be reviewed with students at the start of the school year.
- Parents will receive a plain language summary of this policy by mail at the start of the school year. Parents will be asked to sign and return a statement indicating that they have read, understood and agree to comply with the policy.
- When a student is absent, tardy, or leaves early from class or school without excuse, designated staff member(s) will make an appropriate contact with the student's parent(s), remind them of the attendance policy, and review ATED intervention procedures with them.

- Parents will be encouraged to regularly review their children's attendance history and will be reminded that this information will be available electronically.
- **District and school publications will include periodic reminders of the components of this policy.**
- The district will provide a copy of the attendance policy and any amendments thereto to faculty and staff. New staff will receive a copy upon their employment.
- All faculty and staff will meet at the beginning of each school year to review the attendance policy to clarify individual roles in its implementation.
- The attendance policy will be posted on the District website.
- Copies of this policy will also be made available to any community member upon request.

Excused and Unexcused ATED's

Excused ATED's are defined as absences, tardiness, and early departures from class or school due to personal illness, illness or death in the family, impassable roads or weather, religious observance, quarantine, required court appearances, attendance at health clinics, pre-approved college visits, cooperative work programs, military obligations, school authorized situations (field trips, testing, music lessons, counseling, athletic events), or such other reasons as may be approved by the Board of Education.

All other ATEDs are considered *unexcused* ATED's.

All ATED's must be accounted for. It is the parent's responsibility to notify the school office the morning of the ATED and to provide a written excuse within 3 school days upon the student's return (except school authorized situations. See above). ATEDs for which a written excuse is not received shall be considered *unexcused*. All written excuses are subject to verification.

In a circumstance where it cannot be determined whether an ATED is excused or unexcused, the building principal has the authority to determine the proper ATED classification.

General Procedures/Data Collection

- At grade levels 6-12 attendance will be taken during each class period.
- At the elementary level (K-5) pupils attendance shall be recorded after the taking of attendance once per school day.
- At the conclusion of each class period (grade 6-12) or school day (K-5) all attendance information shall be compiled and provided to the designated staff member(s) responsible for attendance.
- The nature of an ATED shall be coded on the student's record.
- Student ATED data shall be available to and should be reviewed by designated school personnel in an expeditious manner.
- Where additional information is received that requires corrections to be made to a student's attendance records, such correction will be made immediately. Notice of such a change will be sent to appropriate school personnel subject to applicable confidentiality rules.
- Parents will be notified of student ATEDs in writing using school report cards, progress reports and/or attendance letters.
- Continuous monitoring will be conducted to identify students who are absent, tardy, or leave class or school early.

Attendance Incentives

The staff of each school in the district shall design and implement an age-appropriate system which acknowledges student's efforts to maintain or improve school attendance.

Disciplinary Consequences

Unexcused ATEDs will result in disciplinary sanctions that are age appropriate. Disciplinary sanctions will be building specific. These penalties shall be specified in the districts Code of Conduct. In addition, designated staff members will contact the student's parents and the student's counselor. Such staff member(s) shall remind parents of the state attendance regulations, district attendance policy, ramifications of excused and unexcused ATEDs and discuss appropriate interventions to improve attendance.

Attendance/Grade Policy

The Board of Education recognizes an important relationship between class attendance and student performance. Consequently, students are expected to attend all scheduled classes. Each marking period a student's

grade will be based on classroom participation as well as the student's performance on homework, tests, quizzes, papers, projects, etc. Unexcused ATED's for which no make-up is allowed will affect a student's class participation grade for the marking period.

Denial of Credit for Not Meeting Minimum Attendance Standard

Courses *taken for high school credit* at the high school or middle school in which a student fails to achieve 90 percent attendance shall be subject to the Denial of Credit for that course. The total number of excused and/or unexcused ATED's which shall result in denial of credit are as follows:

Full year course	19
Half year course	10
Lab science full year course	28
Physical Education	6 (semester course meeting on alternate days)

Tardiness and Early Departure Equate to Absence

If a student misses twenty (20) or more minutes of a class period they are considered absent. Three latenesses of less than twenty (20) minutes to class equal one absence.

Denial of Credit/Student Transcript

When a student is denied credit due to not meeting the minimum attendance standard his/her transcript will reflect the course in which credit was denied.

Preliminary Steps Prior to Denial of Credit (Student Interventions)

The Board of Education believes that the school district has a responsibility to assist students with personal, social, health and academic issues that may be impeding a student's regular attendance at school. Students with excused or unexcused ATED's shall be monitored carefully using attendance data that is collected on a periodic basis.

- Interventions by district personnel including teachers, counselors, administrators, and other professional support staff shall be utilized to help the student at stages during the school year. Each school shall select levels of excused and unexcused ATED's which shall be considered to be "red flags" for potential to D.C.A. Appropriate interventions consistent with each student's particular circumstances shall be developed by all concerned parties with provision for follow-up by parents and school personnel.
- Additional intervention may also include: Child Protective Service referral, PINS petition, team department meetings, grade level meetings, parent conference, etc.

Alternate Placements for DCA Students

Students who have been denied credit due to attendance may be assigned to an alternate educational placement where their attendance will be carefully monitored.

Make-Up Work

Teachers will provide make-up work ONLY for those students with excused ATEDs or in the event the student absence is due to personal reasons with pre-approved parental endorsement (not to exceed five days).

In Attendance Rule

Students attending approved alternate educational programs, on home instruction, whether due to illness or suspension, serving in-school suspension or out-of-school suspension, are considered to be "in attendance" and shall not be considered absent.

Other Regulations

- For each course when a student reaches the maximum number of ATEDs, the report card will show a DCA to indicate "Denied Credit-Attendance" for all subsequent reporting periods and exams, including mid-term and final exams.
- If student is eligible to take and RCT or Regents examination, pursuant to Commissioner's Regulations, the score will be noted on the student's permanent record.

- Summer School Eligibility Requirement: any student who fails to continue to attend classes on a regular basis will *not* be eligible to attend summer school. Summer school requires previous and continuous seat time.
- Students entering the school after the first day shall have their attendance requirement pro-rated using the 90 percent minimum requirement.
- The attendance records of a student making a schedule change in the same subject area will be forwarded to the new teacher.

Right to Appeal

Students and parents/guardians will have a right to appeal any course that has been denied credit due to attendance. The appeal process is an effort to achieve fairness and to ensure that all circumstances are taken into account.

- A student, who, due to a chronic or recurring medical problem or a family crisis, for whom home instruction is not available or practical, reaches the maximum days of course absence, has the right to file a written appeal for a hearing with the Appeals Committee Chairperson within 10 school days of the date of the loss of credit notice. The student and parent(s) or guardian(s) would appear at this meeting with appropriate, verifiable documentation to present to the committee. The committee would then rule on whether the student will continue as a regular student or be placed on a DCA audit. However, it should be noted that in accordance with the Commissioner's Regulations, no distinction can be made between excused and unexcused absences.
- Appeals will be considered **ONLY** if the student has continued to attend class and to do the required work.

Appeals Committee

The committee will be made up of four faculty members, one guidance counselor, one attendance staff member, and one administrator.

Policy Review

Each building level Principal will provide the Superintendent and the Board of Education with annual evaluation data and statistics on the implementation of this policy. The Board will review this data to determine the effectiveness and value of the policy for improving student attendance.

Cross-ref: 1741, Relations with "Home Schools"
 4321, Programs for Students with Disabilities
 4327, Homebound Instruction
 4710, Grading Systems
 5160, Student Absences and Excuses
 5161, Truancy and Tardiness

Ref: Education Law §§3202(1-a); 3205-3213; 3225
 8 NYCRR §175.6

Adoption date: July 1, 2002
 Revision adopted: June 21, 2010

PART IV – COUNSELING CENTER/SUPPORT PERSONNEL

COUNSELING CENTER SERVICES: Questions regarding report card grades, progress reports, scheduling, and counseling services should be addressed to the Counseling Center. The school counselors act as liaisons among teachers, parents and students. Concerns about student progress, behavior, or attitude should be reviewed with your child's counselor. In addition, counselors are actively involved in assisting students in post secondary planning; writing letters of recommendation; filing college, employment and scholarship applications; and providing information regarding financial aid. The Counseling Center will be open after school until 3:05 PM from Monday through Thursday. Please check with the counselor for his/her individual after school schedule. The telephone number for the Counseling Center is 288-3800, extension 215. The fax number is 288-4787.

COUNSELING CENTER STUDENT SUPPORT SERVICES: Counseling services are available for every student in the school. These services include educational planning, career information, study skills and/or concerns related to home, school, or social issues.

The Counseling Center houses resources for students and parents. These resources include information on occupations and careers, on colleges, and on technical training programs. Each counselor has access to related technologies that provide information on 4-year colleges, 2-year colleges, scholarships, financial aid, military opportunities (ASVAB testing), college entrance exams (SAT & SAT Subject Tests, ACT) and New York State graduation requirements. This important information is also published in a seasonal bulletin entitled, *Highlights*.

Students are encouraged to see their counselors before school, during lunch, and after school. If the counselor is not available, the student should fill out a request form and the counselor will arrange an appointment. Parents are invited to call the counselor to discuss student concerns, or to schedule a teacher conference.

DESCRIPTION OF COUNSELING CENTER PROGRAMS:

Academic Counseling: The Counseling Center assists students and their parents to acquire knowledge of the curricula choices available to students, to plan a program of study, to arrange and interpret academic testing, and to seek post-secondary academic opportunities.

Career Counseling: The Counseling Center provides resources that help students acquire knowledge about the world of work. These resources allow students to develop a plan of action about jobs, apprenticeships, and post-secondary educational opportunities.

Personal/Social Counseling: The Counseling Center assists students to develop an understanding of self, the rights and needs of others, how to resolve conflict and to define educational goals, reflecting their interests, abilities and aptitudes. Such counseling may be provided in groups in which generic issues of social development are addressed or through structured individual or small group multi-session counseling.

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 counseling center as the school counselor can provide a more comprehensive view of the student's progress.

NAVIANCE STUDENT ACCOUNTS: Check 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>.

SCHOLARSHIPS: The Counseling Center publicizes corporate, national and individual college scholarship opportunities in its seasonal newsletter, *Highlights*. This is distributed via email each quarter, and is also available on the counseling center 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. Any corporate, national and individual college scholarship applications will be handled by the counseling center. Please contact Ms. Overton (extension 215) with any questions.

Moreover, Westhampton Beach High School and local organizations provide additional scholarship opportunities to our graduating seniors. Both parents and students will receive a Community Scholarship Packet to apply for community sponsored scholarships. Any school based or local community scholarship applications will be handled by the guidance office. Please contact Ms. Overton (extension 215) with any questions.

For more information log on to the District website at: www.whbschools.org.

PSYCHOLOGICAL SERVICES: Questions dealing with erratic behavior patterns, changes in moods, family problems, or substance or alcohol abuse should be directed to the psychologist, social worker, or school counselor. They may provide counseling or refer parents and students to appropriate agencies. Confidentiality is strictly upheld.

Psychologist:

Ms. Elizabeth McLoughlin - Extensions 201/282

Social Workers:

Ms. Meghan Michalowski - Extension 281
Ms. Elisabeth Bischoff - Extension 215 or 288-1954
(Family Counseling Center)

CLASSROOM / COUNSELING CENTER SESSIONS: School counselors will conduct classroom informational sessions designed to foster the personal, social, academic and career development of all students. The program consists of a variety of activities carried on through specially organized lessons conducted by counselors working in collaboration with classroom teachers. Much of the career/occupational information is disseminated in this manner.

Individual Counseling: Individual counseling provides a confidential setting in which students will be able to examine and understand feelings, attitudes, concerns and behaviors. Counselors will encourage students to explore alternatives, make decisions, and evaluate results. When necessary, students will be able to engage in further decision-making, implementation and evaluation.

School Counselors meet with students to discuss incidental and normal developmental concerns and to assess a situation for possible recommendation for counseling. If, however, a counselor determines that a structured ongoing course of individual counseling is needed, the counselor will recommend counseling resources to the parents.

Group Counseling: Group counseling is used frequently with students experiencing commonly shared concerns and/or developmental difficulties in areas such as anger management, academic underachievement, school attendance, and interpersonal relationships with peers and adults. In such situations, emphasis is on problem solving and the development of positive attitudes and effective personal skills.

Counseling groups are also conducted for purposes of enhancing the personal growth of children who do not have serious difficulties. Children are assisted to develop skills in such areas as study skills, communication, and decision-making.

GRADE CLASSIFICATION: Assignments to grade level classifications are made on the basis of credits accumulated according to the following table:

Freshmen must have completed 8th grade
Sophomores must have five (5) credits
Juniors must have ten (10) credits
Seniors must have sixteen and 1/2 (16.5) credits

SCHEDULE CHANGES: The administration must approve all schedule changes. Since scheduling begins in February and requires considerable parent and student planning, schedule changes will be minimal. Only those students having irreconcilable conflicts or reasons will be considered for changes. These changes will only be made if the teacher, counselor, and administration feel it is best for the student. The schedule change can be either teacher or student initiated.

Schedule change requests are obtained from the counselor's office and the counselor must do the final schedule change. The student is to bring a Drop/Add form to the teacher involved. The Drop/Add form is then returned to the counselor by the student so that the final change can be made.

1. There must be a written recommendation from the teacher of the subject involved. The teacher must sign the Drop/Add form.
2. A phone call to the parent/guardian will be made by the counselor to initiate the change.
3. A schedule change form properly signed by the teacher, counselor, parent, and principal must be returned to the Counseling Center to make the final change. The counselor will handle this form. In no case is a student to change class until the director of guidance has approved the change.

EARLY HIGH SCHOOL GRADUATION: Some students are in the position of completing all of the requirements for graduation in less time than four years. Those students wishing to graduate early must meet with the high school principal during the semester prior to the one in which they would like to graduate. A complete credit check will be done and written parent permission will be required prior to granting permission for early graduation. Students who are able to graduate early will be allowed to attend senior activities as well as participate in graduation at the end of the second semester.

COLLEGE APPLICATION PROCEDURES AND GUIDELINES: Counseling Center college application procedures have evolved over many years. They insure that all college applications are processed in an orderly, fair manner. Personal responsibility is necessary to successfully complete college applications.

Please note the following:

1. All students must use their naviance accounts as part of the college application process.
2. Applications are processed in the Counseling Center on a "first come, first served" basis.
3. Each application will be accompanied by the purple "Request for Application Processing" (RAP) form with the front filled out completely. Applications without this form will be returned to the student.
4. Applications delivered to the Counseling Center for processing must have all parts completed, except for those parts completed by the counselor, the teacher(s), and the guidance secretary. All headings are to be completed by the student.
5. College application deadlines are the responsibility of the student. These are to be noted on the RAP form in order to highlight the importance of these dates. Please note that there are some colleges which have no deadline dates, but employ a continuous rolling admissions process. Completed application with RAP form should be submitted at least two weeks prior to deadline date.
6. College entrance test scores (e.g. SAT I, SAT II, ACT) are required by most colleges, students themselves must request that they be sent to the college directly from ETS or ACT.
7. Teacher Recommendations are requested by using Naviance after you receive a verbal agreement from the teacher. Do not ask teachers to write recommendations unless it will benefit your application.
8. Eligibility and guidelines for fee waivers for applications and entrance examinations is primarily determined by family annual income. For further information consult your guidance counselor.

COLLEGE ENTRANCE EXAMS: Most colleges require either the American College Test (ACT) or the Scholastic Aptitude Test (SAT) for admission. Students are encouraged to speak with their counselor to determine the appropriate exam to take. Entrance exams are usually taken at the end of the junior year. See your counselor for applications and information.

2011-2012 SAT AND SUBJECT TESTS

<u>TEST DATES</u>	<u>REGISTRATION DEADLINE</u>	
10/01/11 (@ WHBHS)	09/09/11	
11/05/11	10/07/11	
12/03/11	11/08/11	
01/28/12 (@ WHBHS)	12/30/11	
03/10/12*	02 /10/12	*SAT only
05/05/12(@ WHBHS)	04/06/12	
06/02/12 (@ WHBHS)	05/08/12	

PLEASE NOTE - Late registrants must pay a late handling fee.

2011-2012 ACT

<u>TEST DATES</u>	<u>REGISTRATION DEADLINE</u>
09/10/11	08/12/11
10/22/11 (@ WHBHS)	09/16/11
12/10/11	11/04/11
02/11/12	01/13/12
04/14/12	03/09/12
06/09/12 (@WHBHS)	05/04/12

ADVANCED PLACEMENT CLASSES: All students enrolled in an Advanced Placement class are required to participate in the AP Exam. Students who do not participate in the examination will not receive the AP designation on their transcript.

TRANSCRIPTS: There is no charge for each transcript requested. Students need to notify the Counseling Center by completing a transcript request form. Please allow **two weeks** to process transcripts, scholarships, college applications, recommendations, etc.

NCAA ACADEMIC ELIGIBILITY / GRADUATION GUIDELINES: Students who plan to practice and play NCAA Division I or Division II athletics must meet the requirements of NCAA Bylaw 14.3 commonly known as "Proposition 48." Generally, this requires graduation from high school, a specific earned grade point average, as well as required SAT scores in Verbal and Math, and the satisfactory completion of core course requirements. A complete listing of detailed information is available in the Counseling Center.

WITHDRAWAL FROM SCHOOL: Upon withdrawing from Westhampton Beach UFSD, a student must report to the Counseling Center Secretary to receive a withdrawal sheet. This sheet is taken to each teacher, who signs his/her initials when all fees, work and books have been accounted for. A grade is also written on the sheet for each course. Then a copy of the withdrawal sheet is given to the student to take to his new school with him. Under no circumstances will a teacher sign the slip or assign a grade if any of the following are not complete:

1. Fees paid (including library fines, laptop fines, etc.).
2. Books returned in satisfactory condition.
3. Laptop, charger and power cord, battery, hard drive and laptop sleeve returned.

WORKING PAPERS: If a student is under 18 years of age, he/she must obtain working papers in order to accept employment. The law has certain requirements concerning the type of work a student may do, the hours, and the conditions under which he/she may work. Applications and all necessary information may be obtained in the Counseling Center.

Good judgment must be exercised in seeking employment. A student's first responsibility should be his/her schoolwork. If a job deprives the student of his/her study time and participation in school activities, he/she will not be able to maintain a satisfactory school record.

PART V - HEALTH/ILLNESS: PROCEDURES AND REGULATIONS

NURSE: The Westhampton Beach High School has the services of a full-time certified school nurse who is in charge of contacting parents in the event of any health-related concern or emergency. The nurse is also available to answer any questions regarding immunization requirements. The school nurse is responsible for safekeeping and dispensing student medication at school. Please contact the nurse at extension 218 regarding all medical questions.

IMMUNIZATIONS: Questions pertaining to immunizations can be answered by the school nurse at extension 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.

PART VI – NETWORK, LAPTOP, AND INTERNET USE

COMPUTER, NETWORK AND INTERNET USE POLICY - Please refer to the Board of Education Policy which is listed on the district website (www.whbschools.org) or, if you prefer, you may obtain a copy from the high school main office.

LAPTOP AND INTERNET USE AGREEMENT TERMS AND CONDITIONS - Please refer to the terms and conditions that are listed on the district website (www.whbschools.org) or, if you prefer, you may obtain a copy from the high school main office.

PART VII - EXTRA-CURRICULAR ACTIVITIES

HARASSMENT, HAZING AND BULLYING POLICY- Please refer to the Board of Education Policy which is listed on the district website (www.whbschools.org) or, if you prefer, you may obtain a copy from the high school main office.

ELIGIBILITY POLICY FOR EXTRACURRICULAR ACTIVITIES- Please refer to the Board of Education Policy which is listed on the district website (www.whbschools.org) or, if you prefer, you may obtain a copy from the high school main office.

STUDENT CLUBS/ACTIVITIES: A "Club Pamphlet" for the 2011-2012 school year will be distributed to all students in September.

ATHLETICS (SPORTS ACTIVITIES, PHYSICAL EDUCATION): Physical Education is an important component of a well-rounded educational program. For those students interested, Westhampton Beach High School offers a wide range of Interscholastic Teams. The following is a list of Athletic teams and activities listed by season.

Fall:

Cheerleading Football Var.	Soccer Boys Var.
Cheerleading Football J.V.	Soccer Boys J.V.
Cross Country Boys Var.	Soccer Girls Var.
Cross Country Girls Var.	Soccer Girls J.V.
Football Var.	Tennis Girls Var.
Football J.V. 9	Tennis Girls J.V.
Football J.V.	Volleyball Boys Var. & J.V.
Golf Var.	Volleyball Girls Var. & J.V.
Golf Boys J.V.	Weight Training Intramural

Winter:

Basketball Boys Var.	Cheerleading Basketball Var.	Wrestling Var. & J.V.
Basketball Boys J.V.	Cheerleading Basketball J.V.	
Basketball Girls Var.	Weight Training Intramural	
Basketball Girls J.V.	Winter Track Boys Var.	
Bowling Var.	Winter Track Girls Var.	

Spring:

Baseball Var.	Track Boys Var.	Weight Training Intramural
Baseball J.V.	Track Girls Var.	
Softball Var.	Lacrosse Boys Var.	
Softball J.V.	Lacrosse Boys J.V.	
Tennis Boys Var.	Lacrosse Girls Var.	
Tennis Boys J.V.	Lacrosse Girls J.V.	

Approximately two weeks before each sport season begins, meetings are held by the respective coaches. These meetings are well publicized and students are expected to attend. At these meetings, consent forms and medical history forms are distributed. Within a few days of these meetings, a physical exam schedule is established by the school nurse. Students are given a due date specifying the last day when completed forms must be submitted to the nurse. Students whose forms are submitted on time will be given a free physical by the school physician, who is the final arbiter of athletic participation. Students whose forms are submitted after the due date, but before the start of tryouts, will have to arrange their own appointment with the school physician. Forms received after the start of tryouts will not be accepted.

Note: Only one sport physical will ordinarily be required annually. After the initial season of participation, the student will be recertified upon receipt of the parent's completion of a medical update form. In the event that an intervening illness or injury has occurred, a new physical exam will be required.

Note: After an injury or extended illness, the athlete must be recertified by two physicians. One physician must be the school physician. In the event of a disagreement between the family physician and the school physician, the opinion of the school physician shall prevail.

Questions pertaining to physical education, the Eligibility Policy, scheduling of sports activities, sports teams, and other issues relating to athletics should be directed to the **Director of Health/PE/Athletics, Ms. Kathleen Masterson, extensions 273 and 219.**

ATHLETIC PHYSICALS: All students participating in an interscholastic sport must have a physical exam by the school physician. However, students may elect to have the physical exam with their own physician. In this case, the physical exam would then need to be approved by the school physician.

STUDENT GOVERNMENT: There are several forms of student government at Westhampton Beach High School.
Student Government

The Student Government has teacher advisors. This group is selected by a panel made up of present Student Government members, the Student Government Advisors, teachers, and administrators. Student Government meets once a week in the High School Library.

Class Organizations

Each class has a teacher sponsor who helps organize elections of officers at the beginning of each year and serves as an adviser for activities throughout the year. Classes raise funds to defray costs of grade activities such as the yearbook, junior prom and senior ball. Each class elects a president, vice-president, secretary and treasurer. The classes participate and compete in "Spirit Week," which takes place before homecoming during football season.

PART VIII - BUSING

BUS TRANSPORTATION: All high school students residing at least two (2) miles from school are provided transportation via school bus. Please direct any questions about transportation to **Mr. Bookamer at extension 294.**

BUS ARRIVAL: 7:25 A.M.

BUS DEPARTURES:

Quogue, East Quogue, Westhampton and Westhampton Beach: 2:16 P.M./3:10 P.M./4:30 P.M./5:15 P.M.

East Moriches: 2:16 P.M./3:20 P.M.

Remsenburg/Speonk: 2:25 P.M./3:09 P.M./4:30 P.M./5:15 P.M.

Tuckahoe: 2:16 P.M./3:10 P.M./5:15 P.M.

The 2:16 P.M./2:25 P.M. and 3:09 P.M./3:10 P.M. /3:20 P.M. buses leave from the front of the building; late buses leave from the rear of the building.

All students not involved in post-school activities must leave the building promptly.

Students are **not** permitted in the building after school without a teacher/club advisor.

❖ **BLUE late bus passes** are required from teachers/club advisors for late buses after the 2:16 P.M. dismissal.

❖ Students must adhere to bus safety:

- cross ten (10) feet beyond front of bus
- never walk behind bus
- wait for driver's signal to cross
- look both ways, even after receiving driver's signals
- abide by all bus driver's instructions.

In order to obtain the location of bus stops and approximate time of pickups, parents should call the appropriate bus company listed below:

Buses available for areas of **Quogue, East Quogue, Westhampton, Westhampton Beach, East Moriches and Tuckahoe** (Montauk Bus Company – 874-5300).

Buses available for areas of **Remsenburg/Speonk** (Adelwerth's Bus Company - 325-0700).

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.

PART IX – STUDENT DISCIPLINE CODE

STUDENT DISCIPLINE CODE: Please refer to the district website (www.whbschools.org) under High School, select Discipline Code and Polices, select Student Discipline Code or, if you prefer, you may obtain a copy from the high school main office.

PART X – STUDENT TECHNOLOGY CODE

STUDENT TECHNOLOGY CODE: Please refer to the district website (www.whbschools.org) under High School, select Discipline Code and Polices, select Student Technology Code or, if you prefer, you may obtain a copy from the high school main office.

PART XI – SENIOR PRIVILEGES

Senior Privileges

Congratulations seniors! You are now the student leaders of the school. You are the role models for your peers and underclassmen. You will set the academic and social tone of the building. As a senior, you are given the opportunity to take advantage of certain privileges that only a senior is entitled to.

Privileges:

- Seniors can leave the high school campus during their scheduled lunch period
- Seniors can drive and park their cars on the high school campus
- Seniors can participate in Senior Day activities
- Seniors can participate in the Senior Ball

With these privileges come high expectations and responsibility. In order for seniors to maintain these privileges, they must be a "student in good standing". The term "good standing" has three specific components: Academic, Attendance, and Citizenship.

How can a senior lose their privileges?

1. Lunch:

- A senior fails any one (1) course in a quarter
- A senior DCA's any course (including study hall)
- A senior is suspended from school
- All seniors must show school ID in order to leave campus

If a senior loses lunch privileges and is caught leaving campus during lunch, the consequences range from PM detention to Saturday detention.

2. Parking:

- A senior fails any one (1) course in a quarter
- A senior DCA's any course (including study hall)
- A senior is suspended from school
- A senior is driving recklessly
- A senior takes an underclassman off campus during lunch

If a senior loses parking privileges and is caught parking their car in the lot, the consequences range from PM detention to Saturday detention. Additionally, the car will be towed at the expense of the owner/driver.

3. Senior Day:

- A senior DCA's any course (including study hall)
- A senior is late ten (10) times from a semester course and/or twenty (20) times from a full year course
- A senior is suspended from school

4. Senior Ball:

- A senior is suspended from school

Once a senior privilege is revoked, can it be restored?

1. Lunch: If you lost the lunch privilege because you failed a class, the lunch privilege will be restored the next quarter if you are passing all classes. If you DCA'd or have been suspended, you must meet with the Principal to discuss the possibility of restoration.
2. Parking: If you wish to restore the parking privilege, you must meet with the Principal to discuss the possibility of restoration.
3. Senior Day: Any senior that DCA's or exceeds the number of lates permitted **cannot** attend Senior Day. A senior that is suspended can discuss the possibility of restoring this privilege.
4. Senior Ball: You must meet with the Principal to discuss the possibility of restoration.

PART XII -SEXUAL HARASSMENT POLICY

SEXUAL HARASSMENT - Please refer to the Board of Education Policy which is listed on the district website (www.whbschools.org) or, if you prefer, you may obtain a copy from the high school main office.

PART XIII – HONOR CODE

Westhampton Beach High School Honor Code

The Westhampton Beach School District believes in reinforcing the values of academic honesty and integrity and encouraging students to make ethical decisions about their education. As we strive to develop life-long learners, it is also our responsibility to help build life-long positive reputations. Academic integrity is core value that will serve the student well, both in high school and beyond.

Plagiarism Violations of the Honor Code:

- Submitting the work of others such as tutors, parents, siblings, or friends as your own
- Submitting the wording and/or ideas from a source without giving credit by the use of citations
- Submitting material found on the Internet, including purchased papers, as your own
- Providing your work to others, whether you believe it will be copied or not

Cheating Violations of the Honor Code:

- Copying assignments that are turned in as original work
- Using any form of assistance, including a calculator, electronic device, handwritten notes, or the exchange of answers orally or with gestures during a testing situation
- Using a computer to translate foreign language text into English without the permission of the instructor
- Taking credit for group work when you have not contributed the required or appropriate share toward the final result
- Accessing a test or quiz to determine questions in advance
- Using summaries or commentaries such as Cliff Notes or Spark Notes in lieu of reading the assigned materials

Disciplinary and Academic Consequences for Violating the Honor Code:

(Note: Consequences are by career not by year)

First Offense

- Description of the Honor Code Violation placed in the student's file, which will remain there for the duration of the students' attendance at the school
- A grade of zero for the assignment, test, presentation, or paper
- Meeting with parents, student, guidance counselor, teacher, and assistant principal
- Summary of this meeting will also be placed in the student's file

Second Offense

- Description of the Honor Code Violation placed in the student's file, which will remain there for the duration of the student's attendance at the school
- A grade of zero for the assignment, test, presentation, or paper
- Meeting with parents, student, guidance counselor, teacher, and assistant principal
- Summary of this meeting will also be placed in the student's file
- Saturday Detention and/or Community Service
- Student must research high school and college honor codes (specific details to be determined by administration) and submit a written report

Third Offense

- Description of the Honor Code Violation placed in the student's file, which will remain there for the duration of the student's attendance at the school
- A grade of zero for the assignment, test, presentation, or paper
- Meeting with parents, student, guidance counselor, teacher, and assistant principal
- Summary of this meeting will also be placed in the student's file
- Student suspended from school

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