



2020-2021 WHSAT Family Handbook

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WHSAT Graduate Promise

Williamsburg HS for Art and Tech develops graduates that are bold and courageous; passionate and compassionate. They are savvy and purposeful.

They have developed skills, expanded their knowledge, and confidently engage with others to push boundaries and question assumptions.

With love and joy, they question the world as we know it. They are the commitment to inventing the new normal.



Logistics

School Hours

8:30am - 2pm

In Person Learning

Mondays: Remote Coaching and Office Hours

Tuesday/Thursday: 9th and 10th Graders

Wednesday/Friday: 11th and 12th Graders

Remote Learning

Monday - Friday: Live instruction and/or Remote Coaching

Bell Schedule

Period 1 | 8:30am - 9:15am

Period 2 | 9:15am - 10:45am

Period 3 | 10:45am - 11am

Period 4 | 11am - 11:30am

Period 5 | 11:30am - 12pm

Period 6 | 12pm - 1:30pm

Period 7 | 1:30pm - 2pm

Period 8 | 2pm - 2:30pm

Guidance Team

Amarilis Argueta
Ms.Argueta@whsat.org
ext. 2332

<https://calendly.com/ms-argueta>

Dimitajo Foster
Ms.Foster@whsat.org
ext. 2352

<https://calendly.com/ms-foster>

At WHSAT our mission is for students to achieve optimal personal growth, acquire positive social skills and values, set informed career goals and realize their full academic potential to become productive, contributing members of the world community.

Counselor supports include providing:

- Individual student academic planning and goal setting supported by scheduling and transcript audits
- Assistance navigating crisis and emergency situations
- Classroom lessons based on student success standards and college and career readiness
- Information of college admissions, the scholarship and financial aid application process and entrance into the job market.
- Short-term group or individual counseling and referrals for long-term support
- Collaboration with families/teachers/ administrators/community for student success
- Advocacy for students at individual education plan meetings and other student-focused meetings
- Data analysis to identify student issues, needs and challenges

Post Secondary Planning

Test Early Test Often

- We try to have students complete Regent requirements by the end of 10th grade.
- We view scores not as “who” you are, but “where” you are.
- Only the highest grade will be seen on their transcript, so we encourage our students to take important regent exams as many times as it takes for them to get a score that is considered ‘college ready.’

Early Exposure to Post Secondary Options

College and Career Exploration Course

Students in 10th and 11th grade take a college/career exploration course to explore the various post secondary paths available to them after high school.

College Prep Course

The WHSAT Guidance Team helps our 12 grade students through the college application process and/or helping them get started in a trade in this course. Students enrolled will have hands on help during a very important time in their high school career.

Internships

Family Engagement Team

Angela Rodriguez
Parent Coordinator
ms.rodriguez@whsat.org
(646) 481-4670

Stephanie Vega
Family Engagement Specialist
ms.vega@whsat.org
ext. 2275

Our goal as WHSAT's Family Engagement Team is to ensure that you and your family feel welcome and that your ideas and concerns are heard. Please feel free to follow our Parent Association on Facebook, sign up for class specific updates on Remind, and follow our school social media accounts to stay up to date.

We want you to be involved in your child's education; therefore, we will provide you with opportunities to participate in school functions throughout the year.

In order to maintain clear and frequent communication with you, please make sure you complete the digital Student Information form.

The Student Information form is available on our website and will be emailed out to parents. Accurate mailing addresses, emails, and phone numbers are very important and will be used to stay in contact with you. We send a large amount of communication via JupiterEd.

If there are any changes to your contact information during the year, please contact Ms. Rodriguez immediately.

We're looking forward to seeing you at one of our PA events!

Parent Communication

WHSAT's primary way to communicate with parents is via e-mail. It is therefore crucial that we have a working e-mail address for all parents/guardians.

Digital Student Information Packet

This year we've turned our yearly Student Information Packet into a digital form. We are asking parents to fill out this survey so that we can maintain accurate contact information.

JupiterGrades

This is the online WHSAT grade reporting system. Parent/guardian login information will be emailed out to all parents at the beginning of the school year and parents/guardians can log in to JupiterGrades at any time to check on their child's grades, missing assignments, and progress in each of their classes.

Remind

Ms. Rodriguez, Parent Coordinator, will be using the Remind app to communicate grade specific updates and reminders with our families. I am asking that at least one member of your family sign up for updates. The Remind app will send a push notification (if you download the app) or a text notification to your phone whenever an update gets sent out. You will also be able to sign up for email notifications on a desktop computer. Families signed up for Remind will be able to communicate directly with Ms. Rodriguez by text throughout the school year.

Grading Policy

What is Standard Based Grading?

Standards-based grading (SBG) is a system of education which focuses on student learning and grades based on demonstrated understanding of specific concepts. Instead of a simple letter, students receive grades in multiple different learning targets and can see which concepts they understood well and which they need to improve on.

Why Standard Based Grading?

As a community, we are committed to racial equity and we are committed to developing a school that best supports students of color. Our grading policy is an attempt to remove bias in judgement of students' work. Therefore grades are only given to content mastery.

Major Tenets of Standard-Based Grading

1. You have to try multiple times in order to get it right
2. Your teachers will provide multiple opportunities for you to demonstrate mastery over the course of the trimester within the class period
3. If this has not been provided to you can work with your teachers to schedule a "demonstration" opportunity
4. Your highest score for a learning target is the score that counts

Understanding Jupiter Grades

1. The "I can" statements in the gradebook are the key skills and strategies for each unit in the trimester
2. There are multiple assignments to help you progress in the skill
3. There may be assignments that assess multiple skills
4. Your teacher's responsibility is to make sure that you understand Jupiter Grades for your class

Content Mastery Distinctions

<i>Mastery Level</i>	<i>GPA Transcript Translation</i>
Exceeding	100
Meeting	93
Approaching	78
Developing	65
Not Meeting	55

ID & MetroCard Policy

ID Card Policy

Students must be in possession of their I.D. cards at all times, and may use them to receive school services on campus. I.D. cards are used to:

- * Receive or replace lost or stolen metro cards.
- * Lost or stolen I.D. cards may be replaced. Please contact Ms. Jeanette as soon as you realize your ID is missing/lost.*

ID Card Policy

Lost/Stolen MetroCard Policy

If your metro card is lost/stolen, you must contact Mr. Alcaide in the main office.

- * Put your name on Lost/Stolen metro card list
- * Ask for a metro card replacement form
- * It will take 3-5 days to issue a replacement card.

During the time it takes for a metro card to be replaced, the parent/guardian is responsible for providing transportation fare for their child.

Cell Phone Policy

WHSAT CELL PHONE POLICY

- Students are permitted to bring the following electronic items to school: 1) cell phones; 2) laptops, tablets, iPads and other similar computing devices (“computing devices”); and 3) portable music and entertainment systems (such as iPods, MP3 players, PSP and Nintendo DS)
- Cell phones and portable music and entertainment systems may not be turned on or used during the administration of any school quiz, test or examination.
- Computing devices may not be turned on or used during the administration of any school quiz, test or examination, except where such use has been explicitly authorized by the school or is contained in an Individualized Education Program or Section 504 Accommodation Plan.
- Cell phones, computing devices and portable music and entertainment systems may not be turned on or used during school fire drills or other emergency preparedness exercises.
- Cell phones, computing devices, and portable music and entertainment systems may not be used in locker rooms or bathrooms

Cell Phone Policy, Chancellor’s Regulation A-413, can be found on our school website: whsat.org

Lost/Stolen Devices

Students are responsible for securing their devices at all times. The school is not responsible for any devices that are lost/stolen.

Tips for Cell phone use while you are in school

You are in control of your device

Use your device in class, if you are given permission by the teacher.

If it must be on and it could bother others, use the silent ring mode and ask permission to leave the class to talk.

Avoid talking about personal problems in a public place.

FAQs

What do you do when you need help with a subject?

Attend your teacher's virtual office hours!

Where can I get my transcript?

Please reach out to your guidance counselor to request a transcript.

Who do I see when I am having an issue with another student or if I am having an issue with a teacher?

Please speak with your remote coach/cohort leader, your teacher, a member of the guidance team, and/or a trusted member of staff.

How can I speak with the principal, Ms. Tait?

You will have to set up an appointment through your remote coach/cohort leader.

When do I reach out to my guidance counselor?

For transcript, counseling, college material, graduation requirements, etc..

Where can I get my working papers?

Please reach out to Ms. Angela through email.

Where do I go to get a new metro card?

Please refer to the Metro card policy and speak with Mr.. Alcaide in the main office.

How do I get missed work from a class?

Please check the google classroom for that class and email with the teacher of the class you are missing work from.

FAQs

What do I do if I am late to class?

Blended learning students should go directly to their assigned classroom. Remote students should go directly to their class zoom and reach out to their teacher.

What do I do when I need to see the nurse?

Request a pass from your teacher to the main office to obtain a pass for the nurse. Students who would like to utilize nurse services must complete a medical form. Medical forms are available in the main office.

How can I change my address and/or my telephone number in the DOE system?

Please get in contact with Mr. Alcaide. To change your address you must provide Mr. Alcaide with a lease from where you live, or a gas or electric bill. No other bill correspondence will be accepted, i.e. cable or phone bill.

Who do I give my doctor's note to for missing school?

Please see Mr. Alcaide in the main office.

Who do I see for a copy of my attendance?

Please reach out to a member of the guidance team.

Who do I see for a proof of enrollment letter?

Please call Mr. Alcaide in the main office. These letters can be picked up on Tuesday and Thursday from 9am until 12pm.

What should I do if I have a problem with a class on my schedule?

Please speak with a member of the guidance team or assistant principal, Mr. Affield to discuss any problems you are encountering in your class.

What is WHSAT discipline code?

WSAT follows the standard DOE discipline code.

Important Contact Information

Main Number 718-599-1207

Guidance Department

Ms. Argueta ext. 2332
ms.argueta@whsat.org

Mrs. Foster ext. 2352
ms.foster@whsat.org

Director of Special Education

Ms. James email: ms.james@whsat.org

Main Office Staff

School Secretary

Mr. Alcaide. ext. 2212
mr.alacaide@whsat.org

Parent Coordinator

Ms. Rodriguez. (646) 481-4670
ms.rodriguez@whsat.org

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