



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

8am - 2:18pm

After-school Hours

2:30pm - 5pm

*Subject to change from specific clubs and sports time.

Bell Schedule

| | |
|-------|-------------------------|
| Pd 1 | 8 a.m. – 8:58 a.m. |
| Pd 2 | 8:58 a.m. – 9:56 a.m. |
| Pd 3 | 9:56 a.m. – 10:54 a.m. |
| Lunch | 10:54 a.m. – 11:24 a.m. |
| Pd 5 | 11:24 a.m. – 12:22 p.m. |
| Pd 6 | 12:22 p.m. – 1:20 p.m. |
| Pd 7 | 1:20 p.m. – 2:18 p.m. |

Recess/Lunch Policy

Student recess starts at 10:54-11:24 am daily. For the safety of our students, students are not allowed to go off campus for lunch.

Students have the option to spend this time in the cafeteria, Community spaces with permission, and the school courtyard.

Students who decide to leave the campus for lunch are subject to being picked up NYPD truancy officers and are not able to be supervised by school staff members.

Guidance Team

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

Dimitajo Foster
Guidance Counselor
Ms.Foster@whsat.org
ext. 2351

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

Visits to colleges

- * Every year WHSAT students have the opportunity to visit several colleges and universities with our school.

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

Community Service Opportunities

Family Engagement Team

Angela Rodriguez
Parent Coordinator
ms.rodriguez@whsat.org
ext. 2212

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 and return the Blue Emergency Card provided to your child with their Student Information Packet.

Our Student Information Packets are available on our website and will be given to your child during the first week of school. Accurate mailing address, email, 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.

Blue Emergency Cards

Emergency contact information must be maintained in each student's ATS file, and on an emergency home contact card, known as the blue card. The blue card must be completed as students enter school and must be updated each school year or more frequently, if needed. Blue cards are given out with the Student Information Packets in the beginning of the year and are available in the main office and online throughout the year.

Monthly Calendar emails

Every month our paper mailing gets e-mailed out to all WHSAT community members. These mailings include important information like our monthly calendar, upcoming dates and reminders, and various programs and opportunities for all WHSAT students.

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 |

SLCs + Squads

What are Squads and Squad Leaders?

In order to ensure that every student at our school has the support they need to stay on track academically and socially, we have created staff-led groups, or "squads", of students. While your child is in high school, their squad will be like their family or team, giving them support and helping them to stay successful. Your student's squad, as well as their squad leader, is designed to stay the same for their entire time here at WHSAT. We hope that with this shift, families can begin to communicate with each other, as well as your student's squad leader, in order to share resources, and improve success for all students.

What are Student Led Conferences?

There will be four times during the school year, where we are inviting parents to connect with one another, meet the squad leaders and the other families. Two times during the school year, the school invites students and their families to attend formal conferences during which students work with their families to develop a post-secondary plan. At WHSAT, Student-Led Conferences replace the traditional parent/teacher conference. SLCs are attended by the student, parent/guardian, and squad leader, or in the 9th grade, our PGC leaders. The squad leader facilitates the meeting, but the student is in charge. During the conference, students explain their progress toward and mastery of both academic (content/skill) and character (habits of work and learning) learning targets by examining Jupiter Grades.

ID & MetroCard Policy

ID Card Policy

I.D. cards for new students will be distributed in September. 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:

- * Swipe in for morning attendance.
- * Receive or replace lost or stolen metro cards.
- * Swipe in during their lunch period.

Lost or stolen I.D. cards may be replaced. Please speak with Ms.Jeanette in the main office 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 report to 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?

Speak to teacher of subject about extra credit and tutoring.

Where can I get my transcript?

Please meet with your guidance counselor in room 233 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 squad leader, your teacher, a member of the guidance team, 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 Squad Leader.

When do I go see my guidance counselor?

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

Where can I get my working papers?

Please see Ms. Angela in the main office.

Who do I give my completed lunch form/blue emergency card to?

Please turn your completed lunch form/blue card to Ms. Angela in the main office.

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 speak with the teacher of the class you are missing work from.

FAQs

Where do I go when I am late to school?

Please report to the main office to swipe your ID card and get a late pass.

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 speak with a member of the guidance team.

Who do I see for a proof of enrollment letter?

Please speak with Mr. Alcaide in the main office.

Who do I give the contents of my student information packet?

Please return all student information materials to Ms. Angela in the main office.

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 Numbers

Main Number 718-599-1207

Guidance Department

Ms. Argueta ext. 2332

Mrs. Foster ext. 2351

Director of Special Education

Ms. James ext. 2081

Main Office Staff

School Secretary

Mr. Alcaide. ext. 2214

Parent Coordinator

Ms. Rodriguez. ext. 2212

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Brooklyn, NY 11206

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