

Longwood High School

2020–2021 School Year

Freshman Transition Guide



*A transition guide for
incoming freshmen and their
parents / guardians*

**WELCOME
CLASS OF 2024!**

Welcome to LHS!

Message from Longwood High School Principal, Mr. Scott Schuster:



As the Principal, it is my pleasure to welcome you to Longwood High School. We are excited to have you join the High School *LION PRIDE* and look forward to getting to know you and assisting you in getting the most from your high school experience.

As members of the high school student community, you will have access to a rich diversity of activities in academics, the arts, and athletics. We encourage you to explore and get involved in any and all areas of interest. Your future success is our top priority and we are committed to supporting you in any way that we can. I appreciate your anticipated cooperation during these trying times.

I look forward to meeting each of you on campus and wish you the very best start to your career at Longwood High School.



Meet Your Assistant Principals.....



Mr. Scott Reese (Grade 9 - Teams A, D, G)

Room 1406 (631) 345-2915
Secretary - Ms. Lopez



Mrs. Barbara Merkle (A - Ga)

Room 2509 (631) 345-2920
Secretary - Ms. Knight



Mr. Jamal Walcott (Ge - Pa)

Room 2102 (631) 578-1531
Secretary – Ms. Ballato

TBD (Grade 9 – Teams B, C, E, F & ALP)

Room 1119 (631) 345-3770
Secretary – Ms. Shanahan



Mr. Michael Kapfer (PE – Z BOCES)

Room 1105 (631) 345-9205
Secretary – Ms. Chauvin



Ms. Melissa Conlon (Grade Reporting Office)

Room 2409 (631) 345-9207
Secretaries - Ms. Grumm, Ms. Lafond, Ms. Steinmassl

Where to Go & Who to See

Main Office

Secretary – Ms. Moran

(631) 345-9200

Secretary – Ms. Smith

(631) 345-9210



Principal's Secretary – Mrs. McCormack (631) 345-9201

Principal's Secretary – Ms. De Vincenzo (631) 345-9209

Contact the Main Office for general information and if you are not sure who to contact with a question or concern.

Health Office (Room 1600 – across from the Main Gym)

Secretary – Ms. Mullen

(631) 345-9250

Fax (631) 345-5265

Here at LHS we have a wonderful staff of nurses to address your health needs at the high school. Please make sure you have a pass in order to enter the office. Contact the nurses' office if you need to drop off medication for a student, pick up an ill student, to submit/obtain updated paperwork for physicals and participation in sports.

Ms. Laguerre, R.N., B.S.N.

Ms. McGloine, R.N., B.S.N.

Ms. Dickinson, R.N., B.S.N.

Attendance Office

(631) 345-9216

Fax (631) 345-9217

Secretaries – Ms. Wasilewicz, Ms. Ramsey, Ms. McDonnell

The attendance office is located adjacent to the Visitors' Center at the north end of the building. Please contact the office to report a student absence, pre-arrange a student pick up for an appointment or discuss other attendance issues.

Visitors' Center

Reception – Mrs. Smith

LHS is a closed campus and building throughout the school day. This means that students are not allowed to leave the building or campus without permission or while under staff supervision. All students who arrive after the beginning of the school day must enter the building through the Visitors' Center and sign in. Parent/guardians picking up a student must sign them out and show a valid photo ID at the Visitors' Center.

Where to Go & Who to See

School Counselors

Our Counseling Department is located on the second floor across from the Teachers' Center. There is Guidance South and Guidance North. Each counselor's name is listed outside of the door. Speak with your guidance counselor's secretary to make an appointment to discuss scheduling concerns, personal matters and post-secondary plans. All appointments are to be made during non-instructional periods whenever possible.

Counseling Center South (631) 345-9237

Ms. Kristin Garrett, Department Chairperson

BOCES, College and Career Counselor Secretary – Ms. Corrigan
Out of District Students

Grades 10 - 12

Ms. Susan Schoen	A - BUR	Secretary - Ms. Mongiori
Mr. Justin O'Malley	BUS - DILL	Secretary - Ms. Caronti
Ms. Jessica Hawkins	DIM - GRAN	Secretary - Ms. Di Iorio

Grade 9

Mr. Joel Gonzalez	Teams B & D	Secretary – Ms. DiIorio
Mr. Dave Del Franco	Teams A & C	Secretary – Ms. Caronti

Counseling Center North (631) 345-9227

Grades 10 - 12

Ms. Tracy Gerber	GRAO - KOT	Secretary – Ms. Drapkin
Ms. Megan Mancuso	KOW - MON	Secretary – Ms. Saladino
Ms. Laura Aliperti	MOO - REA	Secretary - Ms. Drapkin
Ms. Keisha Francois	REB - STON	Secretary – Ms. Prochnicki
Ms. Fran Montanino	STOO - Z	Secretary – Ms. Prochnicki

Grade 9

Mr. James Gordon	Teams E & F	Secretary - Ms. Saladino
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Athletic Office

(631) 345-9260

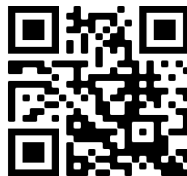


Ms. Alicia Smith

Director of Health, Physical Education & Athletics
Secretaries - Ms. Calabro, Ms. Lewis, Ms. Cea

Per the New York State Department of Health Guidance (NYSDOH), interscholastic sports are not permitted at the time of publication of this document. The New York State Public High School Athletics Association (NYSPHAA) has established a COVID-19 Task Force composed of NYSPHAA member superintendents, principals, and athletic directors; in addition to representatives from New York State Athletic Administrators Association and State Education Department. The Task Force will be able to provide further guidance once the governor gives permission for interscholastic athletics to resume.

As of 7/16/20 NYSPHAA has delayed the beginning of High School Fall sports until 9/21/20 (subject to change). Should interscholastic athletics not be allowed to compete in the Fall, NYSPHAA has proposed a condensed three season schedule between the months of January and June. Information can be found on the NYSPHAA website under the COVID-19 information tab.



(QR Code for nysphaa.org)

The Academies of Longwood High School

The Academies of Longwood High School is excited to offer our students and parents Naviance Student. This innovative, easy-to-use Web application will assist our students with goal setting, resume building, applications, PSAT/SAT scores and support and much more. Our goal at LHS is to connect our families with valuable resources and to provide an efficient way for students and parents to stay informed of internships, college visits, post-secondary opportunities, job shadowing and guest speakers. Additionally, letters were mailed home to ninth grade parents/guardians, with introductory information and registration codes to access the website in the fall. Incoming ninth graders will also participate in an orientation to Naviance Student during their Academy of Career Exploration (ACE) class and will be given registration codes in the fall.

<http://connection.naviance.com/longwoodhs>



Access the Counseling Center tab on the high school website for additional information.



With all of the new changes to the PSAT, SAT and ACT exams, Method Test Prep is a wonderful resource to help support our students in preparing for these exams successfully. Longwood is fortunate enough to be in partnership with Method Test Prep to provide our students access to their programs and tutoring services.

Student Access to Method Test Prep:

Set up your online test prep account here:

<https://app.methodtestprep.com/LongwoodHS/signup>

Use the referral code: tkn.13306953

Log in to your online test prep account here:

<https://app.methodtestprep.com/login>

IXL Program

All 9th grade students will experience the web-based IXL program during their Math and English classes during the 2020 -21 school year. IXL is a comprehensive learning program offering unlimited math and language arts practice across thousands of skills – all of which are aligned to New York State Standards. One of the best things about IXL is that your child can access it from home, so you have a chance to see your child's progress!



IXL QR CODE

Longwood High School Bell Schedule

At the high school, students will be split into two cohorts, “Green and Gold”. Green cohort will attend school on Monday and Tuesday by last name alpha “A- K” and Gold cohort will attend school on Thursday and Friday by last name alpha “L-Z”. On the days that students are not in school, they will receive substantial interactions with course work (remote learning).

Period	Start Time	End Time	Minutes
Teachers’ Day	7:00am	2:00pm	
Bus Arrival	<i>6:50 am</i>		
1	7:05am	7:48am	40 + 3
2	7:52am	8:32am	40
3	8:36am	9:16am	40
4	9:20am	10:00am	40
5	10:04am	10:44am	40
6	10:48am	11:28am	40
BOCES BUS DEPARTURE	<i>11:30 am</i>		
7	11:32am	12:12pm	40
EARLY BUS DEPARTURE	<i>12:20 pm</i>		
8	12:16pm	12:56pm	40
9	1:00pm	1:40pm	40
Dismissal Bus Departure	<i>1:45pm</i>		
ACTIVITY PERIOD	2:00pm	3:00pm	
ACTIVITY/BOCES BUS DEPARTURE	<i>3:10pm</i>		

Student and Parent Portal



Please use the Parent Portal to access your child's schedule, attendance, grades, current phone numbers and emergency contacts. Progress reports and report cards are accessible on the portal as well. If you are having difficulties accessing the Parent Portal due to lack of accurate login information, please contact

**Michele Jones at (631) 345-5434 or
michele.jones@longwoodcsd.org for assistance.**

The Parent Portal Help Guide is located under "Parents" on the district website.

A Few Policies to Mention...



Dress Code

LHS is a professional academic environment and students should select their attire appropriately. Students are encouraged to dress for success when in attendance. Students who are not dressed appropriately will be sent to their administrator. Please review the Student-Parent handbook for more information regarding dress code.

Virtual Dress Code see [District ethics policy](#)

Students must wear a cloth face covering at all times, with exceptions of mask breaks instructed by teacher. Face coverings will be required to protect against the spread of COVID-19 and must be worn when entering or exiting the building, traveling through the hallways, riding on buses, while in the restrooms, and while riding in elevators. The district will have an adequate supply of face coverings on hand if any student needs a replacement.

Electronic Devices

Electronic devices are to be used responsibly during the school day. At no time is it permissible to take pictures and/or video of other students or staff! Responsible device use may vary from one class/teacher to another. Students are expected to follow the expectations established by each classroom teacher and staff member. If electronic devices are being used irresponsibly, they will be requested by staff. Once surrendered, the device will be submitted to the student's administrator's office. Parent/guardian contact will be made to make arrangements for pick up. Refusal to surrender an electronic device may result in disciplinary action.

Major Electronic Device Issues:

Cyberbullying, Lost or Stolen, Negative Social Interactions, Drug/Alcohol Procurement, Cheating, Texting, Loss of Instructional Time, Lack of Awareness

A Few Policies to Mention...

Bus Transportation (631)-345-2775



The majority of our freshmen ride the bus daily to and from school. Students are expected to board and exit at their assigned bus stop. Any address changes or requests must be addressed with the Transportation Office. Administrative bus passes will not be administered during our split session models in order to follow proper scheduling in align with transportation and Covid-19 regulations.

Lunch Procedures



Students at LHS are assigned to one of three cafeterias where they can eat lunch. As we are responsible for the safety and welfare of all of our students, each student is expected to report to their assigned cafeteria. Students can either bring their own lunch or purchase lunch using their student ID card and lunch account. Please access the Food Service tab on the district website to apply for free or reduced lunch, make payment on a lunch account and to view menu information.

Reduced number of students will be scheduled in the cafeteria to meet the criteria to optimize Centers for Disease Control (CDC) social distancing regulation. Students are required to enter the cafe with their mask on, once seated at a desk student can remove their masks. If a student leaves the desk for any reason the student must put their mask back on. Cafeteria changes will not be made unless extenuating circumstances exist and require administrative approval.

Lockers

Due to Covid-19 restriction, lockers will only be available upon request to the Grade Reporting Office. Students should fill out a locker request form that can be found on the High School Website. Please note, that the school does not assume responsibility for items presumed stolen and/or missing from lockers, so please avoid bringing valuable items to school.

Extracurricular Overview

Clubs

Besides athletics, LHS offers a wide variety of clubs for students to be a part of. Each student will have the opportunity to participate in meeting new people and participate in an area of interest. Club information is updated in the daily announcements, periodically on High School website and posted on the television outside of the Main Office.

Club advisor will rotate club days to accommodate Green and Gold Cohorts live days, as well opportunities for students in distant learning environment the opportunity to participate.

Below is a sample of some of the clubs offered at LHS:

Art Club

B.U.T.Y

Choral Lions

Gay-Straight Alliance

Leo Club

Pawsitive (PBIS) Pride Club

Future Business Leaders of America

Robotics Club

Rotary Interact

Science Bowl

Yearbook

Outdoor Education Club

Cartooning Club

Military Discovery Club

Be a Part of the PRIDE!

BR3

BE...

★ **R**eady –
Plan for Success

★ **R**espectful -
Courtesy Counts

★ **R**esponsible –
Own Your Actions

Longwood High School School-Wide Behavior Expectations

BE PART OF THE PRIDE!

BR3



	Be READY	Be RESPECTFUL	Be RESPONSIBLE
	PLAN FOR SUCCESS	COURTESY COUNTS	OWN YOUR ACTIONS
<p>Classroom and Instructional Areas</p>	<ul style="list-style-type: none"> Arrive on time Bring required materials Dress in school appropriate attire 	<ul style="list-style-type: none"> Use polite and appropriate language Follow staff directions Maintain appropriate personal space 	<ul style="list-style-type: none"> Complete your own work Communicate honestly
<p>Hallways</p>	<ul style="list-style-type: none"> Walk directly to class Have a pass 	<ul style="list-style-type: none"> Maintain appropriate personal space Respond appropriately to staff requests 	<ul style="list-style-type: none"> Model appropriate behavior Show pass upon request Maintain a clean environment
<p>Bus</p>	<ul style="list-style-type: none"> Report to your bus on time Use bus passes properly 	<ul style="list-style-type: none"> Use polite and appropriate language Respond appropriately to driver requests 	<ul style="list-style-type: none"> Follow bus safety rules Maintain a clean environment
<p>Cafeteria</p>	<ul style="list-style-type: none"> Arrive on time to assigned cafeteria Have your student ID card Remain seated 	<ul style="list-style-type: none"> Keep conversations positive Stand in line in an orderly fashion Use polite and appropriate language 	<ul style="list-style-type: none"> Follow sign in/out procedures Pay using your own student account Dispose of trash in garbage cans
<p>Bathroom/ Locker Room</p>	<ul style="list-style-type: none"> Have a pass Sign in/out of log book correctly 	<ul style="list-style-type: none"> Be mindful of others' privacy Be considerate of others' belongings 	<ul style="list-style-type: none"> Maintain personal hygiene practices Use your own locker Maintain a clean environment
<p>Events</p>	<ul style="list-style-type: none"> Have your student ID card Obtain permission when needed Dress in school appropriate attire 	<ul style="list-style-type: none"> Use polite and appropriate language Follow food/drink policy Respond appropriately to staff requests 	<ul style="list-style-type: none"> Be a positive participant Follow appropriate codes of conduct
<p>After-School Activities</p>	<ul style="list-style-type: none"> Obtain permission for all activities Have completed passes for late buses 	<ul style="list-style-type: none"> Respond appropriately to staff requests Maintain appropriate personal space 	<ul style="list-style-type: none"> Report to supervised cafeteria when activity is not in session Know when and where your activity is located



PRACTICE DIGITAL CITIZENSHIP – ALL AREAS, ALL THE TIME

Important Dates

First Day of School – September 8th

End of 1st Quarter November 13th

End of 2nd Quarter January 29th

End of 3rd Quarter April 9th

End of 4th Quarter June 24th

Programing and Software Used at the High School:

- Google Classroom
- Good Sites
- PowerSchool
- Naviance
- College Board
- IXL
- Method Test Prep.