

## VOORHEESVILLE CENTRAL SCHOOL DISTRICT

Clayton A. Bouton High School  
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November 22, 2011

Dear Parents and Guardians:

Enclosed is your child's first quarter report card. Please review it with your child. If you have any questions or concerns, you may call the Guidance and Counseling Center to speak with your child's counselor. If needed, they can schedule a meeting with your child's teacher(s).

Since September, we have been an active place from extra curricular clubs, the Cabaret, the outstanding season had by so many of our fall sports teams and the many other areas that students are involved with the school. With every one of these events I am reminded how special our students are, not just in their successes, but in the way that they conduct themselves and how they handle the good and bad that comes with life in a high school. It's been a great start to the school year and I look forward to what's to come for the rest of the year.

### **Parent-Teacher Communication**

Communication between teachers and parents is an important part of our educational process. Teachers are available both by phone and email and you can find faculty contact information on our district's website. If you have a question regarding your child's grade or progress in a particular class please first talk to the teacher. If you do not resolve the issue satisfactorily, approach the Department Chair for that subject area; and finally, to seek further assistance, contact the Guidance Counselor or administration for assistance. Utilizing this protocol will keep all concerned and interested parties informed.

### **Parent Portal**

We will host two parent information meetings on December 6<sup>th</sup> and 7<sup>th</sup> at 6:00 p.m. in the Performing Arts Center to present and discuss the Parent Portal. The Parent Portal will allow parents and students to access grades online. We are requesting families with last names beginning with A-K to attend the December 6<sup>th</sup> meeting and families with last names beginning with L-Z attend on December 7<sup>th</sup>. If your schedule does not allow you do so, please attend the meeting that works for you. During the meeting you will receive a log-in and password that will allow you to electronically access your child's grades. I have requested teachers to update their grade books every two weeks. Access to this grade book will give parents and students up-to-date information for all classes. Since grades are confidential information and this system is new to us, we would like parents to receive their password and basic training on using the system in-person. You will need to check in when you arrive for the evening and you will need to provide identification so that we can authenticate each person's password. If you cannot attend either meeting, please contact Mr. Patrick Corrigan for help to get you started. We hope that as we move forward with this technology we can provide a better means of communication between school and home and provide students with more ownership of their work.

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### **Electronic Devices**

Following in an excerpt from our Student Guidelines:

“The use of electronic devices in a school setting is not an entitlement so students need to exercise control in how they use these devices. They may be used at appropriate times and in appropriate situations. Generally, electronic devices should not be used during class periods. However there may be times in which teachers authorize their use because of a benefit to the educational process. Students need to understand that this is entirely at the teacher’s discretion and when in doubt they should ask for permission before they use an electronic device.” (Section 5, part F p. 4)

While there are many benefits to the increasing technological advancements with smaller and more powerful personal mobile computing devices, those same advancements can pose problems for those students who do not fully understand the capabilities and responsibilities that come with those items. We currently allow students the opportunity to use electronic devices in common areas such as hallways, study halls and the Cafeteria; however, we discourage any use of such devices in classrooms without permission of the instructor. While students have traditionally worked well with these guidelines, I wanted to make a major point of clarification that I would appreciate all parents’ discuss with their student (s): Students do not have permission to take audio or visual recordings on school property. If they want to take a picture of a person, they need that person’s permission. This includes all staff members here at the school. Also, if the student plans on posting such images on a website, they will also need permission. Adhering to these guidelines, as well as common sense ideas about use of electronics in schools, will enable us to continue to allow students the ability to have access to personal mobile devices.

With regard to cell phones, please remind your child(ren) that cell phones are not to be used in the classroom. Your support by limiting the number of times you contact your child(ren) during the school day would be helpful.

### **Mid-Year Exam Schedule**

Enclosed is a copy of the January Mid-Year Regents examination schedule. Last year the New York State Education Department (NYSED) eliminated January Regents exams. We began planning this year to discontinue our traditional mid-term week; however, NYSED has received private funding to bring back those exams. We typically have 20-30 students who actually take those exams, so we have decided to continue with our original plan to eliminate mid-term week. By doing that we are increasing our instructional time by four days. We will accommodate any student wishing to take a Regents exam in the Library, so no student will be denied the opportunity to take an exam. Please contact your child’s guidance counselor if you have any questions about your child taking a Regents exam. We feel that since all students will be accommodated, this is a better use of time for both students and faculty.

### **Yearbook Reminder**

The 2011-2012 Torch yearbook is available at the price of \$50.00 through November 15, 2011. From November 16 through January 15, 2012, the yearbook price is \$65.00; and from January 16 through March 30, 2012, the price will be \$75.00. No orders will be accepted after March 30<sup>th</sup>. Please add 8% Sales tax to each book ordered. Yearbooks can be ordered on [balfour.com](http://balfour.com) (sales tax and a processing fee will be added). Questions may be directed to Mr. George Amann, our yearbook advisor, at [gamann@vcsdk12.org](mailto:gamann@vcsdk12.org).

### **Attendance**

With the onset of flu season coming and in the best interest of students and staff, we ask that if your child is sick or exhibiting flu like symptoms, please have them stay home until the symptoms subside. Students must be fever free (without medication) for 24 hours before coming to school. This will help us reduce the exposure and limit the number of new cases of the flu.

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To report a student's absence to the Attendance Office, please contact Mrs. Frederick at 765-3314 ext. 200 and provide her with the following information: the students' name and grade; the specific date(s) of absence, and the reason for the absence(s). In addition, please provide the Attendance Office with a written confirmation regarding the absence.

If your child is to be excused from school early, a note must be provided to the Attendance Office indicating the student's name and grade, and the date, time and reason the student is being excused early. It is important that students submit the note to the Attendance Office prior to the start of first period.

Following these procedures will ensure accurate maintenance of your student's attendance record.

### **Junior Prom**

The Junior Prom will be held on Friday, May 18, 2012 at Key Hall in Schenectady. Parent volunteers are needed to help plan the after-prom brunch. Please email Mrs. Young at [jyoung@voorheesville.org](mailto:jyoung@voorheesville.org) if you are interested. Remember to visit the following website to obtain important information regarding class activities/fundraisers and prom: <http://ves.neric.org/cabouton/socialstudies/Waters/juniorm12.htm>.

### **National Honor Society**

The Faculty Council for the C.A. Bouton High School Chapter of the National Honor Society has elected to move the annual induction ceremony to the Spring. This will allow us to induct students at the end of their Sophomore year. This year's induction ceremony will be held on April 26, 2012. The application process for induction will begin in March. If you have questions, please contact co-advisors Mrs. McHale or Mrs. Young. Please visit the Honor Society webpage at <http://ves.neric.org/cabouton/socialstudies/Waters/nhs%2010.14.11.htm>.

### **Upcoming Events**

December 1	MS/HS Early Dismissal 12:30 p.m.
December 2	MS Teen Night, 7-9:30 p.m., MS Gym
December 6	Parent Portal Mtg., 6:00 p.m., PAC (A-K)
December 7	Parent Portal Mtg., 6:00 p.m., PAC (L-Z)
December 7	Friends of Music Mtg, 7:00 p.m., Room 157
December 8	HS Concert, 7:00 p.m. PAC
December 10	Ski Club Trip to Killington
December 12	BOE Meeting, 7:30 p.m., HS LGI
December 14	Grade 6 Concert, 7:00 p.m., PAC
December 15	Grades 7 and 8 Concert, 7:00 p.m., PAC
December 23	2 <sup>nd</sup> Quarter Progress Reports
Dec. 26-30	December Recess

As our winter athletic schedules get underway, I hope to see you at some of our upcoming sporting events and school activities. Have a wonderful holiday.

Sincerely,

Imran Abbasi  
Principal

Enclosures