



# **Watertown High School**

**STUDENT HANDBOOK 2024-2025**

## ***Watertown City School District*** **Mission Statement**

Watertown City School District is committed to building a caring culture that fosters lifelong learners and responsible citizens.

**[www.watertowncsd.org](http://www.watertowncsd.org)**

**The Watertown City School District hereby advises students, parents, employees and the general public that it offers employment and educational opportunities, without regard to sex, race, color, national origin or handicap. Inquiries regarding this nondiscrimination policy may be directed to: School Business Manager, Coordinator of Title IX Section 504, 1351 Washington Street, P.O. Box 586, Watertown, New York 13601-0586 Phone number: 785-3714**

## Table of Contents

<b>GENERAL INFORMATION</b>	
Administration.....	2
School Hours.....	2
Marking Periods/ Progress Reports.....	3
Daily Announcements.....	4
Lockers.....	4
Emergency School Closing.....	4
Work Permits.....	5
Student ID/LUNCH Card.....	5
Health and Dental Services.....	6
<b>ACADEMIC INFORMATION</b>	
Admission / Withdrawal.....	6
Graduation Requirements.....	7
Honors Diploma.....	7
Promotion Procedure.....	8
Schedule Changes.....	8
Dropping a Course.....	9
Grade Reporting.....	9
Transcript / Student Records.....	9
National Honor Society.....	9
Honor Roll.....	10
Procedure for Transferring.....	10
Jefferson Vocational Technical Center.....	10
Scholarship Information.....	11
<b>ATTENDANCE INFORMATION</b>	
Attendance.....	19,20
<b>STUDENT MANAGEMENT PROCEDURES</b>	
Student Dress Code.....	11
Disciplinary Code.....	12
Assault/Fighting.....	13
Bomb Threats.....	13
Bus Referrals.....	13
Classroom Rules.....	13
Corridor Rules.....	14
Deliberate Destruction.....	14
Disruptive in ISR.....	14
Electronics.....	14, 15
Failure to Follow Caf. Rules... ..	15
Forgery.....	15
Gambling.....	15
Harassment/DASA.....	15, 16
Harassment/Threats.....	15, 16
Inappropriate Language.....	16
Insubordination.....	16
Missing School.....	16
Plagiarism.....	16
Possession Tobacco.....	16
Possession Illegal Substances.....	17
Theft.....	17
Throwing Objects.....	18
Unsafe Driving.....	18
Verbal Confrontation.....	18
Weapons.....	18
<b>POLICIES AND PROCEDURES</b>	
Emergency Procedures.....	4
Fire and Disaster Drills.....	5
Textbook.....	5
Pledge of Allegiance.....	20
Visitors / Guest Procedures.....	21
Student Parking.....	21
Bicycles.....	21
Computer Use.....	21
Extra-Curricular Activities.....	22
<b>STUDENT ACTIVITIES</b>	
Special Events.....	22
Class Officers / Student Council.....	22
Senior Activities.....	22
Athletic Teams.....	23
<b>MISCELLANEOUS</b>	
Summer School.....	20

## ADMINISTRATORS

**Mrs. Leslie E. Atkinson, Principal**  
**Ms. Ambur Misercola, Administrative Intern**  
**Mrs. Tonya Trudell, Assistant Principal**  
**Ms. Suzanne M. Wood, Assistant Principal**

### GENERAL INFORMATION

**OFFICE HOURS** 7:00 A.M. – 4:00 P.M.

### PHONE NUMBERS

WHS Directory	785-3800
Main Office:	785-3810
Guidance Office	785-3820
Attendance Office	785-3828
Nurse's Office	785-3830
Athletic Director	785-3833
Assistant Principal	785-3813
Asst. Principals' Secretary	785-3814
Assistant Principal	785-3815
Building Secretary	785-3811
Principal	785-3812

### SCHOOL HOURS

Period	Time
1	7:30 - 8:16
2	8:20 - 9:02
3	9:06 - 9:48
4	9:52 - 10:34
5	10:38 - 11:20
6	11:24 - 12:06
7	12:10 - 12:52
8	12:56 - 1:38
9	1:42 - 2:25

### VOCATIONAL SCHOOL

A.M. – (Periods 2-5) – Lunch Period (6<sup>th</sup>)  
P.M. – (Periods 6-9) – Lunch Period (6<sup>th</sup>)

*Dear Parents and Students:*

*Welcome to Watertown High School. This handbook contains helpful information that will assist you in learning more about the procedures and rules of our building. A great percentage of discipline problems can be solved if students follow the two most basic rules of school. Students need to be where they are supposed to be when they are supposed to be there and they need to follow directions from staff. By following these two important rules seventy-five percent of all discipline referrals will be eliminated.*

*Please do not hesitate to contact the main office, administrator or teaching staff if questions arise regarding procedural information. We look forward to a positive partnership and successful school year.*

*Sincerely,  
WHS Administration*

### MARKING PERIODS

The marking periods end on the following dates:

1 <sup>st</sup> Marking Period	November 8, 2024
2 <sup>nd</sup> Marking Period	January 24, 2025
3 <sup>rd</sup> Marking Period	April 11, 2025
4 <sup>th</sup> Marking Period	June 27, 2025

### MID-MARKING PERIOD PROGRESS REPORT

1 <sup>st</sup> Progress Report	October 4, 2024
2 <sup>nd</sup> Progress Report	December 6, 2024
3 <sup>rd</sup> Progress Report	March 7, 2025
4 <sup>th</sup> Progress Report	May 23, 2025

**WHS Building Calendar 2024-2025 – Please refer to the Watertown City School District website for our current calendar of activities!**

**[www.watertowncsd.org](http://www.watertowncsd.org)**

**DAILY ANNOUNCEMENTS**

Announcements will be read each morning over WWHS-TV Channel 35 during 1<sup>st</sup> period. Information to be included must be submitted by a staff member or club advisor by 2:30 p.m. the day before the announcement is to run.

**BUS SCHEDULES**

Students will be informed of bus schedules prior to the start of school each year. **Students are not to leave school property after arriving at school.**

**LOCKERS**

Each student is assigned an individual hall locker at the beginning of the school year. Lockers or combinations will not be shared with others and will be kept locked at all times. Lockers may not be written on or permanently decorated. Hall, gym and pool lockers are school property. School district administrators have the right to search all lockers at anytime if it is deemed necessary. At the end of the school year, the locker should be completely clean. Any locker problems should be reported to the main office. Canine searches may be held periodically throughout the year.

**THEFTS**

Students should report all suspected thefts to the assistant principals' office where a report will be filled out.

**LOST AND FOUND**

Students who lose items should check to see if they have been turned in at the main office. Articles found should be taken to the office.

**EMERGENCY SCHOOL CLOSINGS**

In the event of a school closing or a delayed opening, information will be communicated to all students, parents and staff via **ParentSquare** and over the following radio and television stations:

WATN – AM (1240)	WTNY – AM (790)	WWNY – TV 7
WTOJ – FM (103.1)	WFRY – FM (97.5)	WWTI – TV 50
WWLF – FM (106.7)	WUZZ – AM (1410)	WCIZ-FM (93.5)
WBDR – AM (102.7)	WLKC – FM (100)	

The decision to close or delay school openings will be made, if possible, prior to 6:30 a.m.

**EMERGENCY PROCEDURES/REGULATIONS**

All persons in the building are required to comply with established emergency procedures when activated. Tampering with emergency equipment (fire alarms, extinguishers, etc.) or use of smoke bombs, fire crackers and other explosive devices is strictly forbidden. Failure to comply with this policy will result in suspension and/or legal action. Bomb threats will be prosecuted to the fullest extent of the law.

### **FIRE, LOCKDOWN, AND DISASTER DRILLS**

Fire and disaster drills will be conducted throughout the school year. Directions for fire and disaster drills are posted in each room and are to be followed without exception.

### **WORK PERMITS**

Students who are required to have work permits may obtain them from the WHS main office. Forms can be picked up between 7:30 and 3:00 p.m. Requirements are as follows: Picture ID/Birth Certificate, Complete Physical within the last 12 months, and a parent signature on the form.

### **CAFETERIA AND FOOD CONSUMPTION**

During all lunch periods, the cafeteria will serve hot food, beverage, fruit and desserts. All food, including sack lunches, should be eaten in the cafeteria unless otherwise arranged in advance. It is expected that all students will help keep tables clear by disposing of wrappers and containers and that students will be considerate of others using this area. Students will be responsible for the cost of broken or damaged cafeteria items.

All students are to report to the cafeteria during their scheduled lunch period and to remain there until the end of the period. Students can enjoy the lunch privileges by complying with the following procedures:

1. Follow directions of faculty and cafeteria supervisors.
2. Be in the cafeteria on time.
3. Talk in normal tones only.
4. Place all trash in proper trash receptacles and return all trays.
5. Do not throw food or other objects.
6. During the cafeteria period do not leave the cafeteria without permission of the cafeteria supervisor.
7. Dismissal from the cafeteria will be as directed by the cafeteria supervisor at the end of the period.

Open juice cans or bottles are not permitted in the hallways during the school day. Students are not to take open juice cans or water bottles from the cafeterias. Glass bottles are not permitted in school for safety reasons.

If a student is not scheduled for a lunch period, his classroom teacher may allow him to bring juice/food to that classroom. Otherwise, all food and drink are to be consumed in the cafeterias.

A school breakfast program will be available each day before school. This program offers breakfast food from 7:15 a.m. – 7:25 a.m. in Cafeteria B. Students must be in homerooms by 7:30 a.m. and may not consume food outside of Cafeteria B unless otherwise directed.

### **TEXTBOOKS**

Books are provided free of charge. Students are expected to treat textbooks and other materials properly and to pay for or replace them if lost or damaged.

### **STUDENT I.D. / LUNCH CARD**

Student I.D. cards are issued during first few days of school in September. The I.D. card also serves as a lunch card. This card is to be carried at all times and presented to staff upon request. Students who lose their cards may get a replacement for \$2.00.

### **HEALTH SERVICES**

In the *nurse's office*, a registered nurse provides first aid, health assessments, hearing and vision screenings, arranges for school and sports physical exams and handles emergency situations. The *school-based health center*, which is operated by the North Country Family Health Center, is adjacent to the nurse's office. A nurse practitioner and certified social worker, both specialists in adolescent health, provide comprehensive physical exams, treatment of illnesses and injuries, needed prescriptions and counseling for personal and school problems. This service is available to all students who are enrolled in the program. While there is no out-of-pocket charge, private insurance companies and Medicaid will be billed. Enrollment forms are available in the school nurse's office or by calling the health center at 785-3703.

If a student becomes ill at school, he/she should report to the WHS nurse's office after receiving permission from their teacher. Students leaving school as a result of illness must be released through the nurse's office. After making an initial assessment, the nurse will contact the parent or guardian if the illness or injury needs treatment. The parent will then decide if the student should be treated by the nurse practitioner at the health center or another health provider. Any student needing medication during school hours must bring in a written note from their parent and prescribing health care provider, giving the time, dose and reason for medication to be administered. Medication must be in its original container. Permission slips and medications are to be kept in the nurse's office.

As it is important to keep an updated record of every student's health, the school nurse requests that parents notify her of any illness, injuries, hospital visits, medication, etc.

The school nurse is available to answer any questions or concerns and may be contacted at 785-3830 or 785-3831.

In case of an extended illness, assignments may be collected, by making a request through the Guidance Office at 785-3820. Any additional arrangements that need to be made for long illnesses should be directed to the school nurse and guidance counselors.

### **LIBRARY**

Students wishing to use the library during a study hall must obtain a pre-signed pass from a member of the library staff. This pass must then be presented to the study hall teacher before leaving the study hall to go to the library. ID's are required.

### **ADMISSION AND WITHDRAWAL**

Students eligible to attend WHS are those whose parents or guardians are residents of the Watertown City School District. Students who transfer into the Watertown City School District from another district must be residing with a parent or guardian. Exceptions to this and any other arrangements for school attendance and tuition information must be made through the office of the Superintendent of Schools. Students new to the school must be enrolled through our Central Registrar. Students who are withdrawing from school for any reason must complete the withdrawal procedure. This should be initiated by the family through the Guidance Office.

## GRADUATION REQUIREMENTS

### A. Credit Requirements for All Students

1. Earn 22 or more credits
2. Pass 4 credits of English (9th-12th)
3. Pass 4 credits of Social Studies
4. Pass 3 credits of Mathematics
5. Pass 3 credits of Science
6. Pass one credit of Language other than English
7. Pass Health Education (1/2 credit)
8. Pass one credit of Art, Music, Technology or equivalent.
9. Pass 4 years of PE (1/2 credit each year for a total of 2 credits)
10. Pass 3.5 credits of electives

### B. Testing Requirements

NY State requires all students to take the following Regents exams:

- Algebra Regents
- Science Regents
- Global History & Geography Regents
- US History Regents
- English Language Arts Regents

\*Certain exceptions do apply to students who transfer from out-of-state.

### C. Diploma Options

#### Local Diploma – (for students with an IEP)

1. Low Pass Option-can score between a 55-64 on any or all of the 5 required Regents exams
  2. Appeal Option – can appeal 2 Regents exams with scores between 52-54
  3. Compensatory Option – can compensate for a Science or Social Studies Regents exam score between 45-64 with another Regents exam score over 65
- Local Diploma – (for students without an IEP)
1. Appeal Option – can appeal 2 Regents exams with scores between 60-64

#### Regents Diploma – (for all students)

1. Score a 65 or higher on the 5 required Regents exams
2. Appeal Option – can appeal 1 Regents exam score between 60-64
3. A student can replace one failing Social Studies Regents score with a CDOS Pathway

#### Advanced Regents Diploma – (for all students)

1. Score a 65 or higher on the 5 required Regents exams, PLUS

2. Score a 65 or higher on Geometry Regents, Algebra II Regents, second Science Regents &
3. Pass 3 credits and a local exam in a language other than English (LOTE) or 1 of one of the Pathway Options (STEM, Humanities, Biliteracy (LOTE), Career & Tech ED (CTE), Arts or the CDOS Pathway)

#### **HONORS DIPLOMA**

The words "With Honors Diploma" may be added to the Regents endorsement of a Regents or Advanced Regents Diploma if a student has earned an average of at least 90% in the Regents examinations required for the respective diploma.

#### **MASTERY IN MATH and / or SCIENCE**

The Mastery in Math designation may be added to an Advanced Regents Diploma if a student scores an 85 or higher on the 3 math Regents exams (Algebra, Geometry & Algebra II).

The Mastery in Science designation may be added to an Advanced Regents Diploma if a student scores an 85 or higher on any 3 science Regents exams (Living Environment, Earth Science, Chemistry or Physics).

All students must have met graduation course and testing requirements in order to be allowed to participate in the graduation ceremony. Graduation ceremonies are held in both June and August.

#### **WHS PROMOTION PROCEDURE**

4.5 or more credits = Sophomore

(2 of these 4.5 credits must be from English, social studies, science, or math)

9 or more credits = Junior

15 or more credits = Senior

#### **SCHOOL COUNSELING DEPARTMENT**

The School Counseling Department is located next to the main office. There are five School Counselors who work with students concerning scheduling, graduation requirements, college and career decisions and personal matters. Students who need to see their counselor during the school year should schedule an appointment during a study hall or lunch. The counselors for the 2024-2025 school year and their assignments are as follows:

Ms. Rachel Vincent A – C

Ms. McKenzie Martin D-Ha

Mrs. Annalise Parsons He - Ma

Mr. Matthew Elliott Mc - R

Mrs. Julie Houghmaster S - Z

In addition, there is a home-school coordinator, Mrs. Lanphear; a school psychologist, Ms. Wekar; and a student assistance counselor, Mrs. Conners.



During the course of the year, WHS works closely with the military. If you do not want your son's or daughter's name and address released to the military, please contact the School Counseling office in writing.

#### **SCHEDULE CHANGES**

Every effort is made to schedule students in the spring for the following year. If changes *do* have to be made, they are done according to the following guidelines. Schedules may be adjusted if any of the following conditions exist:

1. Incomplete schedule.
2. Duplication of courses.
3. Seniors who lack a required course for graduation.
4. Lack of pre-requisite or approval for a scheduled course.
5. Completion of the course. (This may have happened through summer school attendance).
6. Re-enrollment in a course in which the student received a failing grade or no credit.
7. Students are expected to take a minimum of 5 credits plus Physical Education each semester. Schedule changes, which result in a reduction below this number must have parental and administrative approval.

Schedules will **not** be adjusted for the following conditions:

1. Preference for a different teacher.
2. Preference for a different period or semester.
3. Preference for a different lunch period.
4. Preference to be with friends in classes.

#### **DROPPING A COURSE**

Students will not be allowed to drop a course without consulting with their school counselor. Parental or legal guardian's consent is required. If the parent and the student insist on dropping a course, they will be counseled on the ramifications of such action. When a course is dropped after a grade is issued, a withdraw pass, or withdraw fail designation will appear on both the report card and the transcript.

#### **GRADE REPORTING**

Report cards are issued four times during the school year. Progress reports are issued four times during the school year, halfway through each marking period. Students who receive an incomplete on their report card must make up their work by midpoint of the next marking period, except for physical education. If the work is not made up for that marking period, the grade will then be computed on the basis of work which was to have been completed.

Students enrolled in JCC courses taken on campus will be assigned a letter grade. WHS will convert the letter grade to a numerical grade for transcript purposes. EDGE courses will receive a numeric grade. Students are not required to re-take courses for which they receive no credit unless that specific course is a requirement for graduation.

#### **TRANSCRIPTS**

Transcripts showing courses taken and credit awarded may be obtained from the School Counseling Office. WHS releases student records to other educational facilities (school-to-school) without parent/guardian written consent based on the Federal Register, Volume 41, #118, §99.31, June 17, 1976 states: "Prior consent for disclosure not required...if the disclosure is ...to officials of another school or

school system in which the student seeks or intends to enroll." If you **do not** want records released, please notify our School Counseling Office at 785-3820.

#### **STUDENT RECORDS**

Students may consult with an administrator or counselor at any time concerning the contents of their school records.

#### **NATIONAL HONOR SOCIETY**

Watertown High School is a member of the National Honor Society of Secondary Schools. Its local chapter is known as the Gary M. Jones Chapter. The objective of this chapter is to create enthusiasm for scholarship, service, leadership and to encourage development of character in all students at Watertown High School. To be eligible for membership, candidates will be judged by a faculty committee in the areas of scholarship, service, leadership and character. Membership will be based on a semester average of 90% or higher calculated at the end of five semesters. In order for a transfer student to be eligible for election, the candidate must be in attendance at WHS for a period equivalent to one full semester.

#### **HONOR ROLL**

Being named to the Honor Roll should be a goal of all students. Four times each year, Honor Roll will be designated on the student's report card. Students are not eligible for either the A or B Honor Roll if they have a failing grade or an incomplete (INC) in any course. A student will be named to the A Honor Roll if their average is 90% or higher. Students are named to the B Honor Roll with an average of 85% - 89.999%.

#### **PROCEDURE FOR TRANSFERRING STUDENTS DURING THE SCHOOL YEAR**

**Military dependents:** The School Counseling Office must receive a copy of the transfer orders including the date the family is leaving and where they are transferring.

**Non-military families:** The parent or guardian must submit a letter to the School Counseling Office indicating when the student's last day of attendance will be and where they are moving. This should be done at least two weeks prior to the anticipated move and three weeks ahead if at all possible so staff can be notified in order to have accurate, up to date records at the time of transfer.

**Students leaving prior to the end of the semester:** A midterm exam or final exam (depending on the course involved) will be administered. If a project is used in place of an exam, the teacher will grade it and compute the average accordingly. The teacher will administer the test, correct it, compute the average and turn in the average to the School Counseling Office.

For transfers occurring before May 1, it is presumed the student will finish the school year in the new district. In this case, the student and parent/guardian must notify the School Counseling office prior to the student's last day of school. The counselor will then prepare a withdrawal sheet for the student that he/she takes to each teacher in order to sign out on his/her last day of school. In-progress grades will be forwarded to the new school when available.

If a student is transferring on or after May 1 and will not be entering another school that academic year, the parent or guardian must complete an early transfer form in the School Counseling office. As part of the process, the student's last day of attendance and transfer location must be provided. Documentation showing that the move is beyond the family's control must also be provided – for military families, a copy of transfer orders. This should be done at least three weeks prior to the anticipated move. For each class, a final average based on the first three quarters, plus work to date in the 4<sup>th</sup> quarter, will be computed. If the teacher deems appropriate, a final exam and project will be administered and calculated into the final average. Credit will be granted for passing grades and the grades will be forwarded to the next school when they become available.

#### **BOHLEN VOCATIONAL TECHNICAL CENTER**

A number of vocational programs are offered at the BTC located on Arsenal Street. Students enrolled in these courses attend WHS for half a day and travel to the vocational center for the remainder of the day. Credit is awarded toward high school graduation and vocational certificates can be earned. Bus transportation is provided by WHS and students are expected to ride the bus. More information can be obtained from the course description pamphlet or the School Counseling Office.

#### **SCHOLARSHIP INFORMATION**

Monthly Scholarship bulletins advertising scholarships for seniors are posted in the School Counseling office, in English 12 classrooms and on the School Counseling Webpage throughout the senior year. Many applications for corporate and private scholarships are available. Any senior who wishes to apply for school sponsored scholarships awarded at graduation **must** fill out an application in April-May through the School Counseling Office to be eligible for one of these scholarships.

#### **STUDENT DRESS CODE POLICY**

Students are to be treated equitably regardless of race, disability, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, political affiliation, household income, or body type/size. Students are expected to give proper attention to personal hygiene and cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other District personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

A student's dress, grooming and appearance shall:

1. Be safe, appropriate and not disrupt or interfere with the educational process.
2. Any and all part of the body normally covered by undergarments shall be covered at all times by outer clothing that is opaque (non-transparent).
3. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
4. No hats may be worn during the school day except for medical, or religious, or cultural (NYS CROWN Act, 2019) purposes. Bandanas or other head coverings depicting or signifying gang affiliation, coats, chains (other than cosmetic) and sunglasses are not to be worn in the building except for medical or religious purposes. Any apparel or accessories that may represent or reflect gang membership or affiliation is unacceptable on school property.
5. Not include items that are vulgar, obscene, libelous, or denigrate others on account of race, color, creed, religion, creed, body type, religious practice,

national origin, gender and gender identity, sexual orientation, innuendo, disability, or any other protected class.

6. Not promote and/or endorse the use of alcohol, tobacco, nicotine, marijuana, or illegal drugs and/or encourage other illegal or violent activities.

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 suspension for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out of school suspension.

#### ***DISCIPLINARY PENALTIES, PROCEDURES AND REFERRALS***

Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that students view as fair and impartial. School personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

Disciplinary action, when necessary, will be firm, fair and consistent so as to be the most effective in changing student behavior. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

1. The student's age.
2. The nature of the offense and the circumstances which led to the offense.
3. The student's prior disciplinary record.
4. The effectiveness of other forms of discipline.
5. Information from parents, teachers and/or others, as appropriate.
6. Other extenuating circumstances.

As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty than subsequent violations.

If the conduct of a student is related to a disability or suspected disability, the student shall be referred to the Committee on Special Education and discipline, if warranted, shall be administered consistent with the separate requirements of this code of conduct.

#### ***Penalties***

Students who are found to have violated the district's code of conduct may be subject to the following penalties, either alone or in combination. The school personnel identified after each penalty are authorized to impose that penalty, consistent with the student's right to due process.

1. Oral warning – any member of the district staff
2. Written warning – bus drivers, hall and lunch monitors, coaches, School Counseling counselors, teachers, principals, superintendent
3. Written notification to parent – bus driver, hall and lunch monitor, coaches, School Counseling counselors, teachers, principals, superintendent
4. Detention – teachers, principals, superintendent
5. Suspension from transportation – director of transportation, principals, superintendent

6. Suspension from athletic participation – coaches, principals, superintendent
7. Suspension from social or extracurricular activities – activity director, principals, superintendent – ie. dances, plays, musicals
8. Suspension of other privileges – principals, superintendent
9. In-school-suspension – principals, superintendent
10. Removal from classroom by teacher – teachers, principals
11. Short-term (five days or less) suspension from school – principals, superintendent, board of education
12. Suspension from school – principals, superintendent, board of education
13. Permanent suspension from school – superintendent, board of education

**ALTERNATIVE INSTRUCTION**

When a student of any age is removed from class by a teacher or a student of compulsory attendance age is suspended from school pursuant to Education Law §3214, the district will take immediate steps to provide alternative means of instruction for the student.

**DISCIPLINE OF STUDENTS WITH DISABILITIES**

The board recognizes that it may be necessary to suspend, remove or otherwise discipline students with disabilities to address disruptive or problem behavior. The board also recognizes that students with disabilities enjoy certain procedural protections whenever school authorities intend to impose discipline upon them. The board is committed to ensuring that the procedures followed for suspending, removing or otherwise disciplining students with disabilities are consistent with the procedural safeguards required by applicable laws and regulations.

**SCHOOL-WIDE RULES  
DISCIPLINARY CODE**

All disciplinary actions taken by the administration will be recorded in a file in the assistant principal's office separate from the student's academic file. Parents are notified by mail or phone of any actions taken. Disciplinary actions are cumulative for the year.

The following behaviors will not be tolerated at Watertown High. The corresponding disciplinary actions will apply to all students on school property and at school-sponsored activities. This includes school buildings, school grounds, school buses, etc. The consequences that follow are a "guide" to the school administration. In certain situations, they may be modified or changed due to individual circumstances. This decision is to be determined by the high school administrator dealing with the student. Additionally the Student Code of Conduct will be reviewed and consequences applied where applicable.

**ASSAULT / FIGHTING**

- |              |   |
|--------------|---|
| 1st Offense: | 1-5 Days Suspension, Parent Contact, Possible Police Notification, Re-Entry with Parent Present   |
| 2nd Offense: | 3-5 Days Suspension, Principal's Hearing, Parent Contact & Possible Police Notification, Re-entry with parent present, Possible recommendation for Superintendent's Hearing |

### **BOMB THREATS / ARSON / INCENDIARIES / FALSE ALARMS**

Any Offense: Suspension, Superintendent's Hearing, Police Notification. If found guilty, up to three (3) years imprisonment and \$5,000.00 fine.

### **BUS REFERRALS**

1st Offense: Warning and/or Detention, or Possible Loss of Privilege  
Subsequent Offense: Riding Privileges Removed for Specified Time Period

**Bus infractions may also warrant in-school consequences.**

### **CLASSROOM RULES**

1. All students will be in their assigned rooms and classes ready to work when the bell rings.
2. All students will be prepared for each class with all their necessary materials.
  - a. Students will have their textbooks, pen/pencil, paper, ruler, books, etc.
  - b. Any homework that is due will be ready to hand in.
3. Class time is to be used constructively.
  - a. Students will work in class on teacher-designated assignments, projects, lessons, etc.
  - b. Personal reading and writing, or passing notes is not constructive use of time.
  - c. Inappropriate discussions between students will not be allowed.
  - d. Sleeping is not allowed in the classroom.
  - e. The use of electronics is subject to teacher/staff direction.
4. Students will show respect for themselves, others and all school property.
  - a. There will be no ridicule.
  - b. Teacher directions will be followed at all times.
  - c. Vandalism of school or the property of others will not be allowed.

### **CONSEQUENCES**

- 1st Infraction: Warning given by teacher.  
2nd Infraction: Conference with teacher, Classroom Restriction, After Class Restriction.  
3rd Infraction: Lunch Detention with teacher, After School Detention with teacher and Parent Notification by teacher, Parent Conference/Notification by teacher.  
4<sup>th</sup> Infraction: Send referral form to the assistant principals' office.

**Depending upon the seriousness of the offense, steps may be omitted. The teacher reserves the right to modify steps depending on the offense.**

### **CORRIDOR RULES**

1. All corridor traffic is to the right side of the corridor.
2. **Do not run, shout or horseplay in the hallways** (for safety reasons these will be strictly enforced).

3. No student should be in the corridor without a pass or during instructional time.

**DELIBERATE DESTRUCTION OF SCHOOL PROPERTY (Vandalism)**

- 1st Offense: Replacement or repair by the student at his/her expense, Office Detention, Possible Suspension, Parent Contact  
2nd Offense: Replacement or repair by the student at his/her expense, Office Detention, Possible Suspension, Parent Contact, Possible Superintendent's Hearing

**DISRUPTIVE OR INSUBORDINATE WHILE IN I.S.R.**

Possible Suspension

**ELECTRONICS USE POLICY**

*Watertown High School maintains a limited use electronics use policy. During designated instructional times and when speaking with any staff members, electronic devices should be silenced and put away. Throughout the day, cell phone and headphone use is not permitted in hallways. Cell phone and headphone use is permitted in the cafeteria during the student's breakfast and lunch. Classroom usage of electronics is determined by the classroom teacher/staff member. If a staff member asks a student to silence and put away an electronic device, the student is expected to respectfully do so regardless of the location.*

*The making of audio and video recordings is strictly prohibited without the express permission of a faculty member. Recordings of any kind must also have the permission of those being recorded and intent must be communicated.*

- 1st Offense-** Seizure of device. Device will need to be picked up by parent / guardian after 2:30 pm in the assistant principals' office.  
**2nd Offense -** Seizure of device. Phone call home. Discipline referral.  
**3rd Offense -** Seizure of device. Phone call home. Discipline referral. In-School Restriction (ISR).

**\*\* Phones seized will need to be picked up by parents after 2:30 pm on the day confiscated. Under no circumstances should a student allow any electronic device to disrupt the educational process.**

**FAILURE TO FOLLOW CAFETERIA RULES**

- 1st Offense: Lunch Detention or Detention, Parent Contact  
2nd Offense: Detention, Assignment to other Cafeteria, Parent Contact  
3rd Offense: Loss of Cafeteria Privileges for a Prescribed Time, Parent Contact

**FORGERY**

- 1st Offense: In-school suspension, parent contact  
2nd Offense: Out-of-school suspension, parent contact  
Subsequent Offenses: Out of school suspension, parent conference

**GAMBLING/DICE/CARD PLAYING**

First Offense: Confiscation of Items, Detention, Parent Contact  
Second Offense: In-school restriction, Confiscation of Items, Detention,  
Parent Contact

**HARRASSMENT / DASA VIOLATIONS / CYBER BULLYING**

(Name calling, threats, physical contact short of fighting,)

First Offense: Office Detention, Parent Contact  
Subsequent Offenses: Possible Suspension, Possible Police Notification,  
Parent Contact, DASA Seminar with parents present

**HARASSMENT/THREATS TO STAFF**

First Offense: ISR or Suspension, Parent Contact, Possible Police  
Involvement  
Second Offense: 3 - 5 days Suspension, Parent Contact, Possible Police  
Involvement  
Third Offense: Parent Contact, Superintendent's Hearing, Possible  
Exclusion from School

**INAPPROPRIATE LANGUAGE OR GESTURES – WRITTEN OR SPOKEN**

1st Offense: Warning  
2nd Offense: Office Assigned Detention, Parent Contact  
Subsequent Offenses: In-school Suspension, Parent Contact

**INAPPROPRIATE LANGUAGE OR GESTURES TOWARDS STAFF:**

1st Offense: In-school Suspension, Parent Contact  
2nd Offense: Out-of-school Suspension, Parent Contact  
Subsequent Offenses: Out-of-school Suspension, Parent Conference,  
Possible Superintendent Hearing

**INSUBORDINATION TOWARDS STAFF**

Refusal to follow a reasonable order or request

1st Offense: Office Detention, Parent Contact  
2nd Offense: In-school Suspension, Parent Contact  
Third Offense: In-school or out-of-school Suspension, Possible  
Superintendent Hearing, Parent Contact

**MISSING FROM SCHOOL WITHOUT PERMISSION**

1st Offense: Office Detention, Parent Contact  
2nd Offense: I.S.R., Parent Contact,  
Subsequent Offenses: Office Referral, Parent Conference, Penalty to be  
determined

**PLAGIARISM or CHEATING**

1st Offense: \* Zero for Assignment/Test, Parent Contact  
2nd Offense: \* Zero for Assignment/Test, I.S.R., Parent Contact  
Subsequent Offense: \*Zero for Assignment/Test, O.S.S., Parent Contact  
• **Opportunity for make-up grade determined by the teacher**



### **POSSESSION AND USE OF TOBACCO PRODUCTS**

Possession, use of tobacco, or tobacco products, including E-Cigarettes, Vapes, JUULs, etc. with or without nicotine on school property or at school activities is prohibited and considered to be a severe violation of school regulations. Any act which is unlawful as indicated by local ordinances or state and federal law will not be permitted. Students who violate these regulations will be referred immediately to the administration for disciplinary action.

All usage violations result in suspension from school and mandatory referral to the student assistant counselor. Possession or usage will result in confiscation.

First Offense: 1 day Suspension, Parent Contact  
Second Offense: Suspension, Parent Contact

### **POSSESSION AND/OR USE OF ILLEGAL SUBSTANCES, LOOK-A-LIKES OR ALCOHOLIC BEVERAGES AT SCHOOL FUNCTIONS OR ON SCHOOL PROPERTY**

All Offenses: Confiscation, Out of school Suspension, Parent Contact and Possible Police Notification, Possible Superintendent's Hearing, Referral to School Drug and Alcohol Counselor

### **PUBLIC DISPLAY OF AFFECTION**

(Embracing, Kissing, Inappropriate Touching)

1st Offense: Warning  
2nd Offense: Office Assigned Detention, Parent Contact  
Subsequent Offenses: In-school Suspension, Parent Contact

### **SKIPPING CLASS**

1st Offense: Office Referral, Teacher detention, Parent Contact, 0 for participation or assigned work  
2nd Offense: Office Referral, after-school detention, Parent Contact, 0 for participation or assigned work  
Subsequent Offenses: Office Referral, Parent Conference, Penalty to be determined

### **SKIPPING DETENTION**

1st Offense: Double Detentions assigned by teacher  
2nd Offense: Parent Contact, Detentions, ISR,  
Subsequent Offenses: Office Referral, Parent Conference, Penalty to be determined

### **TARDY CLASS THREE OR MORE TIMES PER SEMESTER**

1st Offense (third tardy): Teacher Warning, or Penalty  
2nd Offense (fourth tardy): Referral to Office, Parent Contact  
3rd Offense (fifth tardy): Referral to Office, 1 Office Assigned Detention, Parent Notified of Penalty

4th Offense: (sixth tardy) Referral to Office, 1 Office Assigned Detention, Parent Notified of Penalty

Subsequent Offenses: (seven or more tardies) Referral to Office, 2 Detentions Assigned with possibility of ISR, Parent Notified

**\* Number of tardies reset at the semester break**

**THEFT OR POSSESSION OF STOLEN PROPERTY / EXTORTION**

1st Offense: 1-3 days Suspension, Parent Contact, Return of or Restitution for Stolen Property, Possible Police Notification

2nd Offense: 3-5 days Suspension, Parent Conference, Possible Police Notification, Return of or Restitution for Stolen Property, Possible Superintendent's Hearing

**THROWING OBJECTS/FOOD IN CLASSROOM, HALLWAY OR CAFETERIA**

1st Offense: Lunch Detention, I.S.R. or Possible Suspension, Parent Contact

2nd Offense: Suspension, Parent Conference, Loss of Cafeteria Privilege or Change of Cafeteria Assignment

3rd Offense: Suspension, Parent Conference, Possible Superintendent's Hearing

**UNSAFE OR NON-APPROVED DRIVING/RIDING OR PARKING VIOLATIONS**

1st Offense: Warning

2nd Offense: Loss of driving privileges for one semester, and/or Detention, Parent Contact

3rd Offense: Loss of driving privilege, and/or 2 Detentions, Parent Contact

**VERBAL CONFRONTATION**

1st Offense: Office Assigned Detention, Parent Contact

2nd Offense: 2 Office Detentions or I.S.R., Parent Contact

Third Offense: Suspension, Parent Contact

**WEAPONS/WEAPON LOOK-A-LIKES**

(a pocket knife is considered a weapon)

All Offenses: Confiscation, Out of school Suspension, Parent Contact and Possible Police Notification, Possible Superintendent's Hearing

**COMPUTER TECHNOLOGY**

The use of computer technology for instructional purposes prompted the school district to adopt rules for computer use and require all students to acknowledge those rules for use of computer resources.

### **COMPUTER VIOLATIONS**

(Intent to harm system or access inappropriate materials)

- 1st Offense: \*Loss of Computer Privileges up to 30 days, Possible Suspension, Parent Contact
- 2nd Offense: \*Loss of Computer Privileges for Semester, Suspension, Parent Contact
- 3rd Offense: \*Loss of computer privileges for Semester or School Year, Parent Contact, 5 Days Suspension

- **Where computer use is a requirement for course completion, use of computer may be allowed.**

### **EXCLUSION FROM EXTRACURRICULAR ACTIVITIES**

Students who persist in negative behaviors may lose the privilege of participation in school activities that take place outside the normal school day (7:30– 2:25).

### **DETENTION**

Students may be assigned after school detention as a disciplinary action. In most cases first offenses will be assigned by the teacher in their classroom after school. Detentions assigned by the office will be held Monday through Thursday. More severe or repeat infractions will result in multiple detentions. For those who are transportable, an after-school bus will depart at 3:45.

While in detention the student is expected to work and follow directions of the staff member in charge.

### **IN-SCHOOL RESTRICTION**

An in-school-restriction room is located at across the bridge at Case Middle School. Students may be placed in this room for disciplinary reasons. Students will be provided with work and will be expected to use this time for study.

### **SUSPENSION**

Suspensions are the most severe penalty that can be assigned by the school administration and will be used for only the most severe offenses or repeated violation of school policy. Parents will be contacted by the administrator before a student will be suspended during the school day. Suspensions by building administrators cannot exceed five days. A suspended student may not be in or around school during the period of suspension. Students are prohibited from participation in any school activities, including spectator attendance, during suspensions. The School Counseling office may be contacted for homework assignments. A parent or guardian may need to accompany a suspended student upon his return to school for a meeting with an administrator.

Suspensions of longer than five days or exclusions from school are determined by the superintendent of schools. Students who face exclusion will be offered a hearing concerning the reason for exclusion.

### **AUTHORIZATION TO LEAVE SCHOOL**

All students will be required to be in school for the entire day. Students may not leave the campus at any time other than the normal school dismissal unless they

have permission from the school administration, school nurse, parent authorization by note or phone, or a valid medical or dental appointment slip. Passes for off-campus appointments must be signed with the time of return to school. Students who have employment starting during school hours may be issued an early dismissal pass after securing parental permission and presenting proof of employment.

#### **TARDINESS**

Students are expected to be in class and ready to work at the beginning of the period. Students must also be in 1<sup>st</sup> period on time each day. Consequences for repeated tardies can range from detentions, ISR, Suspensions, and Loss of Extra Curricular Activities.

#### **ATTENDANCE**

The Board of Education, in accordance with the State Education Law, requires that each minor from 6 to 16 years of age shall regularly attend school full time, unless he/she has completed a four-year high school course of study. By law a sixteen (16) year old must complete the school year in which he/she turns sixteen.

Attendance is **IMPORTANT**. It is each student's basic responsibility as a member of the school community. In addition, regular attendance is directly related to academic and career success.

Every student is expected to be on time and attend all classes, except in those instances listed in Policy 5160, Student Absences and Excuses. Students who miss school should bring a written excuse of absence stating the reason for the absence, the date(s) of the absence, and signed by the parent or guardian. Attendance is taken by teachers each day. An automated system sends daily messages to parents to report unauthorized class absences, and periodic attendance reports are sent to parents. Each marking period 20% of a student's final grade will be based on classroom attendance/participation while 80% of the student's final grade will be based on the student's performance on homework, tests, papers, projects, etc. Only students with excused absences or previous administrative approval will be given the opportunity to make up a test/ or turn in a late assignment for inclusion in the calculation of the performance portion of their final grade. Make-up opportunities must be completed by a date specified by the teacher. Parents and guardians will be notified by a five-week progress report when such absences result in a classroom attendance/participation grade of 65% or below.

Students with unexcused absences will not be allowed to participate in any extracurricular activity taking place on the day they are absent from school.

The Watertown City School District recognizes the importance of attendance for the successful academic development of each student. Teachers will keep accurate and careful attendance records for all students enrolled in their classes. Attendance will be taken at the beginning of every period and reviewed with students on a regular basis. Teachers will continually reinforce the importance of attendance in relation to the content being covered. Teachers will notify students of make-up procedures for days absent and notify parents, by use of a progress report, of any attendance problems which have developed. Should attendance become a problem the student's school counselor will be notified as well as the assistant principal.

### **SUMMER SCHOOL**

Our District offers a state approved secondary summer school program to serve students currently enrolled in grades 9 - 12.

Summer School is conducted for the purpose of enabling students to meet a variety of academic needs. Both repeat and full credit courses can help students make up work, to improve skill competencies or to enrich their regular school experiences.

In our program we do all that we can to feature successful teaching and learning. Enrolled students are obligated to meet teacher performance expectations and to comply with all summer school rules of conduct.

### **PLEDGE OF ALLEGIANCE**

Each morning the Pledge of Allegiance is read during morning announcements. During this time students are encouraged to stand and participate in the pledge.

### **VISITORS TO WHS**

Visitors to WHS should park in the front of the building or the south parking lot (near the music entrance/entrance facing Wiley School) and report to the Main Office upon entering the building through the front entrance. The only door open for entry during the school day is the front main entryway. All school doors will remain open for exit from our building at all times.

### **VISITOR AND GUEST PROCEDURE**

Students who expect to have visitors on a particular day must receive approval from teachers and an administrator at least 24 hours in advance. A form to get approval for a visitor is available in the main office. This is available only to potential WHS students. Visitors will not be approved during September or June unless the visit is initiated by the School Counseling Office or the administration. No more than five guests are to be in the building daily. Students are not permitted in any school building, other than the one they regularly attend, without permission from the administration in charge of the building.

### **STUDENT PARKING**

#### **SIGN UP IN ASSISTANT PRINCIPAL'S OFFICE**

Priority will be given to Seniors, Juniors, and administratively approved Sophomores and Freshman. To be issued parking privileges, a student must show that he/she drives to school regularly. Students who disregard these guidelines could face having their vehicle towed off the premises at their own expense. Any student who abuses his/her driving privileges on school property will face either temporary or permanent loss of driving and parking privileges on school property. Abuses such as speeding, reckless driving, transporting other students during school hours, repeatedly violating parking privileges will be reviewed by the assistant principals. Students are not to visit vehicles during the school day without administrative permission. Students are not to obstruct pedestrian traffic.

### **BICYCLES**

Students who ride bicycles to school should place them in the bike racks located at the far side of the south parking lot near the Wiley sidewalk. Bikes should be kept locked at all times.



### **ACCEPTABLE USE REGULATION (AUR)**

School District Internet Acceptable Use Regulation Agreement  
for Students

The Watertown City School District offers access to electronic resources through the district computer network for instructional use. To gain access to the Internet, all students must obtain parental permission and must sign and return the student authorization form to the school office. The Watertown City School District will make a reasonable attempt to prevent inappropriate use of electronic resources, but ultimately the responsibility lies with the user.

#### **EXTRA-CURRICULAR ACTIVITIES CLUBS AND ACTIVITIES**

High school students can choose from a variety of special interest clubs. Students can receive information from bulletin boards and the daily announcements. Students should feel free to seek out information from organization members or adult advisors. Many clubs hold open membership and welcome students who develop interest in the activity at any time in the school year.

Parents may want to volunteer to assist sponsors of high school clubs. Adult support is often vital to the success of an organization's functions. Many clubs provide services to the community. A list of clubs is provided for your information.

Any fund raising activities, posters, advertising and announcements by clubs and organizations must be approved by the building administration.

Additional information about club requirements and activities may also be obtained from the main office.

#### **SPECIAL EVENTS**

Events must be approved by the administration. Traditional activities are scheduled in the spring preceding the new school year. Other events are added to the calendar as they are approved throughout the school year.

Every school event has school staff members in charge. In addition, uniformed police officers are present at school dances and many athletic contests. Students who leave a dance, athletic contest or special school event should not expect to re-enter.

Rules at social events are the same as during school hours. The use of abusive language or gestures is forbidden. Students are expected to adhere to reasonable requests of teachers, administrators, and chaperones.

Events will end at the scheduled time. Students should pre-arrange transportation from school events since the building will be closed at the end of the activity.

#### **STUDENT COUNCIL**

Student Council sponsors a number of school activities during the year. It is also the place for students to voice complaints, offer suggestions, and help with activities. Meetings are held on Wednesdays during the school year on a rotating basis throughout the day. The Student Council includes the entire student body. Students who have study halls when the meeting is held are encouraged to attend.

### SENIOR ACTIVITIES

A number of senior activities are planned annually. These include Class Day, Senior Trip, Prom and Graduation. Details on these activities are reported to seniors by newsletters and are communicated to parents in newsletters, mailings and on our website.

### ATHLETIC TEAMS

At WHS there are a number of sports available. Some of them are listed below:

#### BOYS

##### FALL

Modified Football  
JV Football  
Varsity Football  
Modified Soccer  
JV Soccer  
Varsity Soccer  
Cross-Country  
Cheerleading

##### WINTER

Modified Basketball  
9<sup>th</sup> Grade Basketball  
JV Basketball  
Varsity Basketball  
Swimming  
Modified Wrestling  
JV Wrestling  
Varsity Wrestling  
Hockey  
Cheerleading

##### SPRING

Modified Lacrosse  
JV Lacrosse  
Varsity Lacrosse  
Modified Track  
Varsity Track  
Tennis  
Golf  
Modified Baseball  
JV Baseball  
Varsity Baseball

#### GIRLS

##### FALL

Modified Soccer  
JV Soccer  
Varsity Soccer  
Swimming  
Tennis  
Cross-Country  
Cheerleading

##### WINTER

Modified Basketball  
JV Basketball  
Varsity Basketball  
Modified Volleyball  
JV Volleyball  
Varsity Volleyball  
Cheerleading

##### SPRING

Modified Track  
Varsity Track  
Modified Softball  
JV Softball  
Varsity Softball  
Golf  
Varsity Lacrosse  
JV Lacrosse

***The Cyclone Booster Club is open membership for all students and their parents. Cost for memberships are as follows: \$2.00 – students, \$5.00 – adults, \$10.00 – family. This organization helps to buy needed equipment, sponsors many events, and provides scholarships to our students and teams.***

## ***Watertown Loyalty***

***FOR PURPLE AND WHITE, WATERTOWN  
FOR HONOR AND RIGHT, WATERTOWN  
WE'LL BACK YOU TO STAND  
AGAINST THE BEST IN THE LAND  
FOR WE KNOW YOU ARE GRAND, WATERTOWN***

***GO AFTER THE WIN, WATERTOWN  
WE'RE BACKING YOU ALL, WATERTOWN  
OUR TEAM IS OUR FAMES PROTECTOR  
ON TEAM FOR WE EXPECT  
A VICTORY FOR OLD, WATERTOWN***

***THAT NOURISH OUR LAND  
FOR HONEST EFFORT  
AND FOR LEARNING WE STAND  
AND UNTO THEE WE PLEDGE  
HEART AND HAND  
OUR ALMA MATER***