2025-2026 Parent/Guardian Student Handbook

Waterville Jr./Sr. High School

381 Madison St.
Waterville, NY 13480
315-841-3800
www.WatervilleCSD.org

Administrative Team

Andre Paradis, Principal
Kirt Broedel, Assistant Principal

Imagining, Designing & Creating Best Futures

Student-Parent Handbook
Telephone: 315-841-3800
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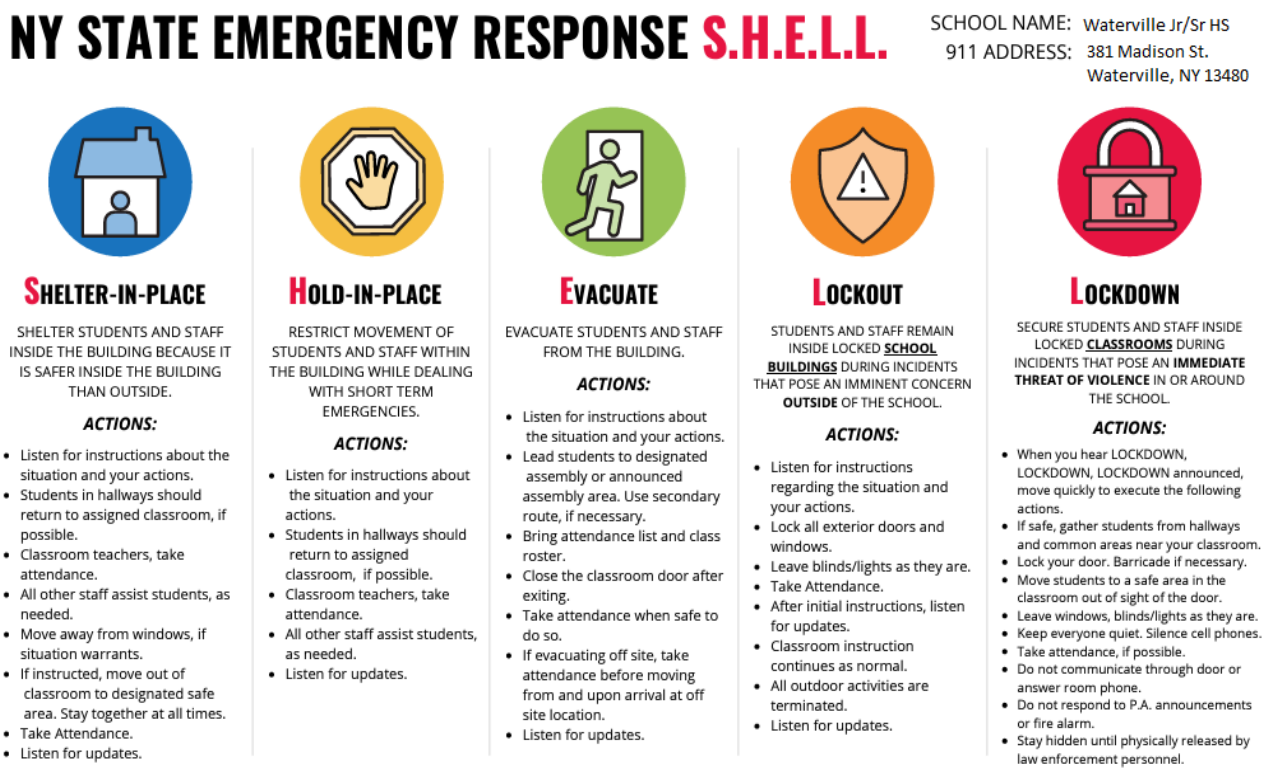
Office Directory

District Office.....315-841-3900
Jr./Sr. High School Office.....315-841-3800
Athletic Director's Office.....315-841-3817
Attendance Office.....315-841-3808
Nurse's Office.....315-841-3821
Counseling Office.....315-841-3823
Special Programs Office.....315-841-3750
Transportation.....315-841-3765
MPS Office.....315-841-3700

School Safety

SHELL Safety Procedures:

The SHELL emergency response system is used by schools throughout New York State in order to provide administrators, teachers, students, parents, law enforcement officials and community residents with a common language to understand what is happening and how to respond.



Emergency Evacuation/Building Safety Plans

Per NYSED regulations, emergency evacuation and building safety plans have been created and are on file. These are confidential documents accessible to appropriate staff personnel for student safety.

Training for Students

Evacuation/Lockdown Drills:

Evacuation quotes and Lockdown procedures are posted in each classroom. Students are expected to follow all procedures during any emergency or drill.

1. Leave quietly.

2. Students should walk with their class to evacuate the building.
3. Faculty/Staff will take attendance outside the building.
4. Students are not permitted to stand closer than fifty (50) feet from the building.
5. All entrances to the building are to be kept clear by students and staff.
6. Students may re-enter the building when directed by faculty/staff.

NYSED Law requires eight (8) Evacuation Drills are practiced each year with the addition of four (4) Lockdown Drills. These planned drills take place throughout the school year.

Bus Drills:
Students complete Bus Drills to practice the procedures should they evacuate a school bus. Students are expected to follow all procedures during any emergency drill.

1. Follow the drivers directions in regards to evacuation.
2. Calmly and quietly walk to the exit.
3. Keep clear of the bus while waiting outside.
4. Students may re-enter the bus when directed by faculty/staff.

Safety Committee

The WCS district-wide safety committee consists of administrators, staff, parents, community members, school resource officers, local emergency service staff and volunteers, and other school stakeholders. There is also a student representative who serves on the committee. If you are interested, please contact the building principal. The committee meets at least three (3) times per year to review safety priorities and make suggestions to the district.

District Crisis Response Team

The WCS district has a district-level crisis response team consisting of administrators and staff who work collaboratively to address concerts and provide resources to students, staff, and the community when a crisis occurs.

Canine Units

The WCS district may utilize drug-sniffing canine units at some point during the school year to ensure a drug-free school zone.

School Resource Officers

The Jr./Sr. High School utilizes a full-time school resource officer (SRO) to help ensure the safety of students and the school building. The SRO is expected to conduct perimeter

walks, test all doors and windows, work with school administration to address student concerns, build relationships within the school population, and help supervise students during unstructured times such as lunches and in-between classes.

General Information

Board of Education

The Waterville Board of Education is made up of seven (7) members who are elected by district residents to serve three (3) year terms. Members *volunteer* their time and receive no compensation. The Board's four main areas of responsibilities include:

- Establish all school district policies.
- Develop an annual budget for approval.
- Approve or disapprove the superintendent's recommendations regarding personnel and contract matters.
- Act as a two-way communications link between residents and the superintendent.

Board of Education Members

Mr. Stephen Stanton , *President*
Mr. Timothy Jones, Vice President
Mr. Ken Boone
Mrs. Laurie Zweifel
Mr. Daniel Nichols
Mr. Justin Barth
Mrs. Katelyn Worwa

Board of Education - Nondiscrimination Statement

The WCS district affirms that no person be discriminated against because of race, color, religion, sex, age, national origin, or on the basis of being a handicapped but otherwise qualified individual, in the educational programs or activities which it operates or in employment practices.

Building Use

1. Athletic practices, meetings, clubs, or work with a teacher must be scheduled in advance and a teacher must be present to supervise the activity.
2. Building Requests are now submitted through ML Schedules. The following link can be used to request use of WCS facilities: https://www.watervillecsd.org/building-use

a. New groups/organizations must create an account to request use of the facilities.
b. The request will be reviewed by administrators.

Who to Contact?

Attendance	High School Office
Academic Problems	Teacher/Counseling/ Building Administrator
Health Related Issues	School Nurse
Athletic Information	Coach/Athletic Director
Parking Permit	High School Office
Club Information	Club Advisor and Assistant Principal
College Applications	Counseling Office
Personal Problems	Counseling Office/ Social Worker
Daily Announcements	High School Office
Dignity Act Coordinator	High School Office
Early Dismissal	High School Office
Employment/Working Information	High School Office
Permission to Leave	Nurse/Administrator
Tardy	High School Office
Locker Information	High School Office
Lost and Found	High School Office
Report Cards	Counseling Office
Scholarship Information	Counseling Office
Financial Aid Information	Counseling Office

Student Program Calendar

Waterville
CENTRAL SCHOOL DISTRICT

August 2025

M	T	W	TH	F
25	26	27	28	29

September 2025

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

October 2025

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	30	31	

November 2025

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	29

December 2025

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

January 2026

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

February 2026

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

March 2026

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

April 2026

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

May 2026

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

June 2026

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

Student Attendance Days = 181	
Sept…19	Feb…15
Oct…21	Mar...21
Nov...16	Apr…16
Dec…15	May...20
Jan...19	Jun…19

Teacher Attendance Days = 185	
Aug/Sept…21	Feb…15
Oct...22	Mar...22
Nov...16	Apr...16
Dec...15	May...20
Jan...19	Jun...19

First Day of School 9/4
Superintendent Conf Days 9/2, 9/3, 10/10, 3/20
Regents 1/20-1/23, 6/9-6/10, 6/17-6/18, 6/22-6/26
Regents Rating Day; Last Day of School MPS 6/26
Early Release 9/24, 2/4, 4/29 (District Wide)
Early Release 11/18, 11/20 (MPS Only Parent/Teacher Conf.)

Snow Day Give Backs: April 2, May 22, May 21

Snow Day Take Backs: April 10, April 9, April 8

BOE approval date 3/11/2025

School Breaks & Holidays

9/1 Labor Day	2/17 Lunar New Year
10/13 Columbus Day	4/3-10 Spring Recess
11/11 Veterans Day	5/25 Memorial Day
11/26-29 TGiving Recess	6/19 Juneteenth
12/22-1/2 Winter Recess	6/26 Last Day of School
1/19 MLK Jr. Day	6/27 Graduation
2/16-20 Mid Winter Recess	

Jr./Sr. High School Room Numbers

A3 - Gymnasium
A5A - Coaches
A5B - Mr. Gifford
A5C - Boys Locker Room
A5D - Equipment
A5 - Boys Locker Room
A6C - Vestibule to Fitness Center
A6 - Fitness Center
A7 - Girls Locker Room
A9 - Faculty Room
A10 - Storage
B1 - Testing Center
B4 - Mrs. Amarosa, Treasurer
B5 - Copy Room
B6 - BOCES Social Worker
B7 - School Psychologist
B8 - Mrs. von Schiller-Deep
B9 - Mr. Franklin
B10 - Ms. Rocci
B11 - Counseling Filing Room
B12 - Miss Fancett
B13 - Counseling Conference Room
B21 - Boardroom
B23 - High School Office
Mr. Paradis, Principal
Ms. Stone,
Principal's Secretary
Mr Broedel, Assistant Principal
Mr. Gifford, Athletic Director
Mrs. O'Sullivan, Attendance/
AD Secretary
B25 - Jr./Sr. High Conference Room
B26 - Distance Learning
B27 - Mr. Watrous
B28 - Distance Learning
B29 - Mr. Stockwell
B30 - BOCES
B32A - Electric
B33 - BOCES
B35 - Mrs. McNamara
B40 - Mrs. Kantor
B41 - Ms. Hummer
B42 - Mrs. Picolla
B43 - Ms. Gates
B44 - Mrs. Bentz
B45 - Mr. Laurion
B46 - Living Env't Lab
B47 - Chemistry/Physics Lab
B48 - Library
B49 - Mr. Shue
B50 - Ms. Ford
B51 - Earth Science Lab
B52 - Mr. Vasquez
B53 - Mr. Krawiec
B54 - Distance Learning
B55 - Mrs. K. Owens
B56 - Library
B57 - Library
B58 - Library
C1 - District Office
C2 - Dental Office
C3 - Mr. Abbe, Superintendent
C4 - Large Group Instruction Room
C5 - Ms. Kochan
C6 - Mr. Moshetti
C7 - Mr. Ripa
C8 - Mr. Ripa
C9 - Mrs. Shaw
C10 - FACS Kitchen
C11 - Ms. Neff
C13A - Stage
C18 - Custodial Closet
C21 - Custodial Closet
D1-2 - SBHC
D11 - Jr. High Copy Room
D12 - Mrs. Wolanin
D13 - Mrs. Allen
D14 - Mr. Kraeger
D15 - Mr. Langdon
D16 - Mrs. Dodge
D17 - Ms. VanSlyke
D18 - Mr. Sirtoli
D19 - Mrs. Lenard
D20 - TBD
D21 - Mrs. Welch
D22 - BOCES
D23 - Co-Lab
D24 - BOCES
D26 - Learning Center
D28 - Learning Center
D30 - Mrs. Gallagher
D32 - Mrs. Nicotera
D34 - Ms. Jentsch
D36 - Mrs. Misiaszek, Nurse
D37 - Basement
D40 - Circuit Room
D45 - Electric Room

Waterville Jr./Sr. High School Staff List

Administration
Mr. Zach Abbe, *Superintendent*
Mrs. Kathleen Hansen, *Director of Special Programs*
Mr. Andre Paradis, *Secondary Principal*
Mr. Kirt Broedel, *Assistant Principal*
Ms. Jennifer Nichols, *Superintendent's Secretary*

Business Office
Ms. Cynthia Amarosa, *District Treasurer*
Ms. Cassie Maine, *Accounts Payable*
Ms. Jessie Treen, *Assistant Treasurer*

High School Office Staff
Ms. Melissa Stone, *Principal's Secretary*
Mrs. Jennifer O'Sullivan, *Attendance/AD Secretary*
Mr. Jim Fister, *School Resource Officer*

Counseling Office
Mrs. Erica von Schiller-Deep, *10-12 Counselor*
Ms. Gina Rocci, *7-9 Counselor*
Mr. Russell Franklin, *Social Worker*
Ms. Chelsey Fancett, *Counseling Secretary*
TBD, *10-12 Counselor*

Health Office
Mrs. Jennifer Misiaszek, *Nurse*

Agriculture
Mrs. Cynthia Gallagher

FACS
Ms. Paige Neff

English
Ms. Alexandra Gates
Mrs. Ariel Hummer
Mr. Maxwell Langdon
Mrs. Tamatha Picolla

Math
Mrs. Susan Gaiser
Mrs. Roseanne Kantor
Mrs. Erin Lenard
Mr. Larry Stockwell
Ms. Ella Jentsch

Library
Mrs. Elizabeth Brennan

Foreign Language
Mr. Celso Vasquez
Mrs. Kathleen Owens

Science
Mrs. Amy Bentz
Mr. Jon Krawiec
Mr. Wes Laurion
Mr. Aaron Sirtoli

Social Studies
Mrs. Anna Allen
Mrs. Holly McNamara
Ms. Michelle VanSlyke
Mr. David Watrous

Special Education
Mrs. Jennifer Dodge
Mr. Jeremy Kraeger
Mrs. Deborah Nicotera
Ms. Jennifer Krawiec

Technology
Mr. Riccardo Ripa

Physical Education
Mr. Thomas Gifford
Mrs. Shannon Wolanin

Health
Ms. Paige Neff
Mrs. Shannon Wolanin

Music/Art
Ms. Tayler Kochan, Vocal
Mr. Patrick Moshetti, Band
Mrs. Angela Shaw, Art

Teacher Aides/Assistants
Mrs. Lacey Broedel, *Assistant*
Mrs. Sue Baker-Dewey, *Assistant*
Ms. Shelby Deere, *Assistant*
Mrs. Mary Fallon, *Aide*
Ms. Amanda Ford, *Assistant*
Mrs. Karen Fox, Aid
Ms. Stephanie Hill, Assistant
Mrs. Jessica Welch, *Assistant*

Cafeteria
Ms. Kristina Martin
Mrs. Deb Kolber
Mrs. Aimee Cornish
Mrs. Cheryl Richards
Mrs. Tammy Seamon

Maintenance
Mr. Jamie Crandall
Mr. Sandy Manion
Mrs. Cynthia Smith
Mr. Rich Blommquist
Mrs. Teresa Spak
Mr. Thomas Paddock

Community Resources

AIDS Community Resource.....315-793-0661
Alcohol/Drug Abuse.....1-800-222-0828 (24-Hour Helpline)
Insight House.....315-724-5168
Alateen.....315-471-0191
American Pregnancy Hotline.....1-866-942-6466
Child Abuse.....1-800-342-3720
Common Sense Media.....www.commonsensemedia.org
Cyberbullying Research Center.....cyberbullying.org
Internet Safety.....www.netsmartz.org
Mobile Crisis Assessment Team (MCAT).....1-844-732-6228
NYS Domestic Violence 24-Hour Hotline.....1-800-786-2929
Oneida County Public Health (STD's).....315-798-5906
Runaway Safeline.....1-800-786-2929
Suicide Prevention Lifeline.....988 **or** www.988lifeline.org
YWCA Rape Crisis Program.....315-797-7740

General Notifications to Parents

Parent Complaint - Policy #1017

The parental complaint policy has been developed with the intent of improving communication between teachers and parents. This policy establishes proper procedures for addressing parental concerns. Please contact your child's teacher or the building principal if you have concerns.

Student Schedule

Doors Open at 7:35 a.m.
Report to Period 1 by 8:00 a.m.
Dismissal at 2:41 p.m.

Daily Bell Schedule

7:55	First Bell
8:00-8:45	**Period 1**
8:48-9:31	**Period 2**
9:34-10:17	**Period 3**
10:20-11:03	**Period 4**
11:06-11:36 11:06-11:49	**Period 5** Sr. High Lunch (Grades 9-12) Jr. High Instructional Period
11:52-12:22 11:39-12:22	**Period 6** Jr. High Lunch (Grades 7-8) Sr. High Instructional Period
12:25-1:08	**Period 7**
1:11-1:54	**Period 8**
1:57-2:41	**Period 9**

One Hour Delay Bell Schedule

8:35	Breakfast
8:55	First/Warning Bell
8:59 - 9:35	1st period
9:38 - 10:14	2nd period
10:17 - 10:53	3rd period
10:56 - 11:32 10:56 - 11:26	5th period Lunch Grades 9-12
11:35 - 12:05 11:29 - 12:05	Lunch Grades 7-8 6th period
12:08 - 12:44	4th period
12:47 - 1:23	7th period
1:26 - 2:02	8th period
2:05 - 2:41	9th period

Two Hour Delay Bell Schedule

9:35	Breakfast
9:55	First/Warning Bell
10:00 - 10:29	1st period
10:32 - 11:00	2nd period
11:03 - 11:33	5th period Lunch Grades 9-12
11:36 - 12:06	6th period Lunch Grades 7-8
12:09 - 12:37	3rd period
12:40 - 1:08	4th period
1:11 - 1:39	7th period
1:42 - 2:10	8th period
2:13 - 2:41	9th period

One Hour Early Release Bell Schedule

7:35	Breakfast
7:55	First/Warning Bell
8:00 - 8:35	1st period
8:38 - 9:13	2nd period
9:16 - 9:51	3rd period
9:54 - 10:29	4th period
10:33 - 11:03 10:33 - 11:08	Lunch Grades 9-12 5th period
11:06 - 11:41 11:11 - 11:41	6th period Lunch Grades 7-8
11:44 - 12:19	7th period
12:22 - 12:57	8th period
1:00 - 1:35	9th period

Half Day Schedule

7:35 - 7:55	Breakfast
8:00 - 8:24	Period 1
8:27 - 8:50	Period 2
8:53 - 9:16	Period 3
9:19 - 9:42	Period 4
9:45 - 10:08	Period 5/6 Classes ONLY
10:11 - 10:34	Period 7
10:37 - 11:00	Period 8
11:03 - 11:25	Period 9

Counseling Services

Counseling Services

The Counseling Department includes the school counselors and a social worker to support students' academic and social-emotional needs as well as future college and/or career aspirations.

Graduation Requirements

The WCS district offers a variety of courses and programs designed to meet the needs of all students. All graduating seniors must have successfully completed program requirements for a regents or local diploma.

Units Required for Graduation

Regents Diploma with Advanced Designation & Regents Diploma with Advanced Designation with Honors

1. English.....4 units
2. Social Studies.....4 units
3. Mathematics.....3 units
4. Science.....3 units
5. Health.....0.5 units
6. Real World Skills.....0.5 units
7. Art/Music.....0.5 units
8. Foreign Language.....3 units
   (Can substitute Fine Arts/Music/Occupational Education - 5 units)
9. Electives.....1 units
10. Physical Education.....2 units
    Elective credits to fulfill a minimum of 22 units

Upon completion of these units, diplomas will be issued according to NYSED criteria. Information regarding the diploma types is available through the counseling office.

Grade Level Placement

1. **Grade 9**
   Must have 5 units at the end of the school year to go to Grade 10.
   Constants considered: English 9.....1 unit
   Global Studies I.....1 unit

Earth Science.....1 unit
Math.....1 unit
Art/Music.....1 unit

2. **Grade 10**
   Must have 10 units at the end of the school year to go to Grade 11.
   Constants considered: English 10.....1 unit
   Global Studies II.....1 unit
   Biology.....1 unit
   Math.....1 unit
3. **Grade 11**
   Must have 15 units at the end of the school year to go to grade 12.
   Constants considered: English 11.....1 unit
   American History.....1 unit

Student Program Load: (Minimum Requirements) Each full-time student must carry the equivalent of six (6) academic units plus physical education (exclusive from band and/or chorus). Students who are on work release must be enrolled in a minimum for four (4) courses and may not leave the building before the end of Period 5 (11:25 a.m.). If a student on work release decides to leave the building later than the end of Period 5, the student will be required to enroll in another course.

Course Requirements

Unit of Credit - One (1) unit of credit is granted for the successful completion of a subject studied one (1) period a day for one (1) full year. Credit is granted for work done at the ninth (9th), tenth (10th), eleventh (11th) and twelfth (12th) grade levels.

Passing Grade - Grades 9-12: 65% for School Credit
65% for Regents Exams

Grading - Final grades are determined by averaging marking period grades and final examinations equally.

1. Students requesting to drop and/or add courses should begin their request by meeting with the appropriate school counselor. The drop or addition of courses requires both administrative approval and teacher notification. Students may drop and/or add courses within the first eight (8) days of a full-year course of the first five (5) days of a half-year course.
2. A passing regents or final exam grade does not mean a passing grade for the course.
3. Students taking a regents course must use the regents exam as the final exam grade. All other courses require a final exam project.

4. For independent study courses, there must be a signed written contract between the student and teacher that lists the requirement. This must be filed in the counseling office.
5. Weighted grading is used only for Advanced Placement courses.
6. When a student retakes a regents exam, the higher grade will be used as the final exam to determine the final average.
7. Doubling to accelerate is permitted only through written approval of the WCS administration.

Counseling Materials

Waterville counselors, teachers, staff and administration created a Program of Study for students and parents to utilize in their planning for the future. The Program of Study can be accessed online via the Counseling Office page on the school website or by visiting: https://www.watervillecsd.org/program-of-studies

All counseling materials are available for the student's use. College catalogs must be signed out of the counseling office and should be returned as soon as possible so the other students may use them as needed. Bulletin boards in the counseling office are available for student information. Please do not take any of the materials off the bulletin board unless you plan to use it constructively. Important messages are often posted on the bulletin board inside the counseling office. All students should check this board, as well as their email, on a regular basis.

Parent Conferences and Communications

The Waterville teaching staff understands the important role of communication with parents. Teachers are available to meet with parents during the school day or after school by appointment.

Parents and guardians can communicate with teachers and staff directly through email or by sending a message via ParentSquare at https://www.parentsquare.com/signin. If you need assistance, please call the high school office at 315-841-3800.

If, at any time during the school year, you wish to schedule a conference, please call the School Counselor's Office (315-841-3823) to set up an appointment.

Naviance

Naviance is a powerful web-based tool that Waterville uses to help 7-12th grade students plan for a successful transition out of high school. Students can use Naviance

to access information on careers and colleges, as well as complete inventories to learn more about themselves. Counselors will assist students in learning how to navigate and utilize Naviance, building on their knowledge each year.

Planning for a College Education

The counseling office has information on most colleges in the country as well as scholarship and financial aid information. The counseling department also has a list of community colleges and vocational colleges students might consider in lieu of a four (4) year college. The Naviance program will be utilized to help students plan for their future, as well as one-on-one meetings with school counselors.

Release of Information

The Federal Student Privacy Law prohibits school districts from releasing student transcripts without the student and/or parents' permission. Students who wish to have the school provide transcripts to colleges or employment offices must obtain the proper release form from the counseling office. Parents/Guardians and eligible students can and do have the right to ask for their own records at any time. Please notify the counseling office of any request.

Early Dismissal for Work (Work Release)

Waterville Central School has a work release program for seniors only. Seniors may apply for work release with permission of the building administrator and under the terms and conditions of the program. It should be understood that the building administrator will need to confirm the employment on a regular basis. Students are expected to be in school on days/periods they are not working.

Extended Absence Assignment Requests

Requests for extended absences (3 or more days) should be directed to the School Counselor's Office. To request and/or submit an extended absence form, visit https://www.watervillecsd.org/extended-absence-assignment-request.

Extended absence forms must be returned to the School Counselor's Office no less than 5 days prior to the absence.

Honor Roll

Classes are graded based on a numerical basis, with fifty five (55) being the lowest grade. Grades from courses, excluding band, chorus, physical education, drivers education and international students, meeting five (5) days per week will be accepted for the Honor Roll. A straight average (no round off) for ninety (90) or above will be considered “High Honor Roll”. An average of eighty five (85) - eighty nine (89) will be considered “Honor Roll”. A failure or incomplete in any subject, including those listed above, will disqualify the student from Honor Roll for that quarter.

Student Progress Reports

Parents are kept informed of their child’s progress through scheduled progress reports, these reports will highlight progress or lack of progress in various courses. Parents are encouraged to contact/and or arrange conferences with teachers when/if they have questions about their child’s progress.

Early Graduation

Some students may be interested in accelerating the date of their high school graduation. Parent involvement and consent, as well as approval by a school administrator, must be obtained. Eligibility must be determined with the appropriate school counselor.

Schedule Changes

Students requesting to drop and/or add courses should begin their request by meeting with the appropriate school counselor. The drop or addition of courses requires both administrative approval and teacher notification. Students may drop and/or add courses within the first 10 school days from the class start date..

Graduation Requirements

All students must pass five (5) regents exams and acquire at least twenty two (22) units of credit in order to obtain a regents diploma

A regents diploma with Advanced Designation can be obtained by passing eight (8) regents exams with a minimum score of fifty (50) and earning twenty two (22) units of credit. (Students may substitute five (5) units in the arts, music or technology for the foreign language regents exam.)

Graduating Class Required Regents Exam Grade Taken When

	Math	9/10	June/August
Class of 2014	Global Studies	10	June/August
and beyond	Science	9/10	June/August
	English	11	June/August
	U.S. History	11	June/August

Students with Disabilities as Determined by the Committee on Special Education

Students who fall under the guidelines of Special Education must receive a grade of fifty (50) or better on the five (5) required regents exams in order to obtain a local diploma.

For those students with disabilities which prevent them from earning a regents/local diploma, the Career Development and Occupational Studies (CDOS) credential will continue as an option.

Career and Technical Education - BOCES

Students may see their school counselor about signing up for a career and technical education course given through the Oneida County Board of Cooperative Education Services (BOCES) at their center in Oneida County. Consult the BOCES website (www.oneida-boces.org/cte) for more information on the courses offered.

Students attending the BOCES center will spend half their day at the center and the remaining time at Waterville Central School. Transportation is provided. The counseling office can give students and parents more information on this program. Such courses are recommended mainly for students in grades 11-12.

Bridging for High School Credit

Some students will choose to take a college-level course at one of the local colleges to fulfill a high school-required course. Students are responsible to turn in the grade they receive from the college within ten (10) days of availability. Students must receive a passing grade to fulfill the high school-required course.

Instructional Support Team - IST

This team consists of principals, school counselors, social workers, the school nurse, and other associated support staff. A student who is experiencing difficulties in the

classroom or school environment may be referred to this committee. Possible outcomes from this committee include classroom modifications, after-school study hall, lunch study hall, parent conferences and referral to appropriate student service personnel. This committee meets twice per month to look at all attendance, academic and behavior concerns in the Junior/senior High School.

Committee on Special Education Services - C.S.E.

WCS district provides psychological, occupational therapy, physical therapy, speech therapy and tutorial services to students as judged necessary by the committee. Parents may inquire about these services by contacting the principal, school counselor's office or C.S.E. Chairperson.

Academic Awards

At Waterville Jr./Sr. High School, we take every opportunity possible to commend our students for their accomplishments in the academic area. These awards are designed to bring attention to those students who have shown academic excellence or outstanding effort in a particular discipline. Students receive their awards at a public ceremony held in June at Waterville Jr./Sr. High School. The ceremony is open to the public and parents of award recipients are encouraged to attend.

National Junior Honor Society & National Honor Society

Waterville Jr./Sr. High School's chapters of National Honor Society strive to recognize students who excel not only in the area of scholarship, but also in the areas of leadership, character, and service. Candidates are considered eligible for admission based on requirements set forth by each chapter's by-laws. Admission is also contingent upon an application process outlining student strengths in the area of leadership, character, and service. For specific information, please visit https://www.watervillecsd.org/jrsr-high/clubs-activities or contact the chapter advisor.

Waterville Central School Code of Conduct

The Waterville Central School District is committed to providing all students, teachers, district personnel, and visitors with a safe and pleasant environment. Our purpose is to offer a quality education in an environment free of discrimination, harassment and bullying. All students have the right to access educational and extracurricular activities on an equal basis. Therefore, we have adopted a "Code of Conduct" that applies to

everyone involved in our schools. Our code explains the rights and responsibilities of all who utilize our facilities or ride our buses. The guiding principles are those of kindness, positivity, respect, tolerance and honesty. We ask students to help us maintain a safe environment by treating others with courtesy, alerting us when they have heard or seen something concerning, asking for help, and accepting responsibility for their actions. Our code focuses on respect for the rights and property of others and on the safety of everyone. In order for the WCS district to function properly, the conduct of students must conform to conditions that promote learning. Principals and teachers in New York State are charged with maintaining a productive learning environment. No student had the right to disrupt the learning process.

Students who refuse to follow the rules by being disorderly, insubordinate, disruptive, or violent or who place others in physical or moral danger will be disciplined. This discipline could range from a warning to permanent removal from school.

Discipline will be based on the following levels:

Level A:
These misbehaviors constitute minor infractions of school rules which cause little harm and minimal disruption (i.e. littering, minor classroom disturbance, inappropriate physical horseplay, failure to follow instructions, etc.).

Level B:
Misbehaviors included at this level are frequent and/or serious enough to disrupt the learning climate of the school and affect the student's own ability to learn (i.e. unmodified Level A misbehavior, defiance and/or insubordination, use of profanity or obscenity, skipping scheduled classes or detention, etc.).

Level C:
Classified at this level are behaviors which may cause lasting harm to the misbehaving student or which may threaten the health, safety, or emotional well-being of others in the school (i.e. unmodified Level B misbehavior; the use, possession, sale and/or distribution of tobacco or tobacco related products; stealing, possession of stolen property, and/or sale of stolen property; physically threatening other students; Fighting (physical harm(, etc.).

Level D:
Except for unmodified Level C behavior, the acts listed at this level are clearly criminal. They represent a direct and immediate threat to the welfare of others or may result in serious injury to the student, other people, or property (i.e. unmodified Level C misbehavior; stealing, possession of stolen property, and/or sale of stolen property;

indecent exposure; tampering with and/or activating a fire alarm; providing, selling, and use of drugs, illegal chemical substances and/or alcohol; assault and battery, etc.).

Students who violate the code will be subject to a consequence. Typically consequences become more severe if the misbehavior continues, and can range from an oral warning to permanent suspension from school. Students and parents/guardians have rights. Students are to be informed of the reason for any consequences and will have an opportunity to explain their version of the event that led to the disciplinary action.

We expect all students, parents/guardians, visitors, and members of the staff to dress neatly and appropriately for all school activities and functions. Our dress code is explained more completely in the code, but it requires students to dress in a manner that will not interfere with the main purpose of school education. Any student who is not dressed appropriately will be asked to correct the problem. Anyone who refuses will be subject to discipline.

Please see the district website to view the Board of Education policy for the complete Code of Conduct (BOE Policy 1005) or visit the following link:
https://www.watervillecsd.org/code-of-conduct

Chromebook Loan Agreement

A Chromebook and a charging cord will be provided to all students who, along with their parents/guardians, review and complete the Chromebook Loan Agreement (BOE Policy 5301.2). This can be completed prior to the start of the school year at the Jr./Sr. High School's open house. Please see the district website to view the Board of Education policies associated with Chromebook usage or visit the following link:
https://www.watervillecsd.org/chromebook-loan-agreement

Student Attendance

Studies continue to show the importance of a student's attendance in achieving academic success. It is important that students, parents/guardians, school administration, teachers, and staff work collaboratively to ensure students attend school. Please see the district website to read the complete Student Attendance policy (BOE Policy 7006) or visit the following link:
https://www.watervillecsd.org/student-attendance

Parent Notification of Student Absence

New York State Law requires that the school notify parents/guardians of their child's absence. **If your child is absent from school for any reason, please call the ATTENDANCE OFFICE at 315-841-3810 by 8:00 a.m.. Shortly after 8:00 a.m., the school will begin contacting parents/guardians.**

Tardiness

If a student arrives late to school, for either legal or illegal reasons, you must report immediately to the High School Office to sign in. Failure to do so may result in disciplinary action.

Students must be in their first period class at 8:00 a.m. Many studies indicate there is a direct correlation between student achievement and student attendance. It is the responsibility of the parents/guardians to have their student(s) in school on time. Repeated tardiness may result in loss of privileges and/or disciplinary action up to and including in-school suspension.

To Be Excused

1. Students with legal authorization (i.e. doctor or dentist appointment(s)) who are entering school after the beginning of first period must sign in and present a written excuse to the attendance secretary.
2. Early Release: Students requiring early release from school must provide documentation from home and present it to the attendance secretary. Upon return, students must sign in at the High School Office.
3. Should a student need to leave school early due to illness, parents/guardians will be contacted by school personnel.
4. Students must have permission to leave school property once they arrive.

General Information

Lockers

All students will be issued locks for their individual lockers. Only locks provided by the WCS district will be allowed on lockers. The following regulations should be followed:

1. **Lockers must be locked at all times.**
2. Lockers are school property. The school district reserves the right to inspect any locker at any time for any reason.
3. Do not share your combination or locker with anyone.

4. Do not change lockers without permission from the High School Office.
5. Please report locker problems to the High School Office.
6. Waterville Central School District does not accept responsibility for the security of items stored in lockers. Additionally, WCS district and its agents and employees shall not be held responsible for personal items brought onto school property or stored in lockers, as to replacing, repairing, or recovering such property.
7. There is no writing allowed in or on lockers.
8. Signs or posters may be hung on lockers with blue painters tape only.
9. Replacement locks may be purchased for $8.00 if the original lock is lost or stolen.

How to Open a Locker

1. Spin the dial to the right several times to clear the lock. Once you have done this, spin once more to the right and stop on your first number.

2. Turn the dial to the left 2 times (passing your number the first time) to your next number.

3. Turn right to the third number. Don't spin too fast – this is usually a short turn.

4. Pull down to unlock and remove the combination lock to open your locker.

Personal Property

WCS district and its agents and employees shall not be held responsible for personal items brought onto school property, as to replacing, repairing, or recovering such property.

Backpacks

Backpacks are not allowed in classrooms. They must be kept in the student lockers at all times. Backpacks may not be stored in hallways.

Cell Phones

Cellphones, smart watches, IPads, earbuds, and other internet-enabled devices are prohibited during the course of the school day (bell to bell). If needed, students may use the phone in the main office to contact their family. If a parent/guardian needs to get in touch with their child, they can call the main office or attendance office. All devices must be stored in the student's locker. Students found in possession of these devices will be disciplined in accordance with the Code of Conduct.

Telephones/Messages

A phone is available in the High School Office for student use with permission from the office staff. In the event of an emergency, students will be called out of class.

Cameras

Use of Surveillance Cameras: The WCS district promotes student, staff and visitor safety in all district facilities, grounds and buses. In an attempt to ensure a safe and effective learning environment, the Board of Education promotes the use of surveillance cameras when necessary in all District facilities, grounds, and/or buses. Surveillance cameras will be used in public areas and other non-public areas, except areas such as restrooms and lockers rooms where there is a reasonable expectation of privacy. Audio recordings may be made in conjunction with the use of surveillance cameras. Video and/or audio recordings may be used by Waterville Central School District personnel and/or law enforcement in accordance with their official duties and as authorized by law.

Books/Textbooks

Books/Textbooks are provided for each student free of charge. Students are responsible for the damage or loss of any book/textbook. A fee will be charged for any

book/textbook that is lost or damaged. Students should report a lost book/textbook to the teacher, library or high school office as soon as possible. It is recommended that students furnish a protective covering on all textbooks.

Student Vehicles

Student driving is a privilege that is granted to students who obey the rules and show mature judgment in using vehicles. Students who intend to drive vehicles to school must follow these rules:

1. In order to drive to school, students and parents/guardians must complete and return the Student Parking Pass permission form provided in the High School Office. A new permission form and associated documentation are required each year. All vehicles must be registered with the High School Office.
2. Refrain from driving all unlicensed vehicles including, but not limited to, snowmobiles, mini-bikes, dirt bikes and ATV's (all such unlicensed vehicles mentioned about are prohibited on school property).
3. Students are required to utilize district provided transportation throughout the course of the school day. Students are not to take their personal vehicles to either BOCES or other school buildings within the district without permission being granted by the High School Administration. At no time are students authorized to transport other students.
4. Students are responsible for the safety of pedestrians at all times.
5. Students must be on time to school or provide a legal excuse for tardiness, including at the beginning of the day and after their designated lunch times.
6. All parking is to be done in the designated parking area.
7. Students are not to sit in their car at any time during the school day.
8. Cars are not to leave the school campus until the close of school without permission granted by the principal.
9. Students are prohibited from parking in any area which might impede the flow of traffic.

Students found in violation of any of the above stated rules are subject to the following penalties:

- **1st Offense:** Warning
- **2nd Offense:** Loss of driving privileges for 1 week.
- **3rd Offense:** Loss of driving privileges for one (1) month.
- **4th Offense:** Driving privileges revoked up to the remainder of the school year.

Other consequences may be enforced according to the Code of Conduct.

Students operating an automobile that constitutes a safety threat to themselves or other students or cause vandalism to school property will have driving privileges suspended for one (1) calendar year.

Visitors

Parents, guardians and visitors are always welcome to Waterville Jr./Sr. High School. Parents/Guardians/Visitors are required to sign in at the High School Office. Students who attend other area schools are not permitted as visitors during the regular school day.

Student Program Information

Breakfast and Lunch Program

Waterville Jr./Sr. High School provides a breakfast and lunch program free of charge for all students. Monthly lunch menus are posted on the district website, https://www.watervillecsd.org/menus

Senior Lunch Privilege and Regulations

Students who have achieved senior class status by way of credits will be eligible to leave school property during lunch.

1. Parental permission slips must be on file in the High School Office.
2. Students will return before classes recommence (11:36 a.m.).
3. Students must attend all meetings with the office, counseling office or teachers.
4. Poor academic performance, poor attendance/tardiness or behavior issues may result in the loss of this privilege.

Daily Announcements

Daily announcements will be posted on the district's electronic message boards to inform students and teachers of daily activities and special events. Time-sensitive special announcements may be made during the day.

Employment Certificates

The High School Office will service the issuance of employment certificates to students fourteen (14) years of age or older to work in those places of employment that conform to State and Federal rules with respect to the employment of youth. Information about

employment certificates, working papers and the Child Labor Law shall be made available at the High School Office.

Residency

1. **Change of Address -** Students are responsible to notify the High School Office of any changes of their address, telephone number(s) or change in primary guardianship.
2. **Legal Residence -** A student's legal school district is where their parents of legal guardians reside. Only legal residents of the WCS district may attend its schools except under the following circumstances:
    a. A legal placement such as foster care.
    b. Approved application to the Superintendent of Schools under the Board of Education's non-resident policy.
    c. Petition family court to be declared as an emancipated minor. Living with a relative (other than a natural parent) does not qualify for automatic residency.

Student Activities

Each year many of the Waterville students become involved in a number of activities that are designed to help students grow as people and to add enjoyment to their school years. Students are encouraged to review the activities available and to select activities based on their interest and the time they have available.

Alma Mater

In this peaceful little village
Where we love to dwell,
Stands a part of all its beauty
School we love so well.
Sing of high school,
Praise her ever,
Let this be our rule.
Loyalty through all our school days.
Dear old Waterville.

Student Council

The Waterville Jr./Sr. High School Student Council objective is to promote school-wide student activities that generate interest and spirit within the school. These activities

will allow Student Council members to foster democratic values, interact with the instructional staff and administration, and provide opportunities for self-government and the management of their school. The Student Council consists of students who are elected/selected as representatives for grades 7-12. Waterville Jr./Sr. High School may request a project for consideration by the Student Council by presenting their request for their project, in writing, to any Student Council member. Project requests will be assessed by the faculty and administration to ensure the undertaking of the projects are worthwhile.

Class Officers and Activities

Each class, grades 9-12, has one (1) or more faculty advisors, and elects officers and representatives to the Student Council. Each class sponsors various fund-raising activities throughout the school year.

Clubs/Organizations

In addition to the Student Council and class activities, the following organizations encourage the development of student participation. Student participation in extracurricular activities is contingent upon conditions laid out in the extracurricular handbook. Copies of the handbook are available in the High School Office and posted on the district website at https://www.watervillecsd.org/jrsr-high/clubs-activities.
(Students are required to attend school the day of ANY club or sports activity in order to participate)

Academic Union (Yearbook)
Art Club
Color Guard
Drama Club
Drumline
GSA
International Language Club
Jazz Band
Jr. High/Sr. High FFA
Marching Band
Media Production
Men's Ensemble
Musical Production
National (Jr.) Honor Society
Outdoors Club
Percussion Ensemble
Prize Speaking
Senior Video Yearbook
Ski Club
Student Council
Swing Choir
Percussion Ensemble
Prize Speaking
Women's Choir

Student Activity Eligibility

All Waterville Central School District students participating in extracurricular activities are required to be in good academic standing. Students may not be eligible

to participate in sports, clubs, and organizations if they are not considered in good academic standing. For more information regarding eligibility, please refer to the district website to view Board of Education Policy 7300 or visit this link: https://www.watervillecsd.org/student-activity-eligibility

Structured Study Hall

To assist students, the Jr./Sr. High School utilizes a "Structured Study Hall" format. Each week, teachers complete a document that communicates to administration which students owe work in their classes. At the beginning of the next week, the main office contacts parents via ParentSquare to advise them that their student owes work and is being placed on the "Structured Study Hall" list. Parents can respond directly to the main office staff for specifics regarding owed work. If a student is on this list, they are not able to leave their study hall to visit other areas of the school. This also allows for communication between school staff to best assist students who owe assignments. Once a student completes the owed work, their teacher will remove them from the Structured Study Hall list and the privilege to leave study hall will be reinstated.

Dances

If students leave the school dance **for any reason,** they will not be permitted to reenter. Any student(s) who are unable to conduct themselves appropriately will be asked to leave and risk the possibility of not being able to attend future school functions. Further disciplinary action may also occur.

Students from other schools will only be admitted if accompanied by a Waterville Central School District student. A permission form must be completed and returned to the High School Office. Students not enrolled in school are not allowed to attend dances.

Dances are open to designated grade levels only, i.e., a 9-12 dance is not open to students in grades K-8.

Fundraising

Only recognized school-sponsored organizations may conduct fundraising activities at WCS. Any fundraising activity must be administered by a faculty member and/or club advisor having prior approval from the High School Office. All fundraising proposals must be approved by the office and must be placed on the "Activities calendar."

Health Services

Accidents

All student and staff accidents occurring on school property and during school hours should be reported immediately to the school nurse. If the school nurse is not available, reports shall be made to the building secretary.

Emergency Authorization Forms

These are important when the parents are not available and it is imperative that someone responsible for the child is located. The responsibility for transporting the child in the event of illness or injury lies with the parent/guardian.

Emergency Authorization Forms will give staff member(s) authorization to allow doctor(s) or hospital(s) permission to give medical attention to a student in an emergency if the parent(s)/guardian(s) cannot be located. This form is available from the school nurse. It is the responsibility of the parent(s)/guardian(s) to update the Emergency Authorization Form with current information any time a change occurs.

Health Histories

The School Health Service requires a complete record of any problems that may need special care and attention (e.g., asthma, diabetes, allergies, etc.)

Student Physicals

The New York State Education Law requires each new entrant to the school district and ALL tenth (10th) grade students have a physical examination through the School Health Office or by their own physician.

Sports Requirements

Any student participating in school sports must have a physical. The physical will cover the student for twelve (12) months. The School Health Office offers physical exams or you may have your own family physician provide the exam. Your family doctor must complete a sports exam form and submit it to the school nurse prior to the start of the chosen sports season. Health History Update forms must also be completed prior to the student's participation. Students not meeting both requirements will be ineligible to play until required forms are completed and turned in.

Illness

If a student becomes ill in school, they should report to the school nurse, who will decide what should be done. Students who are ill must obtain authorization from the school nurse and/or building principal or their designee to leave school. If the school nurse is not available, students are to report to the High School Office. Any required medication or prescription drugs, including over-the-counter medications, must be kept in the School Health Office (Policy #7102).

Medication During the School Day - Policy #7102

School policies regarding administration of medication are consistent with procedures established by State Education Law.

For students to receive medication (prescription or non-prescription, including cough drops and other "over-the-counter" drugs) during the school day, the following procedures MUST be followed and renewed each year:

1. The parent or legal guardian must submit a written request to the school nurse together with a written request from the prescribing physician indicating the frequency and dosage.
2. The medication must be brought to the school by a responsible adult in the original container labeled with the name of the drug and the dosage.
3. Medication must **not** be brought to and from the school. Please supply only what is needed during the hours of school and keep the rest at home.
4. Students must **not** carry the medication themselves, with the exception of inhalers used for asthma or epi-pens for allergic reactions. If a student must carry their inhaler or epi-pen during the school hours or during sporting practices and events, the nurse's office must have written permission from the prescribing physician and parent(s)/guardian(s). Forms for self-medication of inhalers/epi-pens are available in the nurse's office. Medication cannot be administered at school unless all of the above-mentioned procedures are followed.

Students found to be in possession and/or using drugs (including over-the-counter items) without following aforementioned procedures will be subject to disciplinary action.

If you have any questions or concerns, or if you need forms, please contact the school Health Office (315-841-3821).

Student Insurance Plan

The Student Insurance Plan provides medical, hospital and dental service indemnity when accidental bodily injury is sustained by a student in a scheduled school-sponsored activity. No benefits will be paid to the extent that benefits are payable under any other policy or prepayment plan. This plan is designed to assist the meeting expenses of parents; if medical bills are in excess of scheduled payments, the difference is the responsibility of the parent(s)/guardian(s). The plan does not contemplate expensive medical care. You must report the injury to the supervisor (teacher in charge) who will immediately fill out an accident report with the school nurse.
File claim first with family and/or employer policy(s). After final settlement, a completed claim affidavit of the attending physician and parent(s)/guardian(s) information sheet shall be returned to the school. Final for submission for the claim to the Plan Office shall be ONE (1) YEAR from the date of injury.

Additional information can be obtained from the School Nurse (315-841-3821) or the District Treasurer (315-841-3912).

Transportation

BOCES

All students attending BOCES (CTE, Middle Settlement Academy, New Visions, etc.) are required to ride the bus to and from BOCES. Students may be granted permission by the High School Office to self-transport only in the most extenuating circumstances. If a student must self-transport, a one-day parking pass, which includes signatures/permission from the parent(s)/guardian(s). BOCES principal, and Waterville Jr./Sr. High School Principal must be submitted to the High School Office. This form must be signed and submitted at least one (1) day in advance. Forms are available in the High School Office. Any student who is granted permission ***must not transport other students for <u>ANY</u> reason.***

Morning BOCES Students - Attendance will be taken by a staff member in the cafeteria prior to the bus departing. Students must report to lunch immediately after returning to the district.

Afternoon BOCES Students - Board the bus in front of the building by the cafeteria at approximately 11:00 a.m. Attendance will be taken as the students board the bus. When arriving back to school, the students must report to their assigned study hall where attendance will be taken.

Drills

As mandated by the state, Waterville Central School District will run three (3) bus drills per academic year.

Late Bus

Students may ride the late bus if they're staying after-school with a teacher/advisor, and attending a structured setting (i.e. fitness center, after-school study hall, detention, etc.). The late bus leaves at approximately 3:45 p.m. each day except Fridays and days immediately preceding school breaks, on those days there will be no late bus available. The teachers and staff members housing students after school will fill out the Google Form with the appropriate information no later than 1:30 p.m. Transportation will provide a list of these students to the bus driver.

Thank you for reviewing the
Waterville Jr./Sr. High School
Student Handbook

We look forward to a wonderful year!