

H. T. WILEY INTERMEDIATE SCHOOL 2026-2027

1351 Washington Street
Watertown, New York 13601

Phone: (315) 785-3780
Nurse's Office: (315) 785-3791 / 3792
Fax: (315) 785-3769
www.watertowncsd.org

Student Name: _____

Be Respectful • Be Responsible • Be Safe

We, at Wiley, are dedicated to providing a **SAFE** educational environment so that all students and staff are able to experience personal growth and academic success. We value working together in an atmosphere of **RESPECT, RESPONSIBILITY, and TOLERANCE.**



Mission Statement for Watertown City School District

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

Welcome to H. T. Wiley Intermediate School

ATTENDANCE

If your child is going to be tardy or absent from school, please call 315-785-3780 and press option 1. If you wish to have your child excused from school **before** the end of the school day, please send a note stating the reason and time you wish the student to be excused. All parent/guardian excuses are due to the teacher upon the student's return to school. These notes are to include the following: student's full name, date, reason of absence or tardiness, and parent/guardian signature.

No student will be excused early without a written note from the parent/guardian. If your child is to be picked up or go home with someone other than a parent/guardian, written authorization by the parent/guardian must be provided **before** the child can be released. That person will also have to come inside and sign your child out.

BICYCLES, SKATEBOARDS, MISCELLANEOUS

For your convenience, bicycle racks are located on the pavement outside the walker doors. This door is on our lower level and faces Myrtle Avenue Extension. **Bicycles must be securely locked** by the student, as the school cannot assume responsibility for their security. Bikers are encouraged to walk their bikes down to Green Street due to traffic. They should not cut across the athletic fields behind the high school. Skateboards, scooters, roller blades, and sneaker skates (Heelys) are not permitted on school property.

BREAKFAST / LUNCH PROGRAM

Breakfast and lunch are provided to all students at no cost. Students are allowed to purchase an extra breakfast/lunch for an additional price.

CELL PHONES AND OTHER INTERNET-ENABLED DEVICES

Students are prohibited from using cell phones and other internet-enabled devices during the school day in accordance with Policy 7208. Students must place their devices in a lockable storage container within their classroom.

First offense – phone is turned into teacher for the day. **Second offense** – phone is sent to the Main Office for the day. **Third and subsequent offense(s)** - phone sent to the Main Office and parent called by teacher or administrator to pick up the phone.

EMERGENCY SCHOOL CLOSINGS

In the event of a school closing or a delayed opening, information will be communicated to all students, parents, and staff over local radio, television stations and ParentSquare starting at 6:30 AM or as soon as the decision is made. If inclement weather develops during the day and after school activities are subsequently canceled, the information will be communicated in the same manner.

FIRE, DISASTER, EVACUATION, AND LOCKDOWN DRILLS

Drills will be conducted throughout the school year. Emergency exit routes are posted in each room and are to be followed without exception to ensure the safety of all students and staff.

HEALTH EMERGENCIES

In the event of a publicly declared health emergency (e.g., pandemic, epidemic), Wiley will follow all protocols established by the local and state health departments, as well as the WCSD health emergency plan.

MISSED CLASSWORK

When students are absent, parents may call the school to request classwork. Secretaries will take the requests for assignments and materials can be picked up **the following day** at the Security Desk. **Prior notification is required** in order to provide time for teachers to adequately prepare materials and assignments. Parents may also message this request directly to the teacher.

MEDICATIONS

For a child to receive any medication in school, the Nurse's Office must have the original labeled container, the prescriber's written order, and the parent/guardian's written authorization on file. Please reach out to the school nurse with any further questions or concerns.

PBIS

PBIS (Positive Behavior Intervention and Supports) is a system of tools and strategies for defining, teaching, and acknowledging appropriate behavior, as well as correcting inappropriate behavior. Wiley School has three school-wide expectations for all students and staff: Be Respectful. Be Responsible. Be Safe.

Students can earn train tickets from teachers and staff when these behaviors are exhibited. They will then have the chance to exchange these tickets for a prize of their choosing.

PERSONAL ITEMS / TOYS

Items such as cell phones, airpods, hand-held electronic games, or other personal items are a student's responsibility. The school will not be responsible if items are lost, damaged, or stolen.

Please leave all personal items at home. Toys and large/noisy fidgets are prohibited at school unless it is for an activity arranged by the teacher/staff.

PHYSICAL EDUCATION CLASSES

In order for your child to safely and comfortably participate in physical education classes, he/she should have a pair of shorts/athletic pants, t-shirt, socks, and sneakers. **Jewelry is not to be worn.** Please consider donating a bath towel when your child first enters Wiley. By doing this, we can ensure that each student will have a clean towel to use after each physical education activity. Students may use the swimsuits supplied by the school or bring one from home.

SCHOOL HOURS: 8:40 AM - 3:15 PM

Regular staff supervision for students at Wiley School is provided from 8:18 AM until students leave school at their dismissal time. Students are asked **not** to be on school property prior to that time. Please help keep your child safe by having him/her arrive at school between **8:18 and 8:35 AM**. Students must be in their seats by **8:40 AM** in order to avoid being marked tardy.

Walkers will be dismissed at **3:15 PM** only through the walker doors. **Please drop/pick up your child off at the crosswalk; the parking lot is for school staff and accessibility vehicles ONLY.** Bus riders will be dismissed starting at **3:18 PM**.

SCHOOL SECURITY

To increase the level of school security for students and staff, all entrances to Wiley will be locked at all times. Access to the building may only be gained at the main entrance from 8:18 AM - 3:15 PM. Students may enter the building under staff supervision using the lower walker doors and the two upper main doors from 8:18 to 8:40 AM.

We request that all visitors to the school report to the Security Desk at the main entrance. They are required to sign the register and will be issued a badge, which must be worn at all times while in the school or on school grounds.

STUDENT ACCIDENT INSURANCE

The Watertown City School District has included a school student accident insurance policy in the budget. Although the statutes of New York State do not require a school district to carry any student accident policy, the Watertown District has elected to provide this coverage for their students.

NON-DUPLICATING – When an accident results in medical or surgical expenses, the parent's own insurance becomes primary and must be used first. If no primary coverage of the parent exists, the Watertown City School District student accident policy becomes primary.

After your child has reported an accident, the school will fill out a medical claim form and forward it to the Business Office. We will then mail it to you along with a brochure detailing our policy's coverage. When you receive the claim form in the mail, you must complete and mail the form to our insurance company. A copy of the claim form sent to you will be kept on file in the Business Office of the Board of Education. Medical treatment must be incurred within 60 days of the date of the accident.

TRANSPORTATION

At the beginning of the year, students eligible for district transportation are assigned to a bus. This information is sent directly to parents. Permission to ride a bus other than the one assigned by the district **cannot** be given unless the student moves to a different address or a long-term babysitting arrangement exists. Special transportation permission must be requested by the parent, in writing, using the district's Transportation/Babysitting Request Form. These forms are available on the district website or from the secretary.

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, creed or religion, marital status, age, gender preference, or disability. Inquiries regarding this non-discrimination policy may be directed to:

Brianne Durham,
Business Manager, Coordinator of Title IX/Section 504
(315) 785 - 3714
1351 Washington Street Watertown, NY 13601

Watertown City School District's CODE OF CONDUCT

(SCAN QR CODE BELOW)



The Board of Education is committed to providing a safe and orderly school environment where teachers may deliver and students may receive quality educational services without disruption or interference. Responsible behavior by students, teachers, district personnel, parents, and other visitors is essential to achieving this goal.

The district has a set of expectations for conduct on school property and at school functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty, and integrity.

We have read the Code of Conduct and understand our responsibilities:

Student Signature: _____

Parent/Guardian Signature: _____

ACCEPTABLE USE REGULATION

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.

This educational opportunity entails responsibility and it is important that students and parents/guardians read and understand the following guidelines. The use of the Internet and other electronic resources is a privilege, not a right, and inappropriate use will result in the cancellation of that privilege.

When access to the Internet is granted, it is extremely important that rules be followed. Misbehavior could result in temporary or permanent loss of access to the Internet. Violations may result in disciplinary action up to and including suspension/expulsion. When applicable, law enforcement agencies may be involved.

The Board of Education does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this Regulation. Anyone who disregards the District's Acceptable Use Regulation may have his/her user privileges suspended or revoked. Users granted access through the Watertown City School District assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by District policy.

STUDENT RESPONSIBILITIES

Access to network services is provided to students who agree to act in a considerate and responsible manner. The computer network is provided for students to conduct research and limited communication with others. Your child will have access to software applications, databases, libraries, and computer services from all over the world through the Internet.

Individual users of the district computer networks are responsible for their behavior and communications over those networks. Communications on the network are often public in nature. It is presumed that users will comply with district standards and will honor the agreement they and their parents/guardians have signed.

STUDENT RESPONSIBILITIES (CONT.)

Network storage areas will be treated like school lockers. Watertown City School District reserves the right to review, monitor, and restrict information stored on or transmitted via Watertown City School District owned/leased equipment and to investigate suspected inappropriate use of resources. Users should not expect that files stored on district servers will be private. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Messages related to or in support of illegal activities may be reported to authorities.

During school, staff will guide students toward appropriate materials. Outside school, families bear responsibility for guidance on the Internet just as they do with information sources such as television, telephones, movies, radio, and other potentially offensive media.

ELECTRONIC USE GUIDELINES

- Commercial purposes, product advertisement, political lobbying, or illegal use is prohibited.
- Materials that are obscene, offensive, threatening, or otherwise intended to harass or demean others must not be transmitted.
- Programs that infiltrate computing systems and/or damage software components are prohibited.
- Files, data, web pages, or information of others must not be improperly accessed or misused.
- Use of the Internet for chat rooms or chatting is prohibited.
- Changing settings in any program or the computer operating system is prohibited.
- The Watertown City School District (WCSD) is not responsible for loss of data.
- Anonymous communications are not allowed.
- Security violations must be reported to the principal/appropriate staff member immediately.
- Personal information must be given out only in an instructional context or in the performance of WCSD business.
- Remote access to the WCSD network is not allowed.
- Precautions to prevent viruses on WCSD equipment are the responsibility of the user.
- The illegal installation or transmission of copyrighted materials is prohibited.
- All files and messages are subject to WCSD review.
- Malicious attempts to harm or destroy hardware, software, or data are prohibited.
- Any action that violates existing Board policy, public law, or classroom/school policy is prohibited.
- Use of racist, sexist, pornographic, or inappropriate language or images is prohibited.
- Plagiarism is prohibited.

ACCEPTABLE USE POLICY

As a user of the Watertown City School District computer network, I hereby agree to comply with the Acceptable Use Policy (AUP). Should I commit any violation, my access privileges may be revoked, and disciplinary action may be taken up to and including suspension/expulsion.

Student Signature: _____

As the parent or legal guardian of the student signing above, I grant permission for him/her to access networked computer services such as the Internet and electronic mail (e-mail) for educational purposes. I understand that he/she is expected to use good judgement and follow rules and guidelines in making contact on the telecommunication networks (e.g., the Internet). I also recognize it is impossible to restrict access to all inappropriate or controversial materials, and I will not hold Watertown City School District or BOCES responsible for materials acquired on the network. I understand and accept the conditions stated and agree to hold harmless, and release from liability, the school and school district.

Parent/Guardian Signature: _____

MEDIA RELEASE PERMISSION

On occasion throughout the school year, representatives of the newspaper, television media, or the District, may photograph or take videos of students in our school, on our grounds, or on field trips. These photographs or videos may be shown on public television, printed in the local and/or school newspaper, or posted to the District Web Site. We ask that you sign and check the applicable box and send this back to school as soon as possible.

"Should a field trip or an activity in school or on school grounds receive press/media coverage, or should the school take photographs to be used on the District's Website, I give permission for my child to be video recorded or have his/her photograph taken and full name published and possibly shown on public television programming, printed in the newspaper, or posted on the District Website."

If you have any questions or concerns regarding this permission slip, please do not hesitate to call the school at 315-785-3780.

_____ **Yes**, I agree to allow my child to be photographed or video recorded for possible viewing on television, printed in the newspaper, or posted on the District Website.

_____ **No**, I request that my child NOT be photographed or video recorded for possible viewing on television, printed in the newspaper, or posted on the District Website.

Parent/Guardian Signature: _____

FIELD TRIP PERMISSION

I give permission for my child to participate in field trips and monthly one-mile walks for the current school year. As much as this is a school function, school insurance will be in effect.

_____ **Yes**, my child may participate in field trips and monthly one-mile walks.

_____ **No**, my child may NOT participate in field trips and monthly one-mile walks.

Parent/Guardian Signature: _____

PERMISSION FOR A BUS STUDENT TO WALK HOME

Bus students are not allowed to walk home from school unless they have written permission. We cannot accept verbal permission via the phone without your written consent. By signing below, your child will have permission to walk home from school for the entire year whenever you call us. This way you will not need to write a separate note every time you want your child to walk home instead of riding the bus. Please remember that students are only allowed to ride the bus to which they have been assigned. They are not allowed to ride a friend's bus. If they are going home with a friend for the evening, you must provide other transportation.

_____ **Yes**, my bus student may walk home if I call the school.

_____ **No**, my bus student may NOT walk home with just a phone call. I will send in a separate note if I want my child to walk home.

Parent/Guardian Signature: _____

