WATERTOWN HIGH SCHOOL

STUDENT HANDBOOK 2026-2027

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

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

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ADMINISTRATORS

Ms. Katherine Cook, Executive Principal
Mrs. Bridget Finster, House Principal
Ms. Ambur Misercola, Assistant Principal
Mrs. Erin Hays, Assistant Principal

GENERAL INFORMATION

OFFICE HOURS 7:00 A.M. – 3:30 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
	785-3816
Asst. Principals' Secretary	785-3814
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 (6th)
P.M. – (Periods 7-9) – Lunch Period (6th)

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

WATERTOWN HIGH SCHOOL

Progress Report End	Marking Period End
PR1 – Oct. 2, 2026	MP1 – Nov.6, 2026
PR2 – Dec. 11, 2026	MP2 – Jan. 22, 2027
PR3 – Mar. 5, 2027	MP3 – Apr. 9, 2027
PR4 – May 21, 2027	MP4 – June 25, 2027

CYCLONE ACADEMY - SEMESTER 1

Progress Report End	Marking Period End
PR1 - Sept. 18, 2026	MP1 - Oct. 9, 2026
PR2 - Oct. 23, 2026	MP2 - Nov. 6, 2026
PR3 - Nov. 20, 2026	MP3 - Dec. 10, 2026
PR4 - Jan. 8, 2027	MP4 - Jan. 22, 2027

CYCLONE ACADEMY - SEMESTER 2

Progress Report End	Marking Period End
PR1 – Feb. 10, 2027	MP1 - Mar. 5, 2027
PR2 - Mar. 24, 2027	MP2 - Apr. 9, 2027
PR3 - May 5, 2027	MP3 - May 21, 2027
PR4 - June 9, 2027	MP4 - June 25, 2027

WHS Building Calendar 2026-2027
Please refer to the Watertown City School District website for our current calendar of activities!

www.watertowncsd.org

GENERAL INFORMATION

DAILY ANNOUNCEMENTS
Announcements will be read each morning over WWHS-TV Channel 35 during 1st 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.

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.

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.

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, beverages, 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 and a valid pass.
7. Dismissal from the cafeteria will be 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. – 8:15 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 they are lost or damaged.

STUDENT I.D. / LUNCH CARD
Student I.D. cards are issued during the first few days of school in September. The I.D. card also serves as a lunch card. This card is to be always carried 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-approved appointment 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.

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 or the front of the building. Bikes should be kept locked at all times.

ACADEMIC INFORMATION

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 2026-2027 school year and their assignments are as follows:

Mrs. Shelly Smith A – C

Mrs. McKenzie Risley D-Ha

Mrs. Mary-Ellen Hynes He - Ma

Mr. Matthew Elliott Mc - R

Ms. Malia Byard S - Z

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

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
4. 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 or Seal of Civic Readiness

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

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 made 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 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 4th quarter, will be computed. If the teacher deems it 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.

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.

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. Make-up opportunities for missing and / or incomplete assignments must be completed by a date specified by the teacher. Parents and guardians will be updated by the 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 or subsequent weekend days.

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.

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. Senior students in good academic standing can apply for an amended schedule.

TARDINESS

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

EMERGENCY PROCEDURES

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-FFM (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.

STUDENT MANAGEMENT PROCEDURES

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

Hoods are not allowed to be worn in the school building.

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 action 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 addressing the misconduct. 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, possible re-entry meeting
Subsequent Offenses: 3-5 Days suspension, parent contact & possible Police notification, possible re-entry meeting with parent present, possible recommendation for Superintendent's Hearing

BOMB THREATS / ARSON / INCENDIARIES / FALSE ALARMS / GUN THREATS

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 transportation 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 Chromebooks, textbooks, pen/pencil, paper, 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 school issued electronics is subject to teacher/staff direction.
4. Students will show respect for themselves, others and all school property.
   a. Use appropriate language and tone.
   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, think sheet
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.
4th 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.

HALLWAY RULES

1. All corridor traffic is to the right side of the corridor.
2. No running, shouting or reckless behavior in the hallways **(**for safety reasons these will be strictly enforced).
3. No student should be in the hallway without a pass.

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 IN ISR OR REFUSAL TO GO TO ISR

Possible Suspension

ELECTRONICS USE - PROHIBITIONS OF INTERNET-ENABLED DEVICES DURING THE SCHOOL DAY

This policy, adopted by the Watertown City School District Board of Education, establishes a District-wide prohibition on the student use of internet-enabled devices during the school day, in accordance with applicable New York State laws and regulations.

Internet-Enabled Device shall mean any device capable of connecting to the internet and enabling the user to access content, including but not limited to social media applications. Such devices include, but are not limited to smartphones, tablets, smartwatches, laptops, blue-tooth-enabled devices such as wireless headphones and earbuds that can connect to another internet-enabled device, and other portable and electronic communication or computing devices. Internet-enabled devices supplied by the District that are used for an educational purpose are not included in this definition.

School Day shall mean the entirety of the instructional day, including instructional and non-instructional time (e.g., during class, lunch, study halls and passing periods).

School Grounds shall mean in or withing any buildings, structures, athletic playing fields, playgrounds, parking lots, or land within the real property boundary lines of the District.

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 student after 2:30 pm in the assistant principals' office.

2nd Offense - Seizure of device. Phone call home. Discipline referral.
The device will need to be picked up by parent/guardian after 2:30 pm in the assistant principals' office.

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

FAILURE TO FOLLOW CAFETERIA RULES
1st Offense: Lunch detention or detention, parent contact
2nd Offense: Detention, assignment to other cafeteria, parent contact

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

GAMBLING/DICE/CARD PLAYING
1st Offense: Confiscation of items, detention, parent contact
2nd Offense: In-school restriction, confiscation of items, detention, parent contact

HARRASSMENT / DASA VIOLATIONS / CYBER BULLYING
(Name calling, threats, physical contact short of fighting,)
1st Offense: Office detention, parent contact
Subsequent Offenses: Possible suspension, possible Police notification, parent contact, DASA Seminar with parents present

HARASSMENT / THREATS TO STAFF
1st Offense: ISR or suspension, parent contact, possible Police involvement
2nd Offense: 3 - 5 days suspension, parent contact, possible Police involvement
3rd Offense: Parent contact, Superintendent's Hearing, possible exclusion from school

ABUSIVE / INAPPROPRIATE LANGUAGE OR GESTURES – WRITTEN OR SPOKEN
1st Offense: Warning, lunch detention
2nd Offense: Office assigned detention, parent contact
Subsequent Offenses: In-school suspension, parent contact

ABUSIVE / 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 (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

LEAVE SCHOOL WITHOUT PERMISSION
1st Offense: Office detention, parent contact, possible ISR
2nd Offense: ISR, parent contact
Subsequent Offenses: Office referral, parent conference, penalty to be determined

PLAGIARISM or ACADEMIC DISHONESTY
1st Offense: Zero for assignment / test, parent contact
2nd Offense: Zero for assignment / test, ISR, parent contact
Subsequent Offense: Zero for assignment / test, OSS, parent contact
***Opportunity for make-up grade determined by the teacher**

POSSESSION AND USE OF TOBACCO / VAPE 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: ISR, parent contact, referral to PIVOT
Second Offense: Suspension, parent contact

POSSESSION AND/OR USE OF ILLEGAL SUBSTANCES, DAB PEN, ALCOHOL 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: Detention, parent contact, zero grade for participation or assigned work
2nd Offense: Detention, parent contact, zero grade for participation or assigned work
Subsequent Offenses: Detention, parent conference, possible suspension

SKIPPING DETENTION

1st Offense: Double detentions
2nd Offense: Parent contact, detentions, ISR
Subsequent Offenses: Office referral, parent conference, penalty to be determined

TARDY TO CLASS THREE OR MORE TIMES PER SEMESTER

1st Offense (third tardy): Teacher warning, or penalty
2nd Offense (fourth tardy): Referral to office, parent contact, lunch detention
3rd Offense: (fifth tardy): Referral to office, detention, parent notified of penalty
4th Offense: (sixth tardy) Referral to office, one detention, parent notified of penalty
Subsequent Offenses: (seven or more tardies) Referral to office, two 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: Possible suspension, possible ISR parent contact, return of or restitution for stolen property, possible Police notification

2nd Offense: 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, ISR 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, possible Police notification
3rd Offense: Loss of driving privilege, and/or 2 detentions, parent contact, possible Police notification

VERBAL CONFRONTATION
1st Offense: Detention, parent contact
2nd Offense: 2 Detentions or ISR, parent contact
3rd 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

TECHNOLOGY VIOLATIONS *(Intent to harm system or access inappropriate materials)*
1st Offense: Restriction of computer privileges up to 30 days, possible suspension, parent contact
2nd Offense: Restriction 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. Detentions 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 3:30.

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

*IN-SCHOOL RESTRICTION (Student Support Room)
An in-school-restriction room is located 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.

POLICIES and PROCEDURES

ELECTRONICS USE POLICY

PROHIBITIONS OF INTERNET-ENABLED DEVICES DURING THE SCHOOL DAY
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School Grounds shall mean in or withing any buildings, structures, athletic playing fields, playgrounds, parking lots, or land within the real property boundary lines of the District.

EXCEPTIONS

Student use of Internet-Enabled Devices may be permitted in the following limited circumstances:

Health & Safety: Use of Internet-Enabled Devices may also be permitted in the event of a bona fide emergency.
Language Needs: Use of Internet-Enabled Devices may be permitted when needed by a student for translation services.
Legal Requirements: When such use is required by law.
504/IEP Plans: Nothing in the handbook is intended to prohibit or otherwise limit a student's use of an Internet-Enabled Device where such use is included in the student's Individualized Education Program (IEP) or Section 504 Plan.

COMMUNICATION and CONTACT

Students will be able to communicate with parents or guardians during the school day through the following methods:
School Telephone Located in the Main Office.
Use of a District-Issued Device

STORAGE of DEVICES

Students in grades 7-12 must place their devices in their assigned school lockers prior to the start of the school day.

The District is not responsible for loss, theft, or damage to any student-owned Internet-Enabled Device. Students and families choosing to bring such devices to school do so at their own risk, and by doing so, release the District from any liability associated with those devices.

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 security boot upon entering the building through the front entrance. All visitors entering the building will need to pass through Open Gate Security screening. 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. Parking permits must be clearly displayed. 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.

ACCEPTABLE USE POLICY

Watertown City School District Internet Acceptable Use Policy 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.

STUDENT ACTIVITIES

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 several school activities during the year. It is also the place for students to voice complaints, offer suggestions, and help with activities. The Student Council includes the entire student body. Students who have availability when meetings are held are encouraged to attend.

SENIOR ACTIVITIES

Several senior activities are planned annually. These include Class Day, Senior Grad Walk, 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 several sports available. Some of them are listed below:

BOYS

FALL	*WINTER*	*SPRING*
Modified Football	Modified Basketball	Modified Lacrosse
JV Football	9th Grade Basketball	JV Lacrosse
Varsity Football	JV Basketball	Varsity Lacrosse
Modified Soccer	Varsity Basketball	Modified Track
JV Soccer	Swimming	Varsity Track
Varsity Soccer	Modified Wrestling	Tennis
Cross-Country	JV Wrestling	Golf
Cheerleading	Varsity Wrestling	Modified Baseball
	Hockey	JV Baseball
	Cheerleading	Varsity Baseball

CO-ED

Bowling
Indoor Track

GIRLS

FALL	*WINTER*	*SPRING*
Modified Soccer	Modified Basketball	Modified Track
JV Soccer	JV Basketball	Varsity Track
Varsity Soccer	Varsity Basketball	Modified Softball
Swimming	Modified Volleyball	JV Softball
Tennis	JV Volleyball	Varsity Softball
Cross-Country	Varsity Volleyball	Golf
Cheerleading	Cheerleading	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