



**WATERTOWN HIGH SCHOOL HANDBOOK**  
**2023-2024**

## Language Assistance Services

**ATTENTION:** If you speak a language other than English, language assistance services are available to you free of charge. Contact your child's school for assistance.

**Spanish: ATENCIÓN:** Si usted habla un idioma que no sea el inglés, hay servicios de asistencia lingüística disponibles gratis. Contacte la escuela de su hijo para asistencia.

**Portuguese: ATENÇÃO:** Se fala um idioma diferente do Inglês, os serviços de assistência linguística estão disponíveis gratuitamente para si. Entre em contato com a escola do seu filho para obter assistência.

**Russian: ВНИМАНИЕ:** Если вы не говорите на английском языке, для вас доступны бесплатные языковые сервисы на вашем языке. Обратитесь за помощью в школу, в которой учится ваш ребенок.

**Haitian Creole: ATANSYON:** Si ou pale yon lòt lang ke lang Anglè, sèvis asistans lang yo disponib pou ou gratis. Kontakte lekòl timoun ou an pou kapab jwenn asistans.

**Cape Verdean: ATENSON:** Si bu ta fala un língua diferenti di Ingles, Servísus di Apoiu Linguístiku stá disponível sen kustus. Kontakta skóla di bu fidju pa dá-bu apoiu.

**Thai:** ทราบ:หากท ำ นพ อดก ษาอน ีไดนอกเหนือจากภาษาอง ักฤษท ำ นสามารถใช ้บ ัร ักการความช่วยเหล ือได ำนภาษาโดยไม ้อต องเสียค ำไข ้จ ำยนตอย างได ้ตตติ ้อโรงเร ่ยนของบ ัตรของทานเพ ้อขอความช่วยเหล ือ

**Arabic:** انتباه اللغة الإنجليزية: إذا كنت تتحدث لغة أخرى غير الإنجليزية، يتم تقديم خدمات المساعدة اللغوية مجاناً. اتصل بمدرسة طفلك للمساعدة

**Armenian:** Ուշադրություն. Եթե դուք խոսում եք անգլերենից բացի այլ լեզու, լեզվախոս օգնություն ծառայություններ կան ձեզ անվճար: Օգնություն համար դիմեք ձեր երեխայի դպրոցին:

**Pashto:**

توجه:

که ستاسومورنس ژبه انگریزی نه وی نو ژبه کې پاره خپل بچی

مدد ده

مرستی خدمات تاسو ته مفت ملاویدی شی -ده

ده

سکول سره رابطه اوکس

مننه

## TABLE OF CONTENTS

<b>WATERTOWN HIGH SCHOOL HANDBOOK.....</b>	<b>2</b>
<b>Language Assistance Services.....</b>	<b>3</b>
<b>Mission Statement.....</b>	<b>5</b>
<b>WPS Theory of Action.....</b>	<b>5</b>
<b>School Committee.....</b>	<b>5</b>
<b>Watertown High School: Core Values and Mission.....</b>	<b>6</b>
<b>Core Values:.....</b>	<b>6</b>
<b>Mission.....</b>	<b>6</b>
<b>School-Wide Learning Expectations.....</b>	<b>6</b>
<b>Nondiscrimination.....</b>	<b>6</b>
<b>WHS GENERAL INFORMATION.....</b>	<b>7</b>
<b>WHS Calendar of Key Dates 2023-2024.....</b>	<b>7</b>
<b>Marking Periods for 2023-2024.....</b>	<b>7</b>
<b>School Hours.....</b>	<b>7</b>
<b>Health Clinic.....</b>	<b>7</b>
<b>Medication: Parents/guardians must notify the school nurse if their child is to take medication during the day. All medications must be properly labeled and kept in the clinic.....</b>	<b>7</b>
<b>Student Lockers.....</b>	<b>7</b>
<b>ACADEMIC INFORMATION, REQUIREMENTS, AND ELIGIBILITY.....</b>	<b>8</b>
<b>Graduation Competency Requirements.....</b>	<b>8</b>
<b>Graduation Credit Requirements.....</b>	<b>8</b>
<b>Community Service: Watertown High School students must complete 36 hours of certified community service over their four (4) years of high school, as a graduation requirement. The specifications of the Community Service Graduation Requirements can be found under the School Information tab on the Watertown High School website. Students aspiring towards the National Honor Society need to have 25 of their 36 hours of community service completed and certified at the time of their application.....</b>	<b>9</b>
<b>Credits Required for Grade Promotion and Graduation.....</b>	<b>10</b>
<b>Schedule Changes.....</b>	<b>10</b>
<b>High Honor Roll.....</b>	<b>11</b>
<b>Honor Roll.....</b>	<b>11</b>
<b>Cum Laude Society.....</b>	<b>11</b>
<b>National Honor Society.....</b>	<b>12</b>
<b>Grades.....</b>	<b>13</b>
<b>SPECIALIZED SERVICES &amp; PROGRAMMING.....</b>	<b>14</b>
<b>504 Accommodation Plans.....</b>	<b>14</b>
<b>Special Education Services.....</b>	<b>15</b>
<b>Connections Program: The Connections Program is a structured, behavior-based, self-contained/sub-separate program. Using Applied Behavior Analysis (ABA) and sensory integration strategies, students are taught independent life skills, social pragmatic skills and academic skills. Students may also receive related services through counseling, speech and language, Occupational therapy and/or physical therapy.....</b>	<b>16</b>
<b>English as a Secondary Language (ESL).....</b>	<b>17</b>

Student Records.....	17
Release of Information/Images.....	17
Student Government.....	18
<b>ATTENDANCE RULES AND PROCEDURES.....</b>	<b>19</b>
Absence Limits.....	19
Dismissals.....	20
Classroom Attendance Procedures.....	20
Appeals.....	21
Suspension.....	21
Attendance and Student Activities.....	21
Religious Holidays.....	21
<b>STUDENT ACTIVITIES.....</b>	<b>22</b>
Clubs/Activities.....	22
School Dances/Outside Guests.....	23
Athletics.....	23
Discipline.....	24
Attendance.....	24
Participation and Access to Extracurricular Activities.....	24
Watertown Concussion Procedures.....	24
<b>STUDENT PROCEDURES.....</b>	<b>25</b>
Five Basic Principles of Conduct at WHS.....	25
Sessions.....	27
Expulsion and Suspension.....	27
Plagiarism.....	28
Personal Electronic Devices.....	28
Student Email Use.....	29
Dress Code.....	29
Education of Students and Staff Regarding Internet Safety.....	29
Anti-Bullying Procedures.....	29
Definition and Prohibition of Bullying.....	30
Procedures for reporting.....	31
Alcohol, Drug, and Tobacco Use in School, on School Grounds or at School-Sponsored Activities.....	32
<b>LEGAL DEFINITIONS.....</b>	<b>32</b>
<b>SENIORS.....</b>	<b>32</b>
<b>CHEMICAL HEALTH POLICY.....</b>	<b>32</b>
Smoking and Use of Tobacco Products.....	34
Non-violent Physical Crisis Intervention/Physical Restraint:.....	34
Behavior on Buses/Vans/Cars Used for School Related Activities.....	34
Possession of Dangerous and/or Illegal Weapons.....	34

# WATERTOWN PUBLIC SCHOOLS

## **Mission Statement**

WPS prepares all students for life by engaging them in a challenging and meaningful education within an inclusive, diverse community.

**Excellence \* Equity \* Community**

## **WPS Theory of Action**

### *If we:*

- Focus on inclusively educating *all* students to their full academic, social, and emotional potential;
- Build an educational program aligned to standards and promote high expectations and authentic learning;
- Foster caring and collaborative relationships among and within schools, families and community members;
- Build educationally appropriate, joyful learning environments

*Then we will inspire and empower students to explore and shape the world around them.*

## **School Committee**

The Watertown School Committee establishes goals, policies, and the budget for the Watertown Public Schools. The School Committee hires the Superintendent and works closely with that individual in developing policies and practices to improve the school system. The School Committee also is responsible for conducting collective bargaining with all employee organizations and has other responsibilities as outlined by Massachusetts General Laws.

The School Committee consists of seven members. Six are elected on a town-wide basis for four-year terms. The City Council President serves as the seventh member and is elected to a two-year term. In January of each year the School Committee elects a chair, vice-chair, and secretary from among its members. The School Committee also organizes itself into subcommittees to conduct its business.

### Members:

- Kendra Foley, Chairwoman
- Lindsay Mosca, Vice-Chairwoman
- Amy Donohue, Secretary
- Jessica Middlebrook
- Lily Rayman-Read
- David Stokes
- Mark Sideris

## Watertown High School: Core Values and Mission

### Core Values:

- R** We **RESPECT** each other, and we respect ourselves.
- E** We are **EMPOWERED to grow and pursue our dreams.**
- A** We **ACHIEVE** as students and as well-rounded individuals.
- C** We aspire to **CREATE** something new from our knowledge and experiences.
- H** We **HONOR** our rights and responsibilities as members of this community.

### Mission

The mission of Watertown High School is to produce lifelong learners through examination of human achievements, development of essential skills, and promotion of civic responsibility and ethics. We are committed to a rigorous curriculum designed to foster students' growth as creative and independent thinkers. We will provide a safe and nurturing environment in which students and faculty have the opportunity to realize their potential.

### School-Wide Learning Expectations

- **Communication:** Communicate effectively (orally and in writing) utilizing multiple technologies and media
- **Creativity:** Solve problems creatively utilizing brainstorming, prototyping and considering nontraditional methods
- **Critical Thinking:** Effectively gather, evaluate, analyze, and synthesize information to develop wonderings and create and test hypotheses
- **Collaboration:** Work in collaboration within teams or groups to develop solutions based on multiple inputs of skills, experiences and knowledge bases. Exercise flexibility, make compromises, and share responsibility in the development of solutions

### Nondiscrimination

No student shall be discriminated against on the basis of race, color, gender, gender identity, religion, national origin, sexual orientation, age or disability as required by state and federal law in the administration of its educational policies, admission policies, or athletic and other school administered programs

## WHS GENERAL INFORMATION

### WHS Calendar of Key Dates 2023-2024

Please consult the WHS [website](#) for the most up-to-date information on key dates.

### Marking Periods for 2023-2024

Term 1	September 5 – November 8
Term 2	November 9 – January 24
Term 3	January 25 – April 3
Term 4	April 4 – June 13
May 30	Last Day of Regularly Scheduled Classes for Seniors
June 7	Graduation
June 13	Last Day of School (Early Release)
June 21	Last Day of School (Early Release), If 5 Snow Days

### School Hours

School day: starts at 8:30 a.m. and ends at 3:05 p.m.

Half day schedule (early release): school starts at 8:30 a.m. and ends at 12:30 p.m. Delayed opening:

**One hour delay of school: start time 9:30 a.m. All students report to period 2 classes.**

**Two hour delay of school: start time 10:30 a.m. All students report to period 3 classes.**

Please Note: There is no student parking available at Watertown High School. On street parking is subject to Watertown parking restrictions with a limit of 2 hours.

### Health Clinic

The school nurse's office is in Room **104A** on the first floor. Clinic hours are 8:30 a.m. – 3:05 p.m. If the nurse is not available, students should report to the Main Office. Every student must have a pass to go and see the nurse.

**Medication:** Parents/guardians must notify the school nurse if their child is to take medication during the day. All medications must be properly labeled and kept in the clinic.

***See Student Handbook Part II: Administering Medicine to Students***

### Student Lockers

All Watertown High School students are given the opportunity to use a locker. If a student would like to be assigned a locker, they may request a locker and padlock from the Assistant Principals' Office. Students are prohibited from using non-school issued locks. If a student loses a lock, the replacement cost is \$7.00. Lockers are for students to store their clothing, sports equipment, musical instruments, books etc. Sharing a friend's locker or using unassigned lockers is strictly forbidden. No illegal items may be stored in lockers at any time. Lockers are the property of Watertown Public Schools and are provided as a privilege for convenience only. The locker, in its entirety, including the space within the locker, shall be the property of the school. Students are cautioned that they may use the locker subject to the right of the school to open the locker at any time for inspection, and there should be no expectation of privacy in the student locker.

Students are to keep lockers secured at all times. The school reserves the right to check lockers as determined by the Administration. If a student cannot open or secure their locker, they should report this difficulty to the Main Office. Locker privileges may be revoked if students abuse the locker or have more than one person using a locker. In addition, students may face disciplinary action if they do not lock their locker.

Phys. Ed. lockers are not to be considered “secure” storage. Students should not keep valuable items in these lockers. Watertown High School is not responsible for lost or stolen items. For additional information on searches, please refer to WPS Handbook Part II in this Handbook.

## **ACADEMIC INFORMATION, REQUIREMENTS, AND ELIGIBILITY**

### **Graduation Competency Requirements**

All students must demonstrate the following competencies:

- Reading/Writing/Speaking Skills demonstrated by successful completion of four years of English courses, which include a written thesis paper, at least six pages in length, and oral presentation and defense of a written thesis/project in any discipline or department.
- Self-Assessment • Establishing Goals demonstrated by completion of specific activities for grades 9-12 as part of the Developmental Guidance Program. This includes successful completion of three years of advisory.
- Problem Solving and Respect/Concern for Others are demonstrated by completion of community or school service projects.

### **Graduation Credit Requirements**

All students must earn 134 credits. Students are required to successfully complete the equivalent of the following courses in each discipline:

English	4 year-long courses, or equivalent
Social Studies (starting with class of 2027)	3 year-long courses (2 years of U.S. History, 1 of World History)
Math	4 year-long courses, or equivalent
Science	3 year-long courses, or equivalent
Fine & Performing Arts/ CTE	1 year-long course or 2 semester courses
Physical Education	1 course each year, for every year attending WHS
Health	1 course (usually in Grade 9)
World Languages	(depends on College/University guidelines)

**Massachusetts State Universities Require:** Four (4) years of Mathematics for students, including Algebra II; four (4) years of English; three (3) years of Science courses (drawn from Natural Science and/or Physical Science and/or Technology/ Engineering\*), including three (3) courses with laboratory work; two (2) years of Social Studies, including US History; two (2) years of World Language study in the same language; and two (2) electives from the disciplines listed above or from the Arts and Humanities or Computer Sciences.

*\*Technology/Engineering courses must be designated as Science courses (taken for science credit) by the high school, in order to count toward the Science requirement.*

**Community Service:** Watertown High School students must complete *36 hours of certified community service over their four (4) years of high school, as a graduation requirement.* The specifications of the Community Service Graduation Requirements can be found under the School Information tab on the Watertown High School website. Students aspiring towards the *National Honor Society need to have 25 of their 36 hours of community service completed and certified at the time of their application.*

**MCAS:** In addition, all students must achieve a passing score on the Massachusetts Comprehensive Assessment System (MCAS) in Science, Mathematics and English Language Arts.

**Seal of Biliteracy:** Watertown High School offers all students the opportunity to obtain the State Seal of Biliteracy upon graduation. The State Seal of Biliteracy is a nationally and state recognized honor, which will be placed on students' transcripts and diplomas. Bilingualism is a critical 21st-century skill that recipients of the State Seal of Biliteracy can highlight in college and job applications.

To qualify, students must demonstrate English proficiency and intermediate-high proficiency in another language.

- To determine English proficiency:
  - Students must earn a 472 (240) (proficient) on the MCAS ELA test.
  - If a student earns less than a 472 (240) on the MCAS, an overall score of 4.2 and a composite literacy score of 3.9 on the ACCESS test for English Learners can satisfy the English requirements.
- To determine second language proficiency:
  - Students must earn a score of at least I-5 (intermediate high) on the ACTFL Assessment of Performance toward Proficiency in Languages (AAPPL) in reading, speaking, listening, and writing. The following languages are offered through the AAPPL test: Arabic, Mandarin Chinese, French, German, Portuguese, Russian, Spanish, Hindi, Italian, Japanese, Korean, and Thai.
  - For all other languages, an alternate, state-approved test will be used to determine proficiency.
- Seal of Biliteracy with Distinction: In order to earn this honor with distinction, students must earn a 501 (260) (advanced) on the English Language Arts MCAS and a score of A-1 (advanced-low) on the AAPPL assessment.

Students must submit an application to the World Language Coordinator to participate in testing. Tests will be administered throughout the school year. Students are eligible to determine their proficiency in English and at least one other language.

Watertown High School will maintain a record of all students attaining the State Seal of Biliteracy and report names to DESE annually.

## **Credits Required for Grade Promotion and Graduation**

All students are required to take the equivalent of at least six, full-credit courses each semester. This does not include directed studies, work as teacher aides, or resource/special education support classes. Exceptions to this requirement need written approval of the Principal.

### **Freshmen: Class of 2027**

Freshmen will be scheduled for 42 credits. Freshmen must earn thirty (30) credits, to include successful completion of Freshman English before being promoted to the Sophomore year.

### **Sophomores: Class of 2026**

Sophomores will be scheduled for 42 credits. Sophomores must earn a minimum of sixty (60) credits, to include successful completion of Sophomore English before being promoted to the Junior year.

### **Juniors: Class of 2025**

Juniors will be scheduled for a minimum of 36 credits and may have no more than 1 study hall per semester. Juniors must have earned a minimum of ninety-four (94) credits, to include successful completion of Junior English before being promoted to the Senior year.

### **Seniors: Class of 2024**

Seniors will be scheduled for a minimum of 36 credits and may have no more than 1 study hall per semester. Seniors must have earned a minimum of 134 credits, passing scores on MCAS exam, and completed all requirements listed in the **graduation credit requirements and competency requirements** sections for graduation. Seniors must fulfill all requirements by their last day of classes in order to participate in the graduation ceremony and be awarded a diploma.

### **Transfer of Externally Awarded Credit**

Course credits earned prior to enrollment at Watertown High School (WHS) will be evaluated to determine proper grade level placement and applicability toward fulfilling WHS' graduation requirements. The maximum number of credits that may be transferred and applied to any single grade level at WHS is 43, which is the maximum number of credits a student may earn during any individual academic year.

At WHS, classes operate as either semesterly or yearly offerings and, generally speaking, are worth three (3) credits or six (6) credits, respectively. In all situations involving the transfer of credit to WHS, externally awarded credits will be evaluated using the school's standard and will be applied to the student's record accordingly and, if necessary, proportionately.

Classes will be listed on a student's transcript with the converted credit totals.

### **Schedule Changes**

Students are expected to choose preferred courses and alternates carefully. Alternates will be chosen for students if they do not do so themselves during the course selection process.

Should a student desire to change a course, the student must request this change prior to the first day of school or during the appropriate Add/Drop period (see below). During the Add/Drop Period, changes to student schedules will be made under the following conditions:

1. Student receives written permission from the teacher, the curriculum coordinator, and the parent/guardian. Students should obtain the appropriate form in Guidance.
2. The courses being exchanged occur during the same scheduled block during the day.
3. The courses being exchanged will not be over/under-enrolled due to the student's departure or arrival in the course.

Add/Drop Period for Semester 1 and Full Year Courses:

Prior to the first day of school OR between the 8th and 14th day of school.

Add/Drop Period for Semester 2 Courses:

Prior to the first day of 2nd semester OR between the 1st and 5th day of Semester 2.

Changes to any course will not be allowed after the Add/Drop Period unless:

- a recommendation for a level change is made by the school;
- an error has been made in inputting a student's course choice;
- a change is necessary for a Grade 12 student in order to meet graduation requirements;
- an approval has been granted at the discretion of the principal.

Students who withdraw from a class within two weeks of the end of the quarter will receive a letter grade (A-F) for that course.

Students who withdraw more than two weeks before the end of the quarter will receive a W as a grade for that marking period.

### **High Honor Roll**

The student carries 5 unique courses in the quarter, in subjects producing letter grades, A, B, C, or D, and receives no grade below an A-, except in one subject, which may be a B+, B or B- only.

### **Honor Roll**

The student carries 5 unique courses in the quarter, in subjects producing letter grades, A, B, C, or D and receives no grade below B-.

Honor Roll is announced at the end of each term for students demonstrating high scholastic performance.

### **Cum Laude Society**

The Cum Laude Society is the most prestigious academic honor society at Watertown High School. Senior students are selected for this honor after earning a 4.0 GPA after the 4<sup>th</sup> quarter of their junior year in challenging course work. Students must have attended Watertown High School for one full year to be nominated for the Cum Laude Society. All members of the Cum Laude Society are required to uphold the principles of virtue, justice and order. Induction to the Cum Laude Society will be held at a special ceremony in the fall of the student's senior year.

## **National Honor Society**

The National Honor Society, unlike the Cum Laude Society, is an active society of students supporting other Watertown High School and community programs throughout the year. Students nominated for the National Honor Society on the basis of academic performance must also qualify on the basis of character, service, and leadership. Membership in the National Honor Society is a privilege.

To be eligible for nomination to the National Honor Society a junior student must earn a 3.5 GPA after the 4<sup>th</sup> quarter of their sophomore or junior year. Students who did not meet the GPA criteria at the end of their sophomore year will be considered again following the end of their junior year. However, a student who previously applied and was not selected for induction, may not re-apply. Candidates must have attended Watertown High School for one full year prior to their nomination. Students nominated for membership demonstrate high standards of academic achievement, good character and citizenship, leadership and community service. Suspension from school or inappropriate behavior in any grade (e.g. plagiarism, cheating, excessive tardiness, or fighting) is sufficient reason to exclude or remove a student from membership in the National Honor Society. Induction to the National Honor Society will be held at a special ceremony in the fall of the student's junior or senior year.

**Selection Process:** The process begins with the determination of academic eligibility. Eligible students (students with a GPA of 3.5 or higher after the 4<sup>th</sup> quarter of their sophomore or junior year) will be notified through their school email addresses that they will be considered for induction the following September. Students will receive the application in this summer email. Students must provide evidence of their service and leadership in the form of written documentation from coaches and activity advisers. Failure to complete a written application and return it to the faculty adviser by the set deadline will prevent a student from membership. In September, the names of all eligible junior and senior students will be distributed to the Watertown High faculty. Members of the faculty can express their opinion about a student's eligibility on the basis of leadership, character, and service.

A Faculty Selection Committee composed of 5 teachers and the National Honor Society adviser then reviews each application with supporting documentation and makes a final assessment. The following criteria will be used to select inductees:

- GPA of 3.5 or higher
- Teacher feedback
- Service qualities: 25 hours of certified community service or more
- Leadership qualities: Demonstrates responsibility and leadership in the classroom/ at a job/ at a volunteer site/ in athletics
- Character qualities: Does not hold a documented discipline record that consists of suspensions or evidence of inappropriate behavior (including, but not limited to, disrespectful behavior, biased-based behavior, bullying, cheating, and plagiarizing) and demonstrates good ethics and respect for others

If a student's eligibility is in doubt, the Faculty Selection Committee's decision will be final. No student will be denied eligibility based upon a statement by a single faculty member.

The Faculty Selection Committee performs the following functions:

1. Determines the selection procedure for chapter membership
2. Selects students for membership after all faculty have been consulted
3. Hears the dismissal cases if needed. No member may be dismissed without having the opportunity to appear before the Faculty Selection Committee.

Selection to the NHS is a privilege bestowed upon students by the Faculty of the school, and not considered a right inherent to any student. Any violation of the school handbook may be grounds for disciplinary action within the National Honor Society. Disciplinary action may include probation during which time a member may be required to complete additional service and leadership requirements, or dismissal from the NHS.

## Grades

### Decile Standing

Grade point average at Watertown High School is a weighted average which includes Advanced Placement, Honors, Level 1 and Level 2 courses in English, Math, Social Studies, Science, World Language, Art, Computer Science, Health, Physical Education, and all Career and Technical Education courses. Pass/Fail courses, Summer School courses, unlevleled courses and courses taken at institutions other than Watertown High School are not included in the GPA. Virtual High School courses (VHS) are included in GPA using levels L1, Honors, and Advanced Placement.

Decile standing is computed at the end of junior year and after the third term of senior year. WHS gives students a standard 4.0 - based GPA. There will not be any conversion of grades from schools other than Watertown High School in the calculation of decile standing. In order to be calculated and reported, students must have attended WHS a minimum of five quarters and have accumulated a minimum of twenty term grades to be eligible for decile standing status. Decile 1 is the highest decile.

The Principal selects the Class Valedictorian and Salutatorian after the Grade Point Average is calculated following the close of grades for the third term of the students' senior year. In order to be considered for Valedictorian or Salutatorian, students must have attended WHS a minimum of five quarters and have accumulated a minimum of twenty term grades.

### 4.0 Grading Scale

A+ 4.3	B+ 3.3	C+ 2.3	D+ 1.3
A 4.0	B 3.0	C 2.0	D 1.0
A- 3.7	B- 2.7	C- 1.7	D- 0.7
			F 0.0

### Graduation Ceremony Participation

Graduation is the culmination of a student's Watertown Public School experience, and as such is a ceremony of dignity and honor. The ceremony takes place on the first Friday evening in June. In order to participate in the graduation ceremony, students must have completed all graduation requirements, satisfied all of their financial obligations to WPS, returned all school property (or made restitution for lost/broken materials), and completely served all assigned sessions and/or suspension days. Failure to meet these standards will mean that a student may not participate in the graduation ceremony. Students who incur a violation under the ***Alcohol, Drug, and Tobacco Use in School, on School Grounds, or at School-Sponsored Activities*** policy during Senior Week Activities, will not participate in, nor attend any further activities, including the graduation ceremony

### Mid Term Progress Reports

Students are issued Midterm Progress reports at the midpoint of each term. As there are 5 weeks still remaining in the term, this grade could change by the closing day of the term. This is the only full- school academic report issued to students prior to the close of each term. A student's grade is subject to change at any time up to the close of the term.

## Academic Warnings

Academic warnings may be issued any time the teacher feels the quality and/or quantity of a student's work is below acceptable expectation. The teacher may give the report directly to the student or mail the report.

## Applying to a Vocational School

If you are interested in attending a vocational high school, please contact your guidance counselor. You must submit your Chapter 74 Vocational Technical Education Nonresident Tuition application to the vocational technical school by March 15, and the application must be received by the Superintendent for WPS for approval by April 1<sup>st</sup>.

## **SPECIALIZED SERVICES & PROGRAMMING**

### **504 Accommodation Plans**

A 504 Accommodation Plan is a legal document falling under the provisions of the American Rehabilitation Act of 1973. This is a civil rights law to protect people with disabilities by eliminating barriers and allowing full participation in education. A 504 Accommodation Plan is designed to articulate and implement a program of instructional services, including general classroom modifications, to assist students with significant disabilities. A 504 plan is not an Individualized Education Plan (IEP) and is a regular education entitlement. In order for a student to qualify for a 504 Accommodation Plan he or she must meet certain federal requirements. They include the following: Referral, Non-discriminatory Evaluation, Eligibility, Placement Procedures, Procedural Safeguards (Due Process), and the writing of the Individual Accommodation Plan.

The Watertown Public School District acknowledges its responsibility under Section 504 to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability shall knowingly be permitted in any program or practices in the school district.

Section 504 of the Rehabilitation Act of 1973 covers qualified students with disabilities who attend schools receiving Federal financial assistance. Section 504 requires that school districts provide a free appropriate public education (FAPE) to qualified students in their jurisdictions who (1) have a *physical or mental impairment that substantially limits one or more major life activities*; or (2) have a record of such impairment; or (3) be regarded as having such impairment.

A *physical or mental impairment* is defined as any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological; musculoskeletal; special sense organs; respiratory, including speech organs; **cardiovascular; reproductive; digestive; genito-urinary; hemic and lymphatic; skin; and endocrine; or any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities. This list is not exhaustive.**

*Major life activities* include functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. This list is not exhaustive. In the ADA Amendments Act 2008 Congress provided additional examples of general activities that are major life activities, including eating, sleeping, standing, lifting, bending, reading, concentrating, thinking, and communicating. Congress also provided a non-exhaustive list of examples of "major bodily functions" that are major life activities, such as the functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory,

circulatory, endocrine, and reproductive functions. An impairment that is episodic or in remission, is also considered a disability if it would substantially limit a major life activity when active.

Under Section 504, the school district has the responsibility to identify, evaluate, and if the student is determined to be eligible under Section 504, to afford access to appropriate educational services.

If the parent/guardian disagrees with the determination made by the professional staff of the school district, he/she has the right to a hearing with an impartial hearing officer. Any questions concerning the implementation of policy and procedures may be directed to the Principal.

For further information, contact your child's guidance counselor or the Special Education Coordinator

### **Special Education Services**

The Watertown Public Schools provides special education and related services for eligible students in accordance with state and federal law. Under Chapter 766 of the Acts of 1972, the Massachusetts Special Education Law (603 CMR 28.00), if a student has one or more of the disabilities specified in the statute and, of, as a result of the disability(ies) is unable to progress effectively in the general education program without the provision of one or more related services, then the IEP Team shall determine that the student is eligible and develop an individualized education program (IEP).

Students who are found, after evaluation, to be eligible for special education services will receive an Individualized Education Plan (IEP) developed by the Special Education Team, which includes parents/guardians, teachers and specialists involved with the child. If you believe your child may be in need of special education services please contact the Principal, Special Education Coordinator or counselor to assist you with the process. State regulations governing the Chapter 766 process and the "Notice of Procedural Safeguards" brochure are available in all schools for review. For more information about special education please feel free to contact the Director of Student Services at Central Office.

**Inclusion/Academic Resource Classes:** Those students who have been identified within their IEP as needing additional academic support will meet with a special education teacher and possibly additional support staff such as a speech/language therapist. There they will receive specialized instruction to support the regular education instruction given to them in inclusion classes. The programming within these classes is regulated and prescribed by the IEP team to meet the individual needs of the student.

**Language-Based Instruction:** We can provide language-based instruction and services to those students who have been identified as having a language-based learning disability or whose IEP specific alternative instruction in English, math, and reading, students sometimes will be in small structured classes that deliver modified instruction using a variety of teaching strategies designed to meet the student where they are and create successful academic experiences. At other times, students may be included in co-taught classes and receive instruction in a whole- class setting. In addition to the classes, students may participate in group counseling to work on communication and social skills. For each eligible student, all necessary services are determined by the IEP Team

**Learning-Support Classroom:** The Learning Support classroom is designated for those students who have been identified through the IEP process as needing a small, highly structured and individualized learning environment. With a special education teacher and instructional assistants, students will receive specialized instruction prescribed by the IEP team to meet the educational needs of the student. The curriculum content and pace is individualized so that the student will have access to the curriculum in the most appropriate setting. Instruction in content areas such as Math, History, English, etc. will be modified to meet the student's needs. Other services such as physical, occupational and speech therapy may be delivered within these classes as determined by the IEP team. For each eligible student, all necessary services are determined by the IEP Team

**Integrated Emotional Support Services:** As students and families navigate through high school life and adolescent development, emotional challenges may arise preventing students from meeting academic expectations. In addition, our Watertown families may also be going through turbulence on occasion, affecting the stability of their child's academic success. We recognize the need to provide a range of supportive services to help struggling students recapture academic engagement and motivation for learning. In response, we have developed the Watertown High School Integrated Emotional Support Services. Here students can receive a spectrum of services depending on need. Services may include:

- **Short-term respite programming**
- **Counseling services**
- **Evaluation services**
- **Case management for families**
- **Classroom integration consultation**
- **Behavior modification**
- **Small therapeutic class instruction**
- **Emergency consultation services**

**Connections Program:** The Connections Program is a structured, behavior-based, self-contained/sub-separate program. Using Applied Behavior Analysis (ABA) and sensory integration strategies, students are taught independent life skills, social pragmatic skills and academic skills. Students may also receive related services through counseling, speech and language, occupational therapy and/or physical therapy.

Students' programs are individually designed around each student's needs. As students develop skills, opportunities for inclusion in the general education classes are available. Typically, students in the Connections Program participate in the MCAS assessment with accommodations or participate in the MCAS Alternative Assessment.

The Connections Leadership Council is made up of Watertown faculty and administrators who meet on a monthly basis to ensure that services for students with autism and related disorders are consistent, using an evidence-based teaching approach, throughout grades K-12.

#### **Alternative Education: Home and Hospital Instruction**

The Watertown Public Schools provides home and hospital tutoring to students who "in the judgment of their physician, should remain at home or in the hospital on day or overnight basis, or any combination of both, for a period of at least fourteen school days in any school year." Before a student can receive these services, a licensed physician must complete a state-required form for

review and approval by the District. Forms are available at your child's school or through the Office of Student Services.

Students who have chronic illnesses or diseases may be eligible for Section 504 Plans, and in those instances, the 14-day requirement will be waived. With the exception of those students who have chronic, debilitating diseases or conditions, home or hospital tutoring is considered short-term (no longer than 60 days) and is not a replacement for regular attendance at school. Home and hospital instruction is not considered a special education service.

### **English as a Secondary Language (ESL)**

It is the Watertown Public Schools' policy to provide suitable research-based language instructional programs for all identified English language learners in grades pre-Kindergarten through 12 in accordance with the requirements of state and federal statutes and Massachusetts Department of Education regulations and guidance.

The Watertown Public Schools district provides students who are English learners with sheltered English immersion instruction in English language classrooms, unless a waiver has been granted in accordance with M.G.L. c. 71A, § 5, in which case the English learner will be placed in a bilingual education program if it is available.

Student needs will be assessed and determined according to the student's English ability. ESL support provides instruction in speaking, reading, and writing as well as course content support. The three (3) largest ESL groups at Watertown High School are Spanish, Portuguese, and Armenian.

### **Student Records**

Watertown High School adheres to the provisions of the law 603 CMR (Code of Massachusetts Regulations) 23.00 on parent and student rights regarding confidentiality, inspection, amendment and destruction of student records.

***Refer to WPS Handbook Part II: Student Records and Confidentiality***

### **Destruction of Student Records**

After graduation, seniors can collect their temporary Cumulative Record Folder from the Guidance Office. Temporary student records will be destroyed no later than seven years after a student graduates or transfers from Watertown High School.

***Refer to WPS Handbook Part II: Student Records and Confidentiality***

### **Release of Information/Images**

During the course of the academic year, photographs, interviews, videotapes and/or audiotapes produced and/or authorized by the Watertown Public Schools may be taken. The photographs may be used to publicize school events in newspapers, public displays, on websites and in town reports. The videotapes/audiotapes/interviews may be used for public communications, teacher-training, or teacher recruitment. Students may be photographed in groups or individually, and may be identified by name.

If you do not approve of your child appearing in publications such as photos, audiotapes, videotapes, or interviews you must notify the school's principal no later than one week following the receipt of this handbook. This notification is included as a part of the Handbook Signature Page.

***Refer to WPS Handbook Part II: Pictures, Names, or Quotes in the Media.***

## **Student Government**

There are a number of opportunities for students of Watertown High School to participate in student government. The candidate with a plurality of the votes will be the winner of the election. All elections are conducted in the fall.

## **Class Officers**

Each class elects the following class officers:

- 1 President
- 1 Vice President
- 1 Secretary
- 1 Treasurer
- 5 Executive Committee Members

## **Student Council**

The entire student body participates in electing five members from each class to the Student Council. Those twenty members elect the following officers:

- 1 President
- 1 Vice President
- 1 Treasurer
- 1 Recording Secretary
- 1 Corresponding Secretary

The President will appoint committee chairs from among the Student Council members to head various committees and will seek other students to assist those committees in their work.

## **The Advisor to the State Regional Advisory Board**

Each year, two students, one as a delegate and one as an alternate, selected by the Faculty Advisor, represent the school on the Greater Boston Regional (State Department of Education) Advisory Board. Students from many area high schools share information and ideas concerning student rights and opportunities. The delegate and alternate will report back to the Student Council.

## **Student Advisors to the School Committee**

Each year, two senior students, selected by the principal and the outgoing student advisors, serve as student advisors to the school committee. Student advisors attend monthly school committee meetings and are responsible for providing the school committee with updates and perspective from the student body.

## **Student Member of the School Site Council**

Each year, one student, selected by the principal and the outgoing Student Member of the WHS Site Council, will serve as a full member of the Watertown High School site council, which is responsible for providing the principal with input on the school budget and school improvement plan.

## ATTENDANCE RULES AND PROCEDURES

Attendance is the most important aspect of educating students. When students are not here, they do not have access to instruction. Understandably, there will be times when students will need to take time away from school for a variety of excused reasons.

**The following procedure is in place to ensure good attendance, support our families, and follow state and federal law.**

### **Absence Limits**

We expect regular and punctual attendance in all classes. Grades reflect attendance, effort, classroom participation, and academic progress. We recognize that occasional absences are unavoidable.

**EXCUSED** absences are those reported to the attendance office by phone, by letter, or in person by a parent or a guardian; otherwise, a child is considered truant.

- Short-term illness (three consecutive days or fewer) reported to the attendance office by phone or letter
- Extended illness (four or more consecutive days) requires a doctor's note
- Death of a student's family member
- Court appearances
- Religious observances and holidays
- College visits – (note: college visits during Mid-Year or Final Exams will **NOT** be excused.)
- School related activities, such as field trips and assemblies
- Up to one Leadership, Academic or Athletic College Showcase or Academic Invitational per year, with appropriate documentation and approval of the Principal.

Parent call-ins and/or notes from home are required for an excused absence. All notes to excuse an absence need to be turned in within two school days of a student's return to school. Any questions/concerns should be addressed to the Assistant Principals' Office.

Students with more than three excused absences in a quarter may be asked to produce formal documentation to excuse further absences that quarter. Special circumstances may be brought directly to the principal or their designee for approval.

### **UNEXCUSED absences:**

- Cutting class (not being where you are scheduled to be)\*
- Family vacation
- Work
- College visits during Mid-Year or Final exams
- Pre-event preparation, such as prom, dances, athletic events, etc.
- Please note: for seniors in the fourth term, no more than three unexcused (3) absences are allowed without penalty.

\*Students who are found off campus will also be subject to search and disciplinary action upon return to school. Students will be afforded the appropriate due process rights.

### **Skip Days**

There are NO sanctioned "skip days" at WHS. Student organized "skip days" undermine the educational nprocess. The school will not accept parental excuses to participate in "skip days". Students involved will nreceive an unexcused absence.

### **Parent/Guardian Notification of Absence**

Parents/guardians are directed to call in their child's absence from school to the attendance office before 8:30 a.m. of the day of the absence: 617-926-7730. Parents/guardians will also be notified with an electronic telephone message of their child's absence.

If a student has missed five (5) or more school days unexcused in a school year (absence is defined as two or more periods in one day), the high school administration shall make reasonable effort to meet with the parent to develop jointly, and with input from other relevant school personnel and officials from relevant state and local agencies, an action plan to improve and ensure the student's attendance.

### **Dismissals**

There are three acceptable ways to dismiss a student from school.

- 1) A student must submit a signed note from their parent or guardian to the Assistant Principals' Office by the start of the school day.
- 2) A parent or guardian can dismiss a student by coming to the Assistant Principals' Office or by phone.
- 3) The Nurse may dismiss a student due to illness or other medical reason.

A student who is dismissed will be marked absent from any missed class. The absence is unexcused until documentation is provided.

### **Penalties for Tardiness and Absence**

Tardy to school: If a student enters the building after the first bell, they are considered tardy.

Consequences for tardiness are as follows:

<b>Tardy Number</b>	<b>Consequence</b>
<b>3-5</b>	<ul style="list-style-type: none"><li>• <b>Family will be notified via email, mail, or phone</b></li></ul>
<b>6-9</b>	<ul style="list-style-type: none"><li>• <b>Above consequences</b></li><li>• <b>After school sessions may be issued</b></li><li>• <b>Student meeting with AP</b></li><li>• <b>Loss of open campus privileges</b></li></ul>
<b>10+</b>	<ul style="list-style-type: none"><li>• <b>Above consequences</b></li><li>• <b>Parent/Guardian meeting with AP</b></li><li>• <b>Sessions to be served before any involvement in after school activities including athletics, music, school trips, clubs, etc.</b></li></ul>

**\*Internally, unexcused absence if a student has missed more than half the class\***

A student with more than five unexcused absences from a class in a particular term will receive comment code "N" for that term. The "N" indicates that no credit is earned for that class for that term. (See Graduation Credit Requirements).

### **Classroom Attendance Procedures**

After the third unexcused absence, the teacher warns the student verbally or in writing and confirms that warning to the attendance office. After the fifth unexcused absence, the teacher will notify the parent or

guardian that the student is in danger of losing credit for the class. Notification will be documented and made in writing, by telephone, e-mail, progress report or at a parent conference. Current attendance can be found through the parent portal of the student database.

### **Appeals**

Decisions about loss of credit may be appealed to the Principal or the Principal's designee by 8:30 a.m. on the last day of the term, prior to exams (if applicable). Exceptions to this policy may be granted by the Principal or Principal's designee based on extenuating circumstances. No appeals may be made in a term in which the student has cut a class or study.

### **Suspension**

Since suspension is a school-mandated absence, and in accordance with Massachusetts state law (Chapter 222), work missed during the suspension may be made up for credit and students shall have the right to continue to make academic progress during their suspension. It is the student's responsibility to communicate with their teachers before or during the suspension to make arrangements to complete the missed work. Any work missed during a suspension is due within two school days of the student's return.

### **Makeup Requirements for Missing School Work Due to Absences**

Any student with an absence from class must submit missing work within four school days upon their return to school. Any exceptions must be approved by the Principal. Work missed due to cut classes or skipped school may not be made up for grades/credit, although it is in the student's best interest of future academic success, to complete the missed work.

### **Makeup Requirements for Mid-year Exams, Final Exams, and Term Tests**

Mid-year and final exam periods have potential make-up times. This allows students who have an absence from class and are unable to take the exam at the regularly scheduled time to reschedule. If the exam cannot be rescheduled during the make-up time, the student should arrange another time with the teacher and get administrative approval from the Principal. For term tests when there is no formal make-up schedule, the student must take responsibility for rescheduling the exam. All incomplete grades are expected to be completed two weeks from the close of the term. There will be no early administration of Mid Year or Final Exams. Any exception to this timetable will only be considered if requested, in writing, to the Principal. Midyear and Final Exams may not be taken at a later date if the exam is missed due to cutting a class's normal exam period or skipping school the day of the regularly scheduled exam.

### **Incomplete Marks**

Due to excessive absences, a student may receive a grade of incomplete in a term. Upon return to school, students will have no more than two weeks to provide documentation for the absences and to make up any missing work; otherwise, students risk failing or receiving no credit for the course for the term. Any exception to this timetable will only be considered if requested, in writing, to the Principal.

### **Attendance and Student Activities**

A student must be in compliance with attendance requirements in order to participate in athletic and other extracurricular activities. (See Student Activities)

### **Religious Holidays**

When major religious holidays fall on school days, attention will be paid to avoid scheduling major tests or events.

## STUDENT ACTIVITIES

Students are strongly encouraged to participate in school activities. This is a way to meet other students, contribute to the school, and have fun! WHS has a great variety of sports, clubs and activities and all students should consider getting actively involved. Colleges and employers are interested in students who have a good academic record and who have participated in extracurricular activities. Read the list below and get involved! If you want to start a new club, see the Assistant Principals' Office for details.

### **Class Advisors**

Class of 2024.....Mr. Rose  
Class of 2025.....Mr. Madden  
Class of 2026.....Mr. Cooke  
Class of 2027.....Ms. Ollero

### **Clubs/Activities**

*(check the WHS [website](#) for descriptions and updates)*

Armenian Club	Gender-Sexuality Alliance	Raider HW Study Club
Art Club	Girls Who Code	Raider Times
Athletic Leadership	Hope Squad	Robotics Team
Baking Club	IDS (Inter-Dept. Studies)	Service Club
Badminton Club	Interact Club	Sewing Club
Book Club	International Club	Social Butterflies
Brazilian Club	Jazz Band	Social Network
Chess/Checkers Club	Kingian Club	Student Council
Class Officers	Model U.N	Universal Makers
Class Executive Committees	National Honor Society/Cum Laude	Watertown Youth Coalition
Comic, Graphic Novel, and Animation Club	No Place for Hate	Women in Science
Drama Club	Pep Band	Word Painter
Environmental Club	Photography Club	Writers Ink
Feminist Coalition	Powerlifting Club	Yearbook
	Pride Committee	

### **Procedures for Student Activities, Groups and Clubs**

1. Before it can be recognized as a school group and given use of school time and facilities, the group must receive approval by the Principal or the Principal's designee.
2. Membership must be open to all students except where the purpose of the club requires special qualifications such as National Honor Society.
3. Before club activities are permitted, a faculty sponsor or other advisor must be selected according to established procedures.
4. School groups, both permanent and ad hoc, must not use the school name in participating in public demonstrations or other activities outside the school without prior permission from the Principal or the Principal's designee.
5. Students must pay a user fee of \$50.00 in advance of club participation, and the faculty sponsor must be authorized by the Principal and/or the WPS Business Office to handle receipt of these fees. A single \$50.00 Activity User Fee allows students to participate in as many clubs as they would like.

**If a club fails to abide by the terms under which it was approved, or its activities present a clear threat to the health or safety of the members of the school, it may be banned only after a full hearing before the Principal.**

All students are also asked to pay \$15/year in class dues, with a \$5/year late charge, to support the activities of their respective classes.

### School Dances/Outside Guests

If a student wishes to bring a guest that does not attend Watertown High School to a dance or prom they must obtain an Outside Guest Form from the Assistant Principals' Office, and receive approval from the Assistant Principal for that guest to attend. This form has sections that must be completed by the WHS student, the WHS student's parent/guardian, the guest's parent/guardian and the guest's school administrator. This form must be completed and submitted to the Assistant Principal one week prior to the event. The guest must also submit a copy of their student ID or driver's license with the form. Eligible guests are of high school age, and attend another high school. Guests must be under 21.

### Athletics

<u>Fall Teams</u>	<u>Winter Teams</u>	<u>Spring Teams</u>
Cross-Country (G&B)	Basketball (B)	Baseball
Field Hockey	Basketball (G)	Softball
Football	Ice Hockey (B)	Tennis (B)
Soccer (B)	Ice Hockey (G)	Tennis (G)
Soccer (G)	Indoor Track (B)	Track (B)
Golf	Indoor Track (G)	Track (G)
Volleyball (G)	Wrestling	Lacrosse (B)
Cheerleading	Cheerleading	Lacrosse (G)
Swimming (B)	Swimming (G)	

### Athletic Fee

The annual fees for students participating in high school athletics is:

- \$200 for the first sport, \$175 for the second sport and no charge for the third sport
- For high school students receiving free meal benefits, the cost is \$50 for the first sport, \$50 for the second sport and no charge for the third sport.
- For high school students receiving reduced meal benefits, the cost is \$100 for the first sport, \$100 for the second sport, and no charge for the third sport
- Middle school students who play on the high school team through a middle school waiver, will pay middle school athletic fees

This fee is due at the start of the sport as part of registration

### Student Eligibility Requirements for Participation in Extracurricular Activities

#### Ineligibility for Terms Two, Three, and Four

- Any student receiving two or more Fs in any course on a quarterly report card is ineligible until the next quarter's report card.
- For the purposes of eligibility, an incomplete should be treated as an F until the change of grade is made. (*See section regarding Incomplete Marks.*)
- Grades are considered official as of the date when report cards are issued to all students.

#### Eligibility for Term One

- Eligibility for the beginning of the school year will be based on the final grades from the previous school year. Students receiving two or more Fs in any course for their final grades on their report cards are ineligible until the next quarterly report card.
- Eligibility for the fall marking period will also be based on a student passing and receiving full credit for four courses equivalent to a traditional year-long English course from the previous academic year (total of twenty-four credits from previous academic year). (MIAA

rule 58.3)

- A student cannot count any subject taken during the summer for eligibility, unless that subject was pursued and failed during the immediately preceding academic year. (MIAA rule 58.7)

### **Discipline**

- If a student fails to complete their disciplinary obligations they will be ineligible to participate in any athletic or extra-curricular activity, including, but not limited to, athletic contests and practices, field trips, and class events. Failure to complete disciplinary obligations includes, but is not limited to, uncompleted sessions, uncompleted in-house suspension or current outside suspensions or expulsions. (See sections regarding Sessions, Expulsions and Suspensions).

### **Attendance**

- A student must attend a school day to be eligible for athletics and extracurricular activities.
- A school day is defined as being present from: 8:30 a.m. – 12:00 p.m. and/or 12:00 p.m. – 3:05 p.m.

### **Participation and Access to Extracurricular Activities**

- No student shall be denied the opportunity in any implied or explicit manner to participate in an extracurricular activity because of the race, color, sex, gender identity, religion, national origin, sexual orientation, disability or homelessness of the student except as provided by state law.

**All MIAA rules are superseded by school policy at the discretion of the Principal or their designee**

### **Watertown Concussion Procedures**

Watertown Concussion Procedures have been developed in accordance with Watertown Policy and Massachusetts Department of Public Health (MDPH) regulation 105 CMR 201.000 Head Injuries and Concussions in Extracurricular Athletic Activities, mandated by Chapter 166 of the Acts of 2010, An Act Relative to the Safety Regulations for School Athletes.

The complete Procedures can be found on the Watertown High School Athletics [website](#).

### **These procedures provide:**

- 1) Parameters for staff training
- 2) Forms to be used at various stages in the head injury and concussion process
- 3) Steps to be taken if an injury occurs at a sports event
- 4) Steps to be taken to ensure a safe and healthy re-entry into school.

### **At the beginning of each sports season, students must turn in:**

- 1) Proof of a physical examination by a medical doctor in the last 13 months
- 2) A completed Pre-Participation Form
- 3) Athletics Fee

Students will not be allowed to play if these forms are not successfully completed and turned in.

If parents/guardians or students require more information, they should visit the WHS Athletics site to read the complete text of the Procedures.

## STUDENT PROCEDURES

### **Five Basic Principles of Conduct at WHS**

Everyone in the WHS community is expected to know and observe the Five Basic Principles that establish expectations for behavior. (Behavior includes participation at any school-sponsored activity on or off campus, and the behavior of guests). They are as follows:

1. Everyone will demonstrate honesty and integrity at all times.
2. Everyone will show respect for the rights and dignity of every other person.
3. Everyone will conduct themselves as a scholar and a member of a community of scholars, which implies treating every other individual as a scholar.
4. Everyone will act with regard for the safety of persons and property.
5. Everyone will obey the laws of the United States and the Commonwealth of Massachusetts.

The Principal and/or their designee reserves the right to impose disciplinary consequences for breaking school rules, or not adhering to the five basic principles after affording students and their parents/guardians the requisite due process.

**Consequences include, but are not limited to:** notification of parents/guardians, being required to change an item of clothing, sessions, recommendation for a mediation program, a zero grade, exclusion from after school activities, referral to an anger management program, out of school suspension, notification of police, exclusion from school, and/or expulsion

**If a student fails to complete their disciplinary obligations within a time set by the administration, the student is ineligible to participate in any extracurricular activities, including athletic practices and contests, field trips, and class events.**

### **Principle #1 - Honesty and Integrity (Core Values: Respect, Empower, Create, Achieve, Honor)**

Honest students speak the truth and speak up for what is true; they also don't misrepresent themselves or their work. Students of integrity are the same, decent people in all situations, whether or not they think someone is paying attention.

Some examples of dishonesty and lack of integrity include:

- plagiarism
- cheating or lying
- falsifying signatures
- gambling
- misrepresentation of identity to staff, or not identifying oneself when asked

### **Principle #2 - Showing Respect for Others (Core Values: Respect, Honor)**

We show respect for ourselves and others by honoring each other's dignity and worth. We act in ways that secure our own health and well-being and that foster the same in others. We respect others' rights and needs and try not to unnecessarily offend them.

Some examples of disrespect include:

- defiant behavior to a teacher/administrator
- refusing to cooperate with teacher/administrator
- use of insulting language, written or spoken, directed at the race, religion, sex, sexual orientation, gender identity, nationality, intellectual ability, athletic ability, size, or

- handicapping condition of another individual (staff or student)
- electronic harassment
- public displays of sexually intimate behavior
- harassment/humiliation of any kind
- unwelcome teasing
- intimidation
- taunting athletes, fans and/or members of another team, referees/umpires
- unsportsmanlike conduct
- inappropriate T-shirts or other apparel
- using profanity
- bullying

**Principle #3 - Acting as a Scholar in a Community of Scholars (Core Values: Respect, Empower, Achieve, Create, Honor)**

Watertown High School's mission is to foster lifelong learning. We can only fully achieve this mission when we each act as a scholar in this community. This includes being present in our classes, devoting our school time to the achievement of academic excellence, and avoiding distractions to learning.

Some examples of unscholarly conduct include:

- plagiarism
- cheating
- cutting classes/sessions
- leaving school without permission
- loitering
- disruptive behavior in class or in the hallway
- tardiness to class or school
- visible possession and/or use of cell phones, headsets, iPods, beepers, or any other electronic devices in class, other than for sanctioned academic use
- violating the dress code
- wearing sunglasses or sharp-pointed accessories
- inappropriate use of computers/websites

**Principle #4 - Respecting the Safety of Others and Their Property (Core Values: Respect, Empower, Honor)**

We respect others' safety and help ensure our own through positive words and actions. We also treat the school building and property with care. We pay attention to the rules for behavior in whatever setting we are in and we think before we act to make sure that we're not jeopardizing anyone's safety.

Some examples of conduct which violate Principle #4 include:

- bomb threats
- threats of violence
- false fire alarms
- hazing
- inciting others to violence and/or wrongdoing
- violations of lab or shop rules
- throwing objects

- rowdy behavior
- reckless or careless driving on school property
- defacing/destroying school property
- misuse of school and/or teacher's property

### **Principle #5 - Obeying the Law (Core Values: Respect, Empower, Honor)**

We obey the law to ensure the public safety it protects and to avoid potentially devastating consequences for ourselves and others.

Some examples of illegal conduct include:

- substance abuse including unauthorized possession, unauthorized use, or intent to sell, illegal substances
- possession, use, or intent to sell alcohol
- use of any tobacco products on school property
- bullying, sexual harassment, or intimidation
- possession of dangerous objects, weapons, explosives, etc.
- fighting
- unwanted and offensive touching of another student
- assault by threatening violence through words or actions to staff/administration or students
- stealing
- intimidation of staff or students
- entry without permission into school (after hours), into classrooms/offices and locker(s).

### **Sessions**

Students who are in violation of school rules will be assigned detention sessions, to be held after school on Mondays, Tuesdays and Thursdays from 3:15 p.m. – 4:15 p.m. in a room assigned by school administration. These are the only times that sessions will be held. Students will not be able to serve sessions before school, during lunch or during Saturday School.

- Upon notification, students have one week to serve their session. If this timeline is not met, a meeting with a parent/guardian and school administration will be required. Any student who receives 10 or more sessions within a school year, will not be eligible to attend their major class event (e.g. Prom/Kimballs; Junior Cruise; Six Flags; Canobie Lake). Any student who owes sessions is ineligible to participate in any extracurricular activity, including, but not limited to: athletics, drama production and field trips.

### **Expulsion and Suspension**

***Refer to WPS Handbook Part II: Discipline, Due Process, and Education Reform Act Please refer to the section that is included in this handbook.***

Any of the following actions may subject a student to expulsion by the Principal:

1. Possession of drugs, alcohol or controlled substance or a dangerous weapon including, but not limited to, a replica or facsimile of a weapon that a reasonable person may consider to be threatening, on school premises or at school-sponsored or school-related events, including athletic games.
2. Assaulting a Principal, or other school administrator, teacher, teacher's aide or other educational staff member on school premises or at school-sponsored or school-related events including athletic games.

Any of the following actions may subject a student to suspension or other disciplinary measures:

1. Intentionally causing or attempting to cause damage to school property; or stealing or attempting to steal school property.
2. Intentionally causing or attempting to cause damage to private property; stealing or attempting to steal private property.
3. Intentionally causing or attempting to cause physical injury to another person except in self-defense.
4. Using or copying the academic work of another and presenting it as their own without proper attribution.
5. Repeatedly and intentionally defying the valid authority of supervisors, teachers, or administrators.

### **Plagiarism**

Plagiarism is defined as the act of presenting someone else's words and/or ideas as your own, even if done unintentionally. Any student who quotes directly from any source or makes use of an idea from any source and does not credit the author of that source, who copies part or all of the work of another student, or who allows part or all of their work to be copied by another student, will be considered to have plagiarized. Information taken from the Internet or other electronic media without crediting the source is also a form of plagiarism. Students must credit all sources that provide useful information and enclose any word or words directly taken from a source within quotation marks. Failure to do so is a dishonorable act; academic theft in an academic institution is a serious matter and, as such, has serious consequences. A student found guilty of plagiarism will receive a grade of zero on the project, may have his course level lowered, and may also forfeit membership in the National Honor and/or Cum Laude Society.

Other consequences, such as a letter of reprimand in the student's file, exclusion from consideration for academic honors, or notations on college recommendations may also follow from an incidence of plagiarism.

Students and faculty should follow guidelines consistent with those of the Modern Language Association (MLA) (such as the *MLA Guide to Documentation*), our single school-wide standard. These guidelines are available from classroom teachers and departments, the school library, as well as on the Watertown High School Library's [webpage](#).

### **Personal Electronic Devices**

Personal electronic devices (PEDs) include technology such as cell phones, iPod, and handheld computers. To better protect students from misuse of PEDs the following guidelines have been established:

In class, personal electronic devices (PEDs) should be off, unless specified otherwise by the teacher. PEDs may be used for educational purposes during school hours under the supervision of the teacher only. Use of PEDs for bullying or harassment via texting or social media or any other means is strictly prohibited.

**All student cell phones shall be turned off, away, or placed in the designated holders, upon entering each classroom.**

Disciplinary action will be taken if a student does not follow these rules. Faculty or staff members have the right to confiscate a PED and turn it over to an administrator. The device may be picked up at the office by the student at the end of the school day. Repeated offenses may require the parent to pick up

the device.

Urgent messages between parents/guardians and students should be communicated via the main office.

The school is not responsible for the maintenance, loss, theft or damage of any personal electronic device.

All use of personal electronic devices is commensurate with the District's Acceptable Use Policy.

### **Student Email Use**

Email is a communication tool that students should utilize professionally and effectively in their educational lives. Towards this end, all WHS students are issued school email accounts by the Watertown Public Schools and should only use their school-assigned email accounts when contacting teachers and submitting work.

### **Dress Code**

Student attire should not disrupt the educational environment and/or serve as a distraction to other students. While in school, students will dress appropriately and be properly groomed. *The standard should be attire that is acceptable in the workplace.* In addition, clothing cannot discriminate, demean or be derogatory towards any group or individual. Apparel that contains statements or symbols that make negative statements about race, religion, ethnicity, sex, gender identity, sexual orientation, stereotypes, sexual connotations or sexual innuendo, or make reference to drugs or alcohol is not permitted at school. We will call parents/guardians if a change of clothing is needed.

Student clothing should also present a healthy, clean and safe atmosphere for students. Flip-flops, beach shoes and slippers are not permitted in science labs/shops as they pose a safety risk on stairs, at recess and in the event of an emergency. Shoes with wheels are not to be worn to school.

Please note: school administration reserves the right to determine whether or not clothing, apparel, or accessories do not comply with the school's dress code policy or its spirit (in whole or in part).

### **Education of Students and Staff Regarding Internet Safety**

The Watertown Public Schools recognizes its obligation to provide education for students and staff regarding appropriate online behavior including interacting with other individuals on social networking websites and in chat rooms, and regarding cyberbullying awareness and response.

The Watertown Public Schools has developed guidelines to be followed in accordance with the requirements of Federal and state statutes. These guidelines will be maintained and updated regularly.

### **Anti-Bullying Procedures**

In compliance with MGL c 71, Section 370, An Act Relative to Bullying in Schools, which was enacted May 3, 2010, the Watertown Public Schools district has passed a Student-to-Student Harassment/Bullying policy, which provides definition for harassment and bullying and emphasizes their prohibition. Furthermore, the school district has established training programs for procedures for preventing and responding to student harassment and bullying.

**All schools, under the direction of the principal and the guidance department, continue to provide professional development and training to the staff on student harassment and bullying.**

Specifically, Watertown High School has established an anti-bullying task force and is implementing an anti-bullying curriculum for students. Ninth and tenth grade students will use the Olweus anti-bullying curriculum in student advisories. Eleventh and twelfth grade students will access the messages of the curriculum during scheduled class assemblies.

The school has developed a common set of behavioral expectations contained herein. Teachers have received training to become more aware of the signs of bullying, so that they can quickly notify the school administration. A quick response and investigation of any alleged bullying incident will be conducted. This will include notification, resolution, consequences and other necessary steps depending on the exact nature of the situation.

All forms of bullying and cyberbullying by Watertown Public Schools students or staff members are hereby prohibited. Anyone who engages in bullying or cyber-bullying in violation of this policy shall be subject to appropriate discipline. This policy is in effect while students are on property within the jurisdiction of the school district; while on school-owned and/or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct creates a hostile environment or materially and substantially disrupts the education process or orderly operation of the school. Any student who retaliates against another student for reporting bullying or extortion or for assisting or testifying in the investigation or hearing may be subject to disciplinary action.

The Watertown Public School district is working to ensure that this new law quickly helps build upon the positive culture of our school. It is important that our children and staff work to create a school where all children are respected, cared for and encouraged, and capable of achieving their fullest potential.

### **Definition and Prohibition of Bullying**

**Definition of Bullying:** Bullying is defined as “the repeated use by one or more students, or by a member of a school staff, of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: (i) causes physical or emotional harm to the victim or damage to the victim’s property; (ii) places the victim in reasonable fear of harm to oneself or of damage to one’s property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. For the purposes of this section, bullying shall include cyber-bullying.”

**Definition of Hostile Environment:** A situation in which bullying causes feelings of intimidation, ridicule, or insult which are significant enough to interfere with the conditions of the child’s education.

**Definition of Cyberbullying:** Cyberbullying is defined as “bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying shall also include (i) the creation of a web page or blog in which the creator assumes the identity of another person or (ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material

on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying.”

Electronic mail transmissions and other use of electronic resources provided by the Watertown Public Schools by students and employees shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use for instructional and administrative purposes at any time throughout the calendar year.

**Bullying shall be prohibited:** (i) on school grounds, property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a school district or school, or through the use of technology or an electronic device owned, leased or used by a school district or school and (ii) at a location, activity, function or program that is not school-related, or through the use of technology or an electronic device that is not owned, leased or used by a school district or school, if the bullying creates a hostile environment at school for the victim, infringes on the rights of the victim at school or materially and substantially disrupts the education process or the orderly operation of a school. Nothing contained herein shall require schools to staff any non-school related activities, functions, or programs.

**Retaliation** against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying shall be prohibited. Students, parents, guardians or others who wish to report bullying or other activities that concern them to school administrators and School Police may do so using the [Bullying Prevention and Intervention Incident Reporting Form](#) or [Anonymous Bullying Report](#), both of which may be found at [www.watertown.k12.ma.us](http://www.watertown.k12.ma.us).

Making false allegations, providing discriminatory statements, and making defamatory statements is prohibited and engaging in such activity will be reported to the appropriate authorities.

### **Procedures for reporting**

Teachers and staff are now required by law to report incidents of bullying to the principal or the principal’s designee in their building. Watertown High School’s procedure includes the following steps:

- Completion of an Incident Report Form;
- Determination by the Principal or designee that this is an incident of bullying;
- An interview with the target of peer aggression;
- An interview with the child accused of some type of aggression,
- Plan for intervention and notification of parent(s) or guardian(s).

A [Bullying Prevention and Intervention Incident Reporting Form](#) and [Anonymous Bullying Report](#) are available on the website at [www.watertown.k12.ma.us](http://www.watertown.k12.ma.us).

The law specifically prohibits retaliation for reporting an incident of bullying. Whenever an incident of bullying is determined to have taken place, the parents/guardians of all students involved will be notified of the incident and of the actions being taken by the school to prevent any further acts of bullying or retaliation.

School building administrators may suspend a student, or recommend a student for suspension, if the student has engaged in bullying.

The complete text of the Watertown Bullying Prevention and Intervention plan may be found on the District's website at <https://sites.google.com/a/watertown.k12.ma.us/watertown-k12-ma-us/>.

### **Alcohol, Drug, and Tobacco Use in School, on School Grounds or at School-Sponsored Activities**

The Watertown Public Schools maintains that the possession and/or use of illicit drugs, tobacco products, including vapor/E-cigarettes, and unlawful possession and/or use of alcohol by minors is wrong and can be physically and/or emotionally harmful to students. Therefore, Watertown High School has strict rules against possession, sale, transfer, and/or use of these substances in school, on school grounds, or at school-sponsored activities, including athletic and social events that occur outside the school day.

Staff members or students who have reason to believe that a student is in possession, under the influence, or has participated in the transfer of drugs, alcohol, or tobacco products must report the student to an administrator. The administrator will investigate the matter and take additional steps the administration deems necessary to protect the health and safety of students, as well as the orderly function of the school.

In the event that a student is found to be in possession, under the influence, or has participated in the transfer of drugs, alcohol, tobacco products, or paraphernalia in school, on school grounds, or at a school-sponsored event or activity, the student shall be subject to progressive disciplinary action in accordance with School Committee policy and state law.

### **Breathalyzer**

To ensure all student events are safe and alcohol free, students may be subject to breathalyzation when attending school-sponsored events or activities.

### **LEGAL DEFINITIONS**

“Alcoholic Beverage”: any liquid intended for human consumption as a beverage and containing one half of one percent or more of alcohol by volume at sixty degrees Fahrenheit. (G.L.c.138, s.1)

“Controlled Substance”: any substance or drug that is defined as a controlled substance under the provisions of G.L. c.94C.

“Tobacco product”: a product containing, made or derived from tobacco or nicotine that is intended for human consumption, whether smoked, chewed, absorbed, dissolved, inhaled, snorted, sniffed or ingested by any other means including, but not limited to, cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, snuff, electronic cigarettes, electronic cigars, electronic pipes, electronic nicotine delivery systems or any other similar products that rely on vaporization or aerosolization; provided, however, that "tobacco product" shall also include any component, part or accessory of a tobacco product; and provided further, that "tobacco product" shall not include a product that has been approved by the United States Food and Drug Administration for the sale of or use as a tobacco cessation product and is marketed and sold exclusively for the approved purpose. (G.L.c.270, s.6)

### **SENIORS**

If a senior violates the school's drug, alcohol, and tobacco use policy during Senior Week activities, the student will neither participate in nor attend any further activities, including Graduation.

### **CHEMICAL HEALTH POLICY**

The following Chemical Health Policy covers any illegal use of alcohol or drugs by Watertown High School students outside of school. Specific MIAA prohibitions and consequences are applied to student athletes.

From the earliest fall practice date, to the conclusion of the academic year or final athletic event (whichever is latest), a student shall not, regardless of the quantity, use, consume, possess, buy/sell, or give away any beverage containing alcohol; any tobacco product (including e- cigarettes, VAPE pens and all similar devices); marijuana (including synthetic); steroids; or any controlled substance. This policy includes products such as “NA or near beer,” *inhalants (defined as any substance that produces a mind-altering effect when inhaled)*, and *misuse of over-the-counter medications and substances used for the purposes of altering one’s mental state*. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student’s own use by their doctor.

This MIAA statewide minimum standard is not intended to render “guilt by association”, e.g. many student-athletes might be present at a party where only a few violate this standard. This rule represents only a minimum standard upon which schools may develop more stringent requirements.

If a student in violation of this rule is unable to participate in interscholastic sports due to injury or academics, the penalty will not take effect until that student is able to participate again.

First violation: When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests (regular season and tournament) totaling 25% of all interscholastic contests in that sport. No exception is permitted for a student who becomes a participant in a treatment program. At the discretion of the administration, the student may be allowed to remain at practice for the purpose of rehabilitation. During the suspension the disqualified student may not be in uniform and their attendance at the competition site is determined by the high school principal. All decimal part of an event will be truncated i.e. All fractional parts of an event will be dropped when calculating the 25% of the season.

Second and subsequent violations: When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests (regular season and tournament) totaling 60% of all interscholastic contests in that sport. All decimal part of an event will be truncated i.e. All fractional parts of an event will be dropped when calculating the 60% of the season.

If after the second or subsequent violations the student of their own volition becomes a participant in an approved chemical dependency program or treatment program, the student may be certified for reinstatement in MIAA activities after a minimum of 40% of events provided the student was fully engaged in the program throughout that penalty period. The high school principal in collaboration with a Chemical Dependency Program or Treatment Program must certify that the student is attending or issue a certificate of completion. If a student does not complete the program, the penalty reverts back to 60% of the season. All decimal part of an event will be truncated i.e. All fractional parts of an event will be dropped when calculating the 40% of the season.

Penalties shall be cumulative each academic year, but serving the penalty could carry over for one year. Or, if the penalty period is not completed during the season of violation, the penalty shall carry over to the student’s next season of actual participation, which may affect the eligibility status of the student during the next academic year (e.g. A student plays only football: he violates the rule in winter and/or the spring of same academic year: he would serve the penalty [ies] during the fall season of the next academic year).

If a student is not an athletic participant for one full year after affirmation of a violation, then the penalty period would close and the student would face no consequence.

*MIAA Handbook July 1, 2017 – June 30, 201*

If a senior has a Chemical Health Violation as described above (D. Chemical Health Policy)

during the week following the last day of classes for seniors and Graduation, the student will neither participate nor attend any further activities, including the graduation ceremony.

### **Smoking and Use of Tobacco Products**

All Watertown Public School property is a no smoking area per state law. Students who do not smoke have the right to breathe clean air and no student should infringe on that right.

Students who smoke, vape or use e-cigarettes, marijuana, or any controlled substance on school property, or when within the jurisdiction of the school, will be penalized by suspension from school. Use of smokeless nicotine cigarettes or vaporizers shall also be considered smoking.

No more than one person per stall is allowed in the high school lavatories. Students who congregate with more than one person per stall and/or where there is smoke in the air in the lavatory, will be considered guilty of smoking whether or not they actually have a lighted cigarette or e-cigarette in hand, and will be subject to suspension. High school administration and staff maintain the authority for determining if a student is guilty of smoking on campus.

For additional information regarding school absences, please refer to School Committee Policy ADC.

### **Non-violent Physical Crisis Intervention/Physical Restraint:**

All schools and programs within the Watertown Public Schools strive to maintain safe learning environments for all students and staff. As part of a comprehensive approach to safety, all schools have a physical restraint policy in place with procedures, which follow the Department of Elementary and Secondary Education Regulations (766 Reg. 603 CMR 46.00 et seq.). If a student's behavior poses a threat of imminent harm, he/she may be restrained until calm in accordance with these regulations. Qualified, trained staff carries out specific procedures and parents/guardians are notified. For further information, contact your child's school.

### **Behavior on Buses/Vans/Cars Used for School Related Activities**

Disruptive behavior may affect the safe operation of the vehicle. The driver will report any student who acts in a disruptive manner to the school administration. Consequences may include written notification to parents/guardians, warnings, probation, suspension, and loss of transportation privileges. Disruptive behavior includes use of unacceptable language, hanging out of the windows, smoking, standing up while the vehicle is in motion, destruction of any part of the vehicle, possession/use of weapons, alcohol, tobacco products, or any controlled substances, and violations of safety procedures.

### **Motor Vehicle Idling Prohibited**

No motor vehicle idling shall be allowed on school grounds at any time.

### **Possession of Dangerous and/or Illegal Weapons**

#### ***Refer to Appendix 2: Education Reform Act***

Any student in possession of a dangerous and/or illegal weapon, including, but not limited to, a replica or facsimile of a weapon that a reasonable person may consider to be threatening, on school property or at any school events at any time, will be subject to immediate suspension. The student will not be allowed back into the school without a parent/guardian conference and if the school administration feels that the severity of the situation warrants it, disciplinary action, up to and including expulsion, will be taken. The police will be notified for criminal action.