

# WATERTOWN HIGH SCHOOL

**2018-2019**

## **Student Handbook**



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10 DeForest Street  
Watertown, CT 06795  
(860)945-4800  
<http://www.watertownps.org/>

### **Board of Education**

Ms. Leslie Crotty, Chair

Mr. Thomas Lambert, Vice Chair

Ms. Janelle Wilk, Secretary

Ms. Cheryl Albino

Ms. Josephine Cavallo-Rosa

Ms. Cindy Eastman

Mr. Robert Makowski

Ms. Cathie Rinaldi

Mr. Victor Vicenzi, Jr.

### **Central Office Administration**

Dr. Rydell Harrison  
Superintendent of Schools

Dr. Janet Parlato  
Assistant Superintendent

Mr. Christopher Brown  
Director of Student Services

Ms. Annette Miserez-Dillon  
Supervisor of Special Education

Mr. Tom DiStasio  
Business Manager

Mr. David Foulds  
Foods Director

Mr. Jeff Turner  
Director of Technology

Mr. Remo Cenicola  
Director of Facilities

## **Watertown High School Faculty**

\* indicates Department Coordinator

### **Art**

Erin Clark  
Amber Schlatter  
Gretchen Uryase\*

### **Health/Physical Education**

Barbara Schulz  
Mark Southard  
Marie Vallee

### **Business/Technology**

Warren Campbell\*  
Michelle Goldfarb  
Elizabeth Langlais  
Thomas Mathews  
Joan Zimmerman

### **School Counseling**

Kristen Bates  
Megan Chunis\*  
Megan Robinson  
Christine Sales

### **English**

Paulina Auclair  
Michelle Baim  
Christopher Begnal  
Diane Curci  
Jennifer Cybart  
Anthony Deziel  
Kristian Kuegler  
Michael Lewis\*  
Kelly Raimo

### **Library Media**

Nicole Lewis

### **Pupil Services**

Dr. Joseph Ambrose  
Ashley Anderson  
Sofia Flamengo

**World Language**

Sarah Baker\*  
Martha Cava  
Christina Moher  
Katerina Reyes  
Gamaliel Rosa  
Susana Simoes

**Music**

Joseph Hahn  
Donna Poliquin\*

**Mathematics**

Nicole Edmond  
Chelsie Guerrero  
Lisa Guerrero  
Tara Leonetti  
Eric Lozaw  
Timothy Malootian  
Eric Miller  
Nicole Nass  
Roberto Rinaldi\*  
Ralph Rossi

**Speech and Language**

Rachel Freimuth

**Science**

Richard Brown  
Sylvia Carey  
Lisa Ciampi  
Rhoda Emmanouil  
Mary Hathaway\*  
Alison Hasenbein  
Jacquelyn Lavallee  
Keith Marceski

**ELL**

Tyler Troisi

**Social Studies**

Leah Bellemare  
Michael Cerrato  
Richard Genua  
Andrew Hennessey  
Marylou Kuegler\*  
Elizabeth Loughlin  
Emmett O'Connor  
Bryan Wosczyzna

**Special Education Services**

Melissa Dodge  
Kathryn Kovacs  
Dr. Jessica Lemos\*  
Paula Puma  
Lynn Raczkowski  
Matthew Saccoman  
Valerie Sassu  
Jessica Sharkey

**Essential Support Staff**

Brenda Bartlett	Special Education Secretary
Susan Bohan	School Counseling Secretary
Jeanne Creem	Assistant Principal's Secretary
Jeffrey Desena	School Resource Officer
Cheryl Gagne	Nurse's Secretary
Susan Galpin	Principal's Secretary/Treasurer
Frank Judson	Hall Monitor
Brian LaFontaine	ISS Monitor
Barbara Mordenti	Assistant Principal's Secretary
Melissa Navarra	Main Office Secretary
Michelle Spagnoletti, R.N.	School Nurse
David Tartaglia	Head Custodian
Jerry Valentino	Hall Monitor
Patricia Walluck	Computer Lab



## **2018-2019 Student and Parent/Guardian Handbook**

*Note: For complete descriptions of Watertown Board of Education Policies and Regulations, please visit the district website at [www.watertownps.org](http://www.watertownps.org).*

### **MISSION STATEMENT OF WATERTOWN PUBLIC SCHOOLS**

Watertown Public Schools are our community's first choice for educational excellence. We provide relevant, rigorous, and engaging instruction that challenges all students to reach their potential. We maintain strong relationships with students, families, and our community. All students graduate high school and are college and career ready.

#### **District Core Beliefs**

- We believe that maintaining high expectations for students and staff leads to higher levels of student achievement.
- We believe that literacy and problem solving are essential components of learning and essential life skills.
- We believe that caring and supporting relationships between and among educators, students, and parents leads to higher levels of student achievement.
- We believe that continuous improvement in the overall quality of our school district is achieved by creating realistic goals, along with corresponding systems to measure the progress of those goals.
- We believe that effective collaboration and communication among families, school personnel, and the community results in more effective schools.

#### **ACCREDITATION**

Watertown High School is accredited by the New England Association of Schools and Colleges, Inc., a non-governmental, nationally recognized organization whose affiliated institutions include elementary schools through collegiate institutions offering postgraduate instruction.

Inquiries regarding the status of an institution's accreditation by the NEASC should be directed to the administrative staff of the school or college. Individuals may also contact the Association.

#### **WATERTOWN HIGH SCHOOL**

##### **MISSION STATEMENT**

The learning community of Watertown High School is committed to creating an environment in which all of our students can DREAM.

We strive to create a nurturing environment in which all students are challenged to be independent thinkers who are capable of adapting and contributing to an ever-changing society.

Students will leave Watertown High School with an ambitious belief in themselves and with the skills and knowledge to make their dreams a reality.

#### **CORE VALUES & BELIEFS**

Watertown High School is creating a rigorous and accepting place of learning for all students.

We believe that our students will leave us better prepared for any success or challenge by:

**Demonstrating Determination**  
**Respecting Themselves & Others**  
**Expecting Excellence**  
**Accepting Responsibility**  
**Making Good Choices**

### **LEARNING EXPECTATIONS**

#### **Academic:**

*Inquiry - We expect students to be able to critically analyze academic, emotional, social, and physical situations they face and then be able to evaluate the effectiveness of various solutions and choose the one that best fits their goals.*

*Information Literacy - We expect students to recognize when information is required and to have the ability to locate, evaluate, and effectively use the information as needed.*

*Communication - We expect students to clearly communicate through all manners of spoken and written language by taking a position and using words that support the purpose.*

*Depth of Knowledge - We expect students to be knowledgeable of various contents and synthesize new learning with prior understanding.*

#### **Social:**

*· We expect students to take responsibility for their learning and behavior, as well as ownership of their futures so that they will be prepared for wherever life takes them.*

#### **Civic:**

*· We expect students to become socially aware citizens who contribute positively to the culture of our school in a manner that actively engages them in the local community.*

### **D.R.E.A.M. (Positive Behavioral Support)**

The D.R.E.A.M. program is Watertown High School's way of recognizing students that:

- **D**emonstrate determination
- **R**espect themselves and others
- **E**xpect excellence
- **A**ccept responsibility
- **M**ake good choices

The purpose of D.R.E.A.M. is (a) to facilitate a positive school climate for students, faculty, and staff, (b) to recognize students for academic achievements and for being responsible citizens of Watertown High School, and (c) to provide incentives to students for participating in the D.R.E.A.M. program (D.R.E.A.M. tickets leading to prizes).

Departments are assigned each month to distribute D.R.E.A.M. tickets and nominate one student that represents each letter of D.R.E.A.M.

D.R.E.A.M. tickets distributed by staff allow students to participate in a raffle to win prizes drawn in May/June. A D.R.E.A.M. ceremony held at the end of the school year honors all students nominated.

**Watertown High School D.R.E.A.M. GRID**

<b><u>D</u>emonstrate Determination</b>	<b><u>R</u>espect Yourself &amp; Others</b>	<b><u>E</u>xpect Excellence</b>	<b><u>A</u>ccept Responsibility</b>	<b><u>M</u>ake Good Choices</b>
Maintain a positive and productive attitude.	Respect the opinions and feelings of others.	Take pride in your work.	Keep scheduled appointments.	Dress appropriately.
Take initiative in completing difficult tasks.	Take care of school environment, supplies, and technology.	Always strive to improve.	Use resources that you need to succeed.	Follow all school rules.
Stay after school for extra help.	Stand up for yourself and others.	Use time wisely to complete work for classes.	Admit to and learn from your mistakes.	Be a role model for peers.
Use FLEX time productively.	Follow classroom rules.	Use faculty/staff as a resource.	Ask for help if you have a question.	Utilize electronic devices properly.
Be a self-motivated learner.	Be courteous (hold doors, use appropriate language).	Actively participate to enrich discussions.	Collect and complete missed assignments when absent.	Report any damage to school property.
Be proactive.		Get involved with the school community.	Avoid excuses.	

## **PREFACE**

The material covered within this student handbook is intended as a method of communicating to students and parents regarding general district information, rules and procedures and is not intended to either enlarge or diminish any Board policy, administrative regulation or negotiated agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation or negotiated agreement. Any information contained in this handbook is subject to unilateral revision or elimination from time-to-time without notice.

This booklet is written for our students and their parents. It contains required and useful information. Because it cannot be as personal a communication as we would like, we address students not directly as “you” but rather as “the student,” “students,” or “children.” Likewise, the term “the student’s parent” may refer to the parent, legal guardian, or other person who has agreed to assume responsibility for the student. Both students and parents need to be familiar with the District’s Student Code of Conduct which is intended to promote school safety and an atmosphere conducive for learning.

The Student Handbook is designed to be in harmony with Board policy. Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy that affect portions of this Handbook will be made available to students and parents through newsletters, web pages, and other communications.

## **EQUAL OPPORTUNITY**

Each student is encouraged to develop and achieve individual educational goals. The district will provide every student with equal educational opportunities regardless of race, color, creed, gender, sexual orientation, gender identity or expression, national origin, religion, age, economic status, marital status, or disability. No student will be excluded on such basis from participating in or having access to any course offerings, student athletics, counseling services, employment assistance, extracurricular activities or other school resources. Programs and activities shall be accessible and usable by individuals with disabilities as prescribed by law.

Dr. Janet Parlato is the designated district compliance officer, who will coordinate compliance with the nondiscrimination requirements of Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973.

## **ADMISSION/PLACEMENT**

A student seeking enrollment in the Watertown High School for the first time or following attendance in another Connecticut public school district, out-of-state attendance, private school attendance or admission through a bona fide foreign exchange program should contact the principal. A student who is transferring from non-public schools or schools outside the district will be placed at his/her current grade level pending evaluation and observation of the student after such assessment and consultation with the parents, the principal will determine the grade placement of the child. Nonresidents may attend school on a tuition basis provided space is available. Nonresident students from other school districts within the state,

(districts in the Hartford, New Haven, Bridgeport and New London regions) who apply pursuant to Board of Education regulations, may enroll in particular programs or schools within the district on a space available basis, without payment of tuition, as part of the interdistrict public school attendance program called Open Choice. The Regional Educational Service Centers will determine which school districts are close enough to make transportation feasible. The parent or person having control of a child seventeen years of age may consent to such child's withdrawal from school. The parent or person having control of a child seventeen years of age may exercise the option by personally appearing at the school district office to sign a withdrawal form. This form will include an attestation from the school's guidance counselor or a school administrator that the district has provided the parent or person with information on the educational options available in the school system and in the community. A student who has attained the age of seventeen and who has voluntarily terminated enrollment in the district's schools and subsequently seeks admission may be denied readmission for up to ninety school days from the date of such termination unless such student seeks readmission to the District not later than ten school days after such termination in which school accommodation will be provided not later than three school days after such student seeks readmission. A student, nineteen years of age or older may be placed in an alternative school program or other suitable educational program if he/she cannot acquire a sufficient number of credits for graduation by age twenty-one. Students who are classified as homeless under federal law and do not have a fixed residence will be admitted pursuant to federal law.

Transportation will be provided by the district to a student who previously transferred to another school in the district under the previous NCLB option for schools identified for school improvement.

Parents of students attending District schools have the option to enroll their child(ren) in a magnet school with which the District is a nonparticipating district, if the magnet school has unused student capacity. The District will pay any tuition charge. (Does not include tuition for a preschool magnet program.)

## **ADVERTISING**

The public schools maintain careful controls on the way in which students are exposed to materials and announcements, other than those directly related to school sponsored programs and activities. Caution is exercised to prevent exploitation of the system and its students. District-prescribed standards shall be met.

## **AMERICAN WITH DISABILITIES ACT AND SECTION 504 OF THE REHABILITATION ACT OF 1973**

Section 504 of the Rehabilitation Act of 1973 ensures support for individuals with disabilities. Individuals with disabilities are provided a free and appropriate education (FAPE), and are accommodated and employed without discrimination related to their disabilities.

Section 504 prohibits discrimination against persons with disabilities (both students and staff members) by school districts receiving federal assistance of any kind for any program or activity. Districts may not discriminate against any person with a disability, regardless of whether the program or activity in which that person is involved receives federal funding directly.

All individuals who are disabled or “handicapped” are protected under Section 504. However, individuals who have been determined to be “handicapped” under Section 504 may not be considered disabled under IDEA. IDEA, which can be viewed as a subcategory of Section 504, provides for special programming or placement, while Section 504 protects the rights of individuals with handicaps. Under IDEA, students are qualified for services under 13 IDEA disabling conditions; specially designed individual education programs are planned for each student by Individualized Education Program (IEP) teams. Under Section 504, students with “handicaps” are entitled to special accommodations to ensure that they can participate in and benefit from public education and programs, and a 504 accommodation plan is designed for each student according to individual needs.

Section 504 is not an aspect of special education, but is, rather, a responsibility of the comprehensive general public education system. Unlike an eligibility system based on clinic categories of disabilities, Section 504 works on a more functional premise. Under 504 [29 U.S.C. & § 706(8)] a person is considered to have a disability if that person:

1. has a physical or mental impairment which substantially limits one or more of such person’s major life activities.
2. has a record of such an impairment, or
3. is regarded as having such an impairment

While Section 504 provides a means for preventing discrimination against students with disabilities, this does not mean that 504 plans must focus on the disabling condition or on addressing the disability directly. Rather, 504 plans offer a means for focusing on students’ strengths, for capitalizing on what students bring to the instruction process - not on what they lack.

Should you have any questions regarding Section 504, please call either your child’s school principal or the Civil Rights Coordinator, Mr. Christopher Brown for the Watertown School District at 860-274-2778.

### **ASBESTOS**

Legislation requires all school buildings to be reevaluated to determine if asbestos is present and if it poses a significant health hazard to the building’s occupants. The District has on file plans showing the location of asbestos in each building and measures undertaken to comply with regulations to maintain a safe school environment. Request to review these plans may be made in the school office.

### **ASSEMBLIES**

There are times when classes, grades, teams or the entire school may gather for assembly programs. These programs are arranged to bring information or entertainment to the student community. A student’s conduct in assemblies must meet the same standards as in the classroom.

## **ATTENDANCE (Adopted from BOE Policy 5110R)**

Connecticut state law requires parents to make sure that their children between the ages of 5 to 18 attend school regularly. Daily attendance is a key factor in student success, thus any absence from school is an educational loss to the student. These rules are designed to minimize student absenteeism while providing students the opportunity to make up school work missed due to a legitimate absence.

An absence is defined as any day during which a student is not considered “in attendance” at his/her assigned school, or on a school sponsored activity (e.g. field trip), *for at least one half of the school day.*

A student is considered to be “in attendance” if present at his/her assigned school, or an activity sponsored by the school, such as a field trip, for at least half of the regular school day. An out-of-school suspension or an expulsion will be considered a disciplinary absence.

Any student five (5) to eighteen (18) years of age, inclusive, who has four (4) unexcused absences from school in any one month or ten (10) unexcused absences from school in any school year is considered truant.

A child whose total number of absences at anytime during a school year is equal to or greater than 10% of the total number of days that the student has been enrolled at the school during the school year is considered a “chronically absent child.”

A student must remain in school until age 18, unless he/she graduates or gets written consent from a parent/guardian on a district provided form to leave school at age 17.

### **Reporting an Absence**

Every attempt should be made to confine necessary appointments to after school, weekends and vacation periods. When a parent determines that an absence is necessary, parents are requested to contact the school between 7:30 A.M. and 9:00 A.M. on the day of the absence by telephoning the school.

Once the school day has begun, any student who arrives after the first bell rings will sign in upon entering the building at the front desk. They will be given a pass to enter their classroom and must report directly to their class.

Written documentation must be submitted for each incidence of absence within ten (10) school days of the student’s return to school. Consecutive days of absence are considered one incidence of absence. Written documentation for late arrival or early dismissal from school must also be submitted.

## Written Documentation Requirements for Absences

- A. A student's absence from school shall be considered "excused" if a written documentation of the reason for such absence has been submitted within ten (10) school days of the student's return to school. Consecutive days of absence are considered one incidence of absence.
- B. **The first nine (9) days of absence** will be excused upon receipt of a signed note from the student's parent/guardian, a signed note from a school official that spoke in person with the parent/guardian regarding the absence, or a note confirming the absence by the school nurse or by a licensed medical professional, as appropriate.
- C. For the student's tenth (10th) absence, and all absences thereafter, documentation of the absence must be submitted in accordance with paragraphs A and B listed above, and must also include the reason for the absence and the following additional information:
  1. Student illness:
    - a. A signed note from a medical professional who has evaluated the student confirming the absence and giving an expected return date; or
    - b. a signed note from a school nurse who has spoken with the student's medical professional and confirmed the absence, including the date and location of the consultation.
  2. Religious holidays: none
  3. Mandated court appearances:
    - a. a police summons;
    - b. a subpoena;
    - c. a notice to appear;
    - d. a signed note from a court official; or
    - e. any other official, written documentation or the legal requirement to appear in court.
  4. Funeral or death in the family, or other emergency beyond the control of the student's family: a written document explaining the nature of the emergency.
  5. Extraordinary educational opportunity pre-approved by the district administrators and in accordance with Connecticut State Department of Education guidance and this policy: written pre-approval from the administration, in accordance with this regulation.
  6. Lack of transportation that is normally provided by a district other than the one the student attends: none.
  7. Additional 10 days for children of servicemembers if a parent or legal guardian has been called for duty, is on leave from or has immediately returned from deployment.

The responsibility for makeup of work lies with the student, not the teacher. Unless a student has an extended illness, all makeup privileges must be completed within four days after the student returns to school. For more information regarding missed school work, please refer to the late policy of each department.



**Unexcused absences** are those which do not fall under any of the excused absences. Students who have unexcused absences may be denied makeup privileges. For more information regarding missed school work, please refer to the late policy of each department.

Absences which are the result of school or district disciplinary action are excluded from the definitions.

Although the school will maintain records and keep parents informed within the limit of its capability, parents and students are expected to keep accurate attendance records and compare them to report cards issued quarterly. Parents are also encouraged to contact the teachers, guidance counselors and administrators to get help in verifying attendance and attendance records at any time during the year.

### **Chronic Absenteeism**

A student whose total number of absences at anytime during a school year is equal to or greater than ten percent of the total number of days that such student has been enrolled at such school during the school year is considered to be a “chronically absent child.” Such a student will be subject to review by the attendance review team and the chronic absenteeism prevention and intervention plan developed by the State Department of Education.

### **Truancy**

A student age five to eighteen inclusive with 4 (four) unexcused absences in one month or 10 (ten) unexcused absences in a school year will be considered a truant. Disciplinary action may include one hour of after school detention for each class/study period missed. Tests and academic work missed in class that day may be recorded as a zero grade. For more information regarding missed school work, please refer to the late policy of each department.

Parents have the responsibility to assist school officials in remedying and preventing truancy. The Superintendent of Schools will file a written complaint with Superior Court Juvenile Matters if the parent fails to cooperate with the school in trying to solve the student’s truancy problem.

Information about truancy will also be posted in the annual strategic school profile reports.

### **Excessive absences will result in the following:**

A. When a student is truant, the building principal or his/her designee shall schedule a meeting with the parent/guardian and appropriate school personnel to review and evaluate the reasons for the student’s truancy. This meeting shall be held no later than ten (10) days after the student becomes truant. The district shall document the meeting, and if parent or other person declines to attend the meeting, or is otherwise non responsive, that fact shall also be documented and the meeting shall proceed with school personnel in attendance.

C. Possible interventions/outcomes determined by the Attendance Review Board include but are not limited to:

- Continuation of disciplinary consequences/Restorative Interventions
- Revoking senior privileges
- Involvement of School Social Worker, School Psychologist (for counseling)
- Referral to WIST, PPT or Section 504
- DCF involvement
- Loss of Credit for the course(s)
- Referral to Juvenile Review Board for Truancy

Follow-up meetings are also planned to determine success/areas for more intensive support as needed.

School Activities and Absences: A student will not be allowed to participate in any student activity unless the student is present in school for at least four (4) hours or the student is absent from school as the result of the student's participation in a school sponsored activity such as a field trip.

### **Leaving School Grounds/Release of Students From School**

Under no circumstances may a student leave the school or school grounds during school hours without permission from his/her parents or guardians and school administration. In the event it is necessary for a student to be dismissed early, a parent or guardian should send a written request to the office. Telephone requests for early dismissal of a student shall be honored only if the caller can be positively identified as the student's parent or guardian. Children of single-parent families will be released only upon the request of the parent whom the court holds directly responsible for the child and who is identified as such in the school records, unless prior arrangements have been made with the school. Arrangements should be made with the building administrator on the parent or guardian to pick up the student in the school office.

If someone other than a parent/guardian picks up the student, the person appearing in the school office should bring a note of identification from the parent or guardian.

Seniors with senior privilege permissions will be allowed to leave school early if they have completed the necessary documentation that can be found on the high school website. School personnel reserve the right to redirect students to the main office if there are questions regarding their dismissal.

### **Tardiness**

Students who are not in their first class of the day on time are considered tardy and must report directly to the office. A student discovered on school grounds who has not signed in at the office will also be considered tardy. A student who is repeatedly tardy may be considered truant. Students may be subject to disciplinary action including suspension if the principal determines that tardiness is excessive.

Students are late to school if they are not in their seats at the bell signaling the start of the first period class. If students arrive late, they must report to the office and sign in. The first three tardies to a class will

result in a disciplinary consequence assigned by the classroom teacher. Any student who is late more than three times will receive an office detention for each tardy beyond three. A detention may be waived by an administrator if the cause of the tardiness is unavoidable. If a student is more than twenty (20) minutes late to a class, they will be considered absent.

### **Senior Late Arrival/Early Dismissal**

In order for a senior to be granted Late Arrival/Early Release privileges, the student must meet all requirements in the areas listed below:

- Academics: All grades are maintained at 75 and above
- Attendance: Minimal unexcused absences/tardies to school and/or class:
  - Has not accumulated more than 3 unexcused tardies and/or absences to school and/or class
- Behavior: Minimal discipline infractions:
  - Has not received an in-school and/or an out-of-school suspension
  - Has not accumulated more than 3 office detentions

Students determined to meet ALL of the above criteria will earn Late Arrival/Early Release privileges. -Late arrival and early dismissal will not begin until after the first marking period progress reports.

Students will be given Senior Privilege cards after a review of attendance and discipline data following the first quarter Progress Reports. This Senior Privilege can be revoked if the student does not maintain the criteria listed above.

Students who lose their Senior Privilege throughout the year will be allowed to reapply at the end of a marking period if they have met the academic and behavioral expectations.

It is the students responsibility to schedule a meeting with an administrator within a week after the marking period ends to reevaluate their eligibility for Senior Privileges.

Late Arrival/Early release privileges can be revoked at anytime. Please see below:

1. Not maintaining grades of 75 or above (grades are subject to review periodically).
2. Significant number of absences/tardies to school and class.
3. Students may have their privileges revoked at the discretion of the administration at any time for not following school rules and expectations.

Late Arrival: A student may arrive to school late when their Senior Study Hall period falls at the beginning of the day. The student may report to school late without penalty up until the end of Flex on Monday through Thursday and Period 2 on Friday.

Early Release: A student may leave school early when their Senior Study Hall period falls at the end of the day. The student may only leave school early without penalty no earlier than the last period of the day.

## **AUTOMATED PHONE MESSAGING SYSTEM**

The Watertown Public School system uses an automated phone messaging system which gives school administrators the ability to easily contact parents/guardians immediately of news that needs to be communicated. Administrators have the ability to send personally prerecorded messages to the entire school community, or they can tailor transmissions to smaller groups, when needed. In the event of a school emergency, parents will be provided with information via the Blackboard Connect telephone message system, local cable television stations, local radio stations, and the school website. Emergency telephone calls should be directed to Central Office or the Watertown Police Department. Copies of the complete Watertown High School Crisis Management and School Safety Plan are available in the main office of the high school.

## **BOARD OF EDUCATION**

Board members are unpaid elected public officials with the responsibility for governance of the school district. The members of the Watertown Board of Education are: (list names)

Chairperson: Ms. Leslie Crotty

Vice-Chairperson: Mr. Thomas Lambert

Secretary: Ms. Janelle Wilk

Members: Ms. Cheryl Albino, Ms. Josephine Cavallo-Rosa, Ms. Cindy Eastman, Mr. Robert Makowski, Ms. Cathie Rinaldi, Mr. Victor Vicenzi, Jr.

In order to perform its duties in an open and public manner and in accordance with state law, the Watertown Board of Education holds regular business meetings the 2nd and 4th Monday of each month (except when a holiday falls on a Monday, it is held on a Tuesday). One (1) meeting only in July, August, & December. Parents, students and other community members are encouraged to attend.

Meetings of the Board follow a planned and posted agenda. At a certain time in the agenda the Board chairperson will recognize individuals who want to make a statement, not more than 5 minutes in length, or to express a viewpoint. In addition, if they give advance notice to the Superintendent, individuals with relevant issues for discussion may have such issues placed on a future Board agenda for a more thorough discussion of the topic.

The Board's main purpose is policy setting designed to improve student learning. Board members are interested in the public's opinion on district issues, which can assist them in formulating policy which reflects community values and expectations.

## **BREATHALYZERS**

The safety of students is a primary concern. Students who consume alcohol and/or are under the influence of alcohol at school or at any school function pose a danger to themselves and others. In order to protect student safety, school administrators may utilize a breathalyzer to determine whether a student is under the influence of alcohol. Law enforcement will also be contacted.

## **BULLYING (Adopted from BOE Policy 5015)**

Bullying of a student by another student is prohibited. Such behavior is defined as the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same school district or a physical act or gesture by one or more students repeatedly directed to another student attending school in the same school district that:

- A. causes physical or emotional harm to such student or damage to such student's property,
- B. places such student in reasonable fear of harm to himself or herself, or of damage to his or her property,
- C. creates a hostile environment at school for such students,
- D. infringes on the rights of such student at school, or
- E. substantially disrupts the education process or the orderly operation of a school.

Bullying shall include, but not be limited to, a written, oral, or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics. *(The student against whom the activity is directed must be attending school in the same district as the students engaged in the activity.)*

Examples of bullying include, but are not limited to:

1. Physical violence and attacks
2. verbal taunts, name-calling and put-downs including ethnically-based or gender-based verbal put-downs
3. Threats and intimidation
4. Extortion or stealing of money and/or possessions
5. exclusion from peer groups within the school
6. The misuse of electronic communications for the purpose of bullying, harassing, or sexually harassing other students within school or out of school ("cyberbullying")
7. Targeting of a student based on the student's actual or perceived "differentiating" characteristics such as race; color; religion; ancestry; national origin; gender; sexual orientation; gender identity or expression; socioeconomic or academic status; physical appearance; or mental physical, developmental, or sensory disability.

Students who engage in any act of bullying, on 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 the Board of Education, or through the use of an electronic device or an electronic mobile device owned, leased or used by the Board of Education, and outside of the school setting if such bullying:

1. creates a hostile environment at school for the victims,
2. infringes on the rights of the victim at school, or

3. substantially disrupts the education process or the orderly operation of a school, are subject to appropriate disciplinary action up to and including suspensions, expulsion and/or referral to law enforcement official.

Students and/or parents may file verbal or written complaints concerning suspected bullying behavior, and students shall be permitted to anonymously report acts of bullying to school employees. Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, consistent with his/her rights of due process. Board policy and regulation #5015 set forth this prohibition and the related procedures in detail, and are available to students and their parents/guardians upon request.

Students and parents are permitted to make anonymous reports of bullying. Parent written reports and student anonymous reports will be investigated by the Safe School Climate Specialist but no disciplinary action shall be taken solely on the basis of an anonymous report.

The Safe School Climate Specialist is responsible for taking a bullying report and investigating the complaint. Parents of students involved in a verified act of bullying will be invited to attend at least one meeting at school.

## **BUS CONDUCT**

School transportation privileges are extended to students conditional upon their satisfactory behavior on the bus. Students may be suspended from transportation services for unsatisfactory conduct while awaiting or receiving transportation to and from school which endangers persons or property or violates a Board policy or administrative regulation.

## **CAFETERIA**

All students are expected to report to the cafeteria at the appropriate time. Students may purchase a hot lunch in the school cafeteria or bring a lunch from home. All eating is to be done in the cafeteria. Food is not permitted elsewhere in the building. Rules of cleanliness are to be observed at all times. Misconduct in the cafeteria may be cause for receiving an assigned seat or forfeiting the right to eat in that location or such other disciplinary action deemed appropriate for the misconduct.

The District participates in the National School Lunch Program and offers to students nutritionally balanced lunches daily. Free and reduced price lunches are available based on financial need. Information on this program can be obtained from the district website.

It is the intent of the Board of Education that schools take a proactive effort to encourage students to make nutritious food choices. Food and beverages offered for sale to students, whether in the cafeteria, school store, or vending machines will meet federal and state standards and guidelines. All sodas and sports drinks will not be available for sale.

In conformity with applicable law, necessary accommodations will be provided, where required, for students with food allergies, including emergency procedures to treat allergic reactions which may occur.

Charging is not encouraged by the District but on those occasions that a student does not have money, they will be offered an alternate meal.

### **CHANNELS OF COMMUNICATIONS**

If there is a question about a student's classes or work in school, it is best to first contact the person who is closest to the situation. In most cases this is the teacher. The proper channeling of complaints regarding instruction, discipline or learning materials is (1) teacher, (2) principal, (3) superintendent, (4) board of education.

### **CHEATING/PLAGIARISM (Academic Dishonesty)**

Students are expected to pursue their school work with integrity and honesty. Cheating and plagiarism demonstrates a lack of integrity and character. That is inconsistent with District goals and values. All forms of cheating and plagiarism are not acceptable. The misrepresenting by students of homework, class work, tests, reports, or other assignments as if they were entirely their own work shall be considered forms of cheating and/or plagiarism. Cellular phones and other electronic devices may not be used during any school quiz, test, or examination without the prior written consent of the teacher of the class and the prior written approval of the building administration. Consequences of cheating and/or plagiarism shall be academic in nature unless repeated occurrences require disciplinary action. Consequences for cheating will take into account the grade level of the student and the severity of the misrepresentation. The consequences may include a grade of "0" on a portion of and/or the entire assignment. The teacher will communicate the action and consequence to the parent/guardian and the appropriate administrator.

### **CHILD ABUSE, NEGLECT AND SEXUAL ASSAULT**

All school employees, including teachers, superintendents, principals, coaches of intramural or interscholastic athletics, paraprofessionals and other professional school staff including guidance counselors, social workers, psychologists, and licensed nurses are obligated by law (C.G.S. 17a-101) to report suspected child abuse, neglect, or if a child is placed in imminent danger of serious harm or sexual assault by a school employee to the Connecticut State Department of Children and Families Services. Specific procedures governing the reporting of abuse and neglect are in effect, and staff receive yearly training in their use.

Reporting of child abuse, neglect and sexual assault by a school employee is a responsibility which is taken seriously. If there is any doubt about reporting suspected abuse, neglect or a sexual assault a report will be made. The school will work with the parents and appropriate social agencies in all cases.

Child abuse is defined as any physical injury inflicted by other than accidental means or injuries which are not in keeping with the explanation given for their cause. Improper treatment such as malnutrition,

sexual molestation, deprivation of necessities, emotional abuse, cruel punishment or neglect are also considered child abuse.

### **CLASS PLACEMENT**

Every effort will be made to place students with teachers where a positive student-teacher relationship will be established. Parents will have an opportunity to provide information relative to placement. The final decision for placement rests with the principal or his/her designee.

### **COMPUTER RESOURCES**

District resources have been invested in computer technology to broaden instruction and to prepare students for an increasingly computerized society. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents will be asked to sign a user agreement regarding appropriate use of these resources. Violations of this agreement may result in withdrawal of privileges and other disciplinary action.

Students and parents should be aware that e-mail communications, using district computers, are not private and may be monitored by staff. Students may not access social media sites using District equipment, while on District property, or at a District sponsored activity unless the posting is approved by a teacher. The District will not be liable for information posted by students on social media websites, such as Facebook, Instagram, YouTube, etc., when the student is not engaged in District activities and not using District equipment.

The District reserves the right to monitor, inspect, copy, review and store at anytime and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such material.

Federal law requires the district to place filtering devices on school computers to block entry to visual depictions that are obscene, pornographic, harmful or inappropriate for students as defined in the Children's Internet Protection Act and as determined by the Superintendent or his/her designee.

The Board of Education is committed to aiding students and staff in creating a 21st Century learning environment. Therefore students (plus staff) will be permitted to access the District's wireless network with their personal devices during the school day. With teacher approval, students may use their own devices to access the Internet and collaborate with other students.

Students and parents/guardians participating in the Bring Your Own Device/Technology program must adhere to the Student Code of Conduct, as well as all applicable Board policies, particularly the Computer Acceptable Use policy.



## **CONDUCT (Adopted from BOE Policy 5120)**

Students are responsible for conducting themselves properly in a responsible manner appropriate to their age and level of maturity. The district has authority over students during the regular school day and while going to and from school on district transportation. This jurisdiction includes any school-related activity, regardless of time or location, and any off campus school-related misconduct, regardless of time or location.

Student responsibilities for achieving a positive learning environment in school or school related activities include:

1. Attending all classes, regularly and on time.
2. Being prepared for each class with appropriate materials and assignments.
3. Being dressed appropriately.
4. Showing respect toward others.
5. Behaving in a responsible manner.
6. Paying required fees and fines.
7. Abiding by the code of conduct.
8. Obeying all school rules, including safety rules, and rules pertaining to Internet safety.
9. Seeking change in school policies and regulations in an orderly and responsible manner, through appropriate channels.
10. Cooperating with staff investigations of disciplinary cases and volunteering information relating to a serious offense.

Students who violate these rules will be subject to disciplinary action and shall be referred when appropriate to legal authorities for violation of the law.

Students at school or school-related activities are prohibited from:

1. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination and wrongfully obtaining test copies or scores.
2. Throwing objects that can cause bodily injury or damage property.
3. Leaving school grounds or school-sponsored events without permission.
4. Directing profanity, vulgar language, or obscene gestures toward other students or staff.
5. Disobeying directives from school personnel or school policies, rules, and regulations.
6. Being disrespectful or directing profanity, vulgar language, or obscene gestures toward teachers or other school employees.
7. Playing with matches, fire, or committing arson.
8. Committing robbery or theft.
9. Damaging or vandalizing property owned by the school, other students, or school employees.
10. Disobeying school rules on school buses.
11. Fighting, committing physical abuse, or threatening physical abuse.

12. Committing extortion, coercion, or blackmail; that is, forcing an individual to act through the use of force or threat of force.
13. Name-calling, making ethnic or racial slurs or derogatory statements that may substantially disrupt the school program or incite violence.
14. Engaging in inappropriate physical or sexual contact disruptive to the school environment or disturbing to other students.
15. Assaulting a teacher, staff member or other individual.
16. Selling, giving, delivering, possessing, using, or being under the influence of drugs such as: marijuana; a controlled substance or drug; or an alcoholic beverage.
17. Possessing a deadly weapon, dangerous instrument, firearm, martial arts weapon, or weapon facsimile.
18. Prescription drugs which are given to person other than who the drug is prescribed.
19. Smoking or using tobacco products, including electronic nicotine delivery systems (e-cigarettes) and vapor products. If a student is found to be in possession of one of these products, it will be confiscated without return.
20. Hazing, bullying
21. Behaving in any way that disrupts the school environment or educational process.
22. Using electronic devices during the school day in school buildings, without prior approval of the principal.
23. Violating the district's Internet Safety policy and/or Online Social Networking Policy..
24. Using or possessing a laser pointer unless under a staff member's supervision and in the context of instruction.
25. Cheating, plagiarizing.
26. Threatening in any manner, including orally, in writing, or via electronic communication, a member of the school including any teacher, a member of the school administration or another employee, or a fellow student.
27. Taking, storing, disseminating, transferring, viewing or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer of other means, including but not limited to texting and emailing.
28. Unauthorized inciting of a demonstration.
29. Failure to serve detention.
30. Tardiness to class and school.
31. Creating a false alarm or bomb scare.
32. Gambling.
33. Unexcused absence from class or school.
34. Defiance of authority.
35. Disobeying traffic rules; moving violations.
36. Unauthorized occupancy.
37. Violating any state or federal law which would indicate that the student presents a danger to any

person in the school or to school property.

Students are subject to disciplinary action, including suspension and expulsion, for misconduct which is seriously disruptive of the educational process and is a violation of publicized Board of Education policy, even if such conduct occurs off-school property and during non-school time. In determining whether conduct is “seriously disruptive of the education process” for purposes of suspension and expulsion, the administration in cases of suspension, and the Board of Education or impartial hearing board, in matters of expulsion may consider, but consideration is not limited to (1) whether the incident occurred within close proximity of a school, (2) whether other students were involved, or whether there was gang involvement, (3) whether the conduct involved violence, threats of violence, or the unlawful use of a weapon and whether any injuries occurred, and (4) whether the conduct involved the use of drugs or alcohol.

### **Dangerous Weapons and Instruments**

No guns, knives or any other objects, including martial arts weapons and facsimiles of weapons, capable of threatening or causing injury or death may be brought onto school grounds. Any object used to cause injury will be considered a weapon. Violators will be subject to arrest and prosecution, as well as, appropriate disciplinary action. Any student found to possess a weapon on school grounds or during a school-activity will be expelled from school.

An expelled student may apply for early readmission to school. Such readmission is at the discretion of the Board of Education (unless the Board has delegated authority for readmission decisions to the Superintendent.) The Board or Superintendent, as appropriate, may condition such readmission on specified criteria.

### **DRESS CODE (Adopted from BOE Policy 5125)**

Student dress may be regulated and students are encouraged to dress in clothing appropriate to the school situation. Restrictions on freedom of expression may be applied whenever the mode of dress is unsafe, disruptive or contrary to law.

Any school dress which impairs safety or increases the risk of injury to self or others, causes discomfort to others (e.g., uncleanliness, malodorousness, inappropriate language), causes distraction or disruption of the learning environment, advertises or advocates the use of alcohol or drugs, pornography, or is libelous or inherently contains unreasonable potential to upset and hurt others is prohibited.

In order to maintain an environment conducive to the educational process, the Board of Education prohibits the following from wear during the academic school day:

a. Head coverings of any kind, including but not limited to scarves, bandanas, masks, headbands, visors, kerchiefs, athletic sweatbands, hats, caps or hoods. Approved coverings worn as part of a student's

religious practice or belief shall not be prohibited under this policy. Head coverings shall not be worn, carried, hung on belts or around the neck or kept in the classroom during regular school hours. These items must be secured in the student's locker or other storage area before school starts. Items not stored will be confiscated by Principal.

- b. Footwear which mars floors or is a safety hazard.
- c. Sunglasses, whether worn or carried, unless required pursuant to a documented medical issue.
- d. "Name" or other oversized metal belt buckles and all metal belts or combination of metal and leather belts.
- e. Spiked or studded bracelets, oversized or multi-finger rings, belts or any other article of attire with spikes or studs attached, or any other clothing item that may present a safety hazard to the student, other students or staff.
- f. Attire or accessories that contain vulgarity or that contain overly offensive or disruptive writing or pictures, which are likely to disrupt the educational environment.
- g. Attire or accessories depicting or suggesting violence so as to disrupt the educational environment or that provokes others to act violently or causes others to be intimidated by fear of violence or that constitute "fighting words."
- h. Attire or accessories which depict logo or emblems that encourage the use of drugs, tobacco products, or alcoholic beverages.
- i. Shirts and/or blouses which reveal the abdomen, chest, or undergarments.
- j. See-through clothing, tank tops or sleeveless shirts.
- k. Shorts, mini-skirts, or pants which reveal the upper thigh or undergarments. Spandex garments are allowed only if they are covered by shorts or skirts.
- l. Backpacks and/or book bags are permitted to be carried between classes, but shall not obstruct safe passage in the classroom or in the corridors.

Teachers who find students in violation of the above dress code will refer these students to the administration or school nurse. Clothing deemed inappropriate by the administration or school nurse must be removed or changed; otherwise, the student may be sent home. If a student found to be violating the dress code does not have clothing to change into, alternate clothing may be provided to him or her.

The administration will make the final determination as to whether these regulations have been violated. Students who fail to comply with Board policy and regulations concerning student dress will be subject to school discipline up to and including expulsion in accordance with the Board's policy on student discipline. Repeated offenses will be considered defiance of school rules and expectations. Parents are strongly urged to monitor their child's dress to ensure appropriateness.

### **Smoking**

Student shall not smoke or use tobacco products or e-cigarettes or vapor product devices on school property or at any school-related or school-sanctioned activity, on or off school property as provided by state and federal law. If a student is found to be in possession of one of these products, it will be confiscated without return.

## **Substance Abuse**

As stated in the CONDUCT section of this handbook, the school prohibits the manufacture, distribution, dispensing, possession or use of alcohol or controlled substances on school grounds or during school activities. Any student in violation of this will be subject to the following disciplinary actions:\*

In addition to the prohibition pertaining to alcohol, drugs, tobacco and inhalants, the Board of Education prohibits the use of performance-enhancing drugs, including anabolic steroids and food supplements, including Creatine, by students involved in school-related athletics or any co-curricular or extracurricular school activity or program, other than use for a valid medical purpose as documented by a physician.

Substance abuse or distribution of drugs and/or drug paraphernalia including alcohol may indicate serious, underlying problems. Every effort will be made to offer student assistance, including early identification, referral for treatment to private or community agencies and aftercare support.

Disciplinary procedures will be administered with the best interests of the student, school population and community in mind and with due consideration of the rights of students. However, consideration must be given to the fact that substance abuse is illegal and subject to criminal prosecution. Unauthorized possession, distribution, sale or consumption of dangerous drugs, narcotics or alcoholic beverages are considered grounds for expulsion.

Students are encouraged to consult with teachers, administrators and other professional staff on substance abuse problems. A staff member who is contacted by a student regarding a drug or alcohol problem may elect to keep that information confidential and not disclose it to any other person in accordance with state law. However, the student will be encouraged at the earliest appropriate time to seek help from parents or guardians.

In such cases, the decision to involve the parents/guardians will be arrived jointly by the student and educator unless, in the judgement of the educator, the mental or physical health of the student is immediately and dangerously threatened by drug/alcohol use. If such danger is imminent, the parents/guardians and health officials will be notified so that appropriate action can be taken.

## **CYBERBULLYING**

The District's computer network and the Internet, whether accessed on campus or off campus, during or after school hours, may not be used for the purpose of harassment. All forms of harassment over the Internet, commonly known as cyber bullying, are unacceptable, a violation of District policy and of the District's acceptable computer use policy and procedures. Cyberbullying means any act of bullying

through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.

Cyberbullying includes, but is not limited to, such misuses of technology as harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text message, digital pictures or images, or website postings, including blogs. It is also recognized that the author (poster or sender) of the inappropriate material may be disguised or logged on as someone else.

Students and community members who believe they have been the victims of such misuses of technology as described, should not erase the offending material from the system. A copy of the material should be printed and brought to the attention of the Safe School Climate Specialist, the Principal or Director of Technology. All reports of cyberbullying will be investigated by the Safe School Climate Specialist .

In situations in which the cyberbullying originated from a non-school computer, but brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly interrupts or severely impedes the day-to-day operation of school. Also, such conduct must be violative of a publicized school policy. Such conduct includes, but is not limited to, threats, or making a threat off school grounds, to kill or hurt a teacher or student.

Disciplinary action may include loss of computer privileges, detention, suspension or expulsion. A communicated threat or a hate crime will be reported to the police.

Students will be provided instruction about appropriate online behavior.

### **Defibrillators in Schools (AEDs)**

Each school will have (1) one automatic external defibrillator (AED) and (2) school personnel trained in AED operation and cardiopulmonary resuscitation (CPR). The AED and trained personnel will be available during the school's normal operational hours, at school-sponsored athletic events and practices on school grounds and at school-sponsored events not taking place during normal school operational hours. The school also has an emergency action response plan addressing the use of trained school personnel to respond to individuals experiencing sudden cardiac arrest or similar life threatening emergencies.

### **DISCIPLINE (Adopted from BOE Policy 5120)**

A student who violates the district's code of conduct shall be subject to disciplinary action. Watertown High School's disciplinary actions may include using one or more discipline management techniques, such as detention, removal from class, removal to an alternative education program, in school suspension,

out of school suspension, and expulsion. Disciplinary measures will be appropriate for the offense. In addition, when a student violates the law that student may be referred to legal authorities for prosecution. Students are subject to discipline, up to and including suspension and expulsion for misconduct, which is seriously disruptive of the educational process and violates publicized board of education policy even if such conduct occurs off-school property and during non-school time.

### **Detention**

A student may be detained outside of school hours for violation of the code of conduct. The detention shall not begin, however, until the student's' parents have been notified of the reason for the detention (and can make arrangements for the student's transportation on the day(s) of the detention).

### **Expulsion**

A teacher may remove a student from all classes when the student deliberately causes a serious disruption to the teaching and learning process within the classroom.

Prior to an expulsion hearing, information concerning legal services that are provided free of charge or at a reduced rate that are available locally and how to access such services shall be provided to the student and his/her parent or guardian.

The Board of Education may expel a student in grades 3 through 12 inclusive, from school privileges if, after a full hearing, the Board finds that the student's conduct endangers person(s), property or the educational process or is in violation of a publicized Board policy. Students who have been expelled may be eligible for an alternative educational program.

Expulsion from school will result in the loss of all extra curricular and social privileges during the period of expulsion.

For any student expelled for the first time and who has never been suspended, the Board of Education may shorten the length of or waive the expulsion period if the student successfully completes a Board specified program and meets any other conditions required by the Board. Such a Board specified program does not require the student or the parent/guardian of the student to pay for participation in the program.

Students in grades kindergarten through grade 12 inclusive are subject to mandatory expulsion for the possession and/or use of weapons, including martial arts weapons, or other dangerous instruments in any school building, on school grounds, in any school vehicle, or at any school sponsored activity for a calendar year. A student in grades kindergarten through grade 12 inclusive, who offers illegal drugs for sale or distribution on or off school grounds is also cause for expulsion for a calendar year. The Board may modify the expulsion period on a case-by-case basis.

Whenever a student is expelled, notice of the expulsion and the conduct for which the student was expelled will be included on the student's cumulative education record. The record will be expunged if the student graduates from high school and the expulsion was not for weapon possession and/or for the sale or distribution of illegal drugs.

If students expulsion is shortened or the expulsion period waived based upon the fact that the student was expelled for the first time, has never been suspended and successfully completed a Board specified program and/or met other conditions required by the Board, the notice of expulsion will be expunged from the cumulative educational record if the student graduates from high school or, if the Board so chooses, at the time the student completes the Board specified program and meets other Board required conditions.

A district student who has committed an expellable offense who seeks to return to a District school after having been in a juvenile detention center, the Connecticut Juvenile Training School or any other residential placement for one year or more, in lieu expulsion from the District, shall be permitted to return to the appropriate school setting within the District. Further, the District will not expel the student from any additional time for the offense(s).

### **Suspension**

A teacher may remove a student from a class when the student deliberately causes serious disruption of the teaching and learning process within the classroom. School administrators will determine, using state guidelines, whether the suspension will be in-school or out-of-school.

The administration may suspend a student for infraction of school rules. Suspension is defined as an exclusion from school privileges for not more than ten (10) consecutive days, provided such exclusion shall not extend beyond the end of the school year in which suspension was imposed.

Students in preschool through grade 2, inclusive, may only receive in-school suspensions, unless, after an informal hearing, the administration determines that an out-of-school suspension is appropriate based on evidence that the students conduct on school grounds is of a violent or sexual nature that endangers persons.

However, no student shall be suspended without an informal hearing before the building principal or his/her designee at which time the student shall be informed of the reasons for the disciplinary action and given an opportunity to explain the situation, unless circumstances surrounding the incident require immediate removal. In such instance the informal hearing will be held during the suspension.

Suspension from school will result in loss of extracurricular and social privileges during the period of suspension.



For any student suspended for the first time and who has never been expelled, the administration may shorten the length of or waive the suspension period if the student successfully completes an administration-specified program and meets any other administration-required conditions, which shall not incur an expense to the student of his/her parents.

### **Persistently Dangerous Schools/Victim of Violent Crime**

Students enrolled in a school identified as “persistently dangerous” by the State Department of Education or a student who is the victim of a violent criminal offense, as defined by the State Department of Education, are entitled to transfer to a safe school elsewhere in the district with free transportation.

### **DISTRIBUTION OF MATERIALS**

Printed materials may be distributed to parents by students as a means of communications. All requests from groups or individuals to have students distribute materials to the community, with the exception of school-connected organizations, will be referred to the office of the superintendent to determine whether the request complies with school policy.

The principal or his/her designee may approve such distribution providing:

1. The material is related to the school, community, local recreational or civic activity.
2. The material does not relate to any religious belief or activity, or promote private gain.
3. The material does not promote any outside governmental political party, candidate or position.
4. Does not promote profit making organizations.
5. Does not advocate a position regarding a referendum question.

Materials that have a religious content may be made available to students during non-instructional time. The District has the right to impose neutral time, place and manner restrictions on the dissemination of religious materials to ensure that students are aware that the materials are not endorsed or sponsored by the District.

Publications prepared by or for the school may be posted or distributed, with prior approval by the principal, sponsor or teacher. Such items include school posters, brochures, school newspapers and yearbook.

### **ELECTRONIC DEVICES (cell phones, personal computers/tablets, music players, games)**

Privately owned technological devices may not be used during instructional time, except as specifically permitted by instructional staff. Without such permission, the items will be collected by teachers and turned into the principal. The principal will determine whether to return the item at the end of the day to be taken home by the student or whether the parent will be contacted to pick up the item. Any disciplinary action will be in accordance with the Student Code of Conduct. Students found to be misusing any electronic communication devices in violation of Board policy and school rules shall be subject to disciplinary action. Further, a student may be disciplined for creating and/or distributing written or

electronic material, including Internet material and blogs, that cause substantial disruption to school operations or interferes with the rights of other students or staff members.

The sending, sharing, viewing or possessing pictures, emails or other material of a sexual nature in electronic or any other form on cell phones or other electronic devices is prohibited in the school setting.

As per the Watertown Board of Education's policy, students at Watertown High School (WHS) may bring cell phones and other electronic devices with them to school provided they abide by the following guidelines:

- While in the classrooms, gymnasium, laboratories, or offices; cellular phones and other portable electronic devices may not be used, be silenced, and remain in the student's pocket, purse, or book bag unless specifically permitted by the teacher for academic use.
- Families authorize students to bring cellular phones and other electronic devices to school at their own discretion and risk. WHS neither requires nor encourages students to bring these devices to school. Cellular phones and other portable electronic devices often have high cash values and are often targets for theft. Neither the Watertown Board of Education nor WHS are responsible for cellular phones or other portable electronic devices that are stolen, broken, or lost on school premises.
- Cellular phones and other portable electronic devices may be used in the student cafeteria, and the main lobby. Students should not use their cellphones while travelling through the hallways during class time or staircases as this behavior poses a safety hazard.
- Cellular phones and other portable electronic devices may not be used in the library, the auditorium, the bathrooms, or the locker room.
- Cellular phones may not be used during in-school suspension and after school detention. Failure to comply may result in the student being banned from bringing a cellular phone to school.
- Cellular phones may not be used during fire drills or other emergency preparedness exercises.
- Cellular phones and other electronic devices may not be used during any school quiz, test, or examination without the prior written consent of the teacher of the class and the prior written approval of the building administration.
- No member of the WHS school community may use a cellular phone or portable electronic device to record the image or voice of the students, parents, Faculty, Administration, or Staff without prior written consent from the Principal's Office. This policy specifically excludes the Watertown Board of Education and WHS Camera system which will record the image of all members of the school community in public spaces. This policy also excludes school events for which some students have elected to sign media consent forms.
- Students found to be in violation of the WHS cell phones and other electronic devices acceptable use policy will be subject to disciplinary charges for insubordination. These disciplinary charges may lead to letters to be placed on the student's permanent record, parental conferences, confiscation of the cell phone or portable electronic device and possible suspension from school.

- A student may be disciplined for creating and/or distributing written or electronic material, including Internet material and blogs, that cause substantial disruption to school operations or interferes with the rights of other students or staff members.
- The sending, sharing, viewing or possessing pictures, emails or other material of a sexual nature in electronic or any other form on cell phones or other electronic devices is prohibited in the school setting
- In the event that a cellular phone or portable electronic device is taken by a member of the school Faculty of Staff the following procedure will be followed:
  - The Faculty or Staff member is to turn the device into the Principal's Office or Main Office as soon as reasonably possible but no later than the end of the school day (2:10 PM).
  - The Principal's Office will make parental contact by 3 PM to notify the parent of the seizure and the times that the parent may come to pick up the device. Confiscated cellular phones and portable electronic devices may be picked up from the Principal's Office between 8 AM and 3 PM on all school days provided that the parents have called and made an appointment to come pick the device up.
- Students may charge their cellphones and other electronic devices at their own risk and at the discretion of the teacher. Leaving these devices unattended greatly increases the chances that they will be lost, stolen, or damaged.

During the administration of all testing, all student must surrender their cell phones or portable electronic devices upon entry to the exam room. Failure to surrender cellular phones or electronic devices could result in disqualification of the student's exam and/or disciplinary consequence.

### **EMERGENCY SCHOOL CLOSING INFORMATION**

In the event school is closed because of bad weather or other emergency, announcements will be made on television and radio stations. Emergency closings will also be posted on the district's website. In the event of a school emergency, parents will be provided with information via the Blackboard Connect telephone message system, local cable television stations, local radio stations, and the school website. Emergency telephone calls should be directed to Central Office or the Watertown Police Department. Copies of the complete Watertown High School Crisis Management and School Safety Plan are available in the main office of the high school.

### **ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (esol)**

The number of students from non-English speaking backgrounds is increasing, including those with limited English proficiency. Such students will be identified, assessed and provided appropriate services.

### **Exemption from Instruction**

A student will be exempted from instruction on Acquired Immune Deficiency Syndrome (AIDS), Bilingual Education, or Family Life and Sex Education upon receipt of a written request for such exemption from his/her parent or guardian. In addition, a student will be excused from participating in, or observing animal dissections as part of classroom instruction upon a written request from the student's parent or guardian. The student must complete an alternate assignment determined by the school.

## **EXTRACURRICULAR ACTIVITIES**

### **Athletics**

Athletics are considered an integral part of the school's educational program. Whether participation is on the intramural, interscholastic, or class level, students have an opportunity to acquire qualities of fitness, self-discipline, and cooperation.

Student athletes may not participate in any intramural or interscholastic activity unless the student athlete and his/her parent/guardian completes the concussion education plan and sign the informed consent form.

The concussion education plan may consist of written materials, online training or videos, or in person training. The consent form includes a summary of the school/district's concussion education plan and applicable school board concussion policies.

Student interscholastic activities shall be governed by the Connecticut Interscholastic Athletic Conference (CIAC) regulations. Eligibility for participation is governed by state law as well as the regulations of the CIAC.

Any questions regarding eligibility should first pass through the office of the athletic director who will refer all matters to the office of the principal for a final decision. For a listing of all Watertown High School athletic policies, please refer to the "Student-Athlete & Parent Handbook". The athletic handbook can be found at the high school's website: <http://whs.watertownps.org/information/athletics>

Any student athlete who has not reported to school by noon will not be permitted to practice or play that afternoon or evening. Exceptions to this rule will be considered only if the player's parent explains the unusual circumstances to the principal or designee.\*\*

### **Clubs and Performing Groups**

Student clubs, performing groups, athletic teams and other extracurricular activities may establish rules of conduct for participants that may be stricter than those of students in general.

Please note: Sponsors of student clubs and performing groups may establish standards of behavior, including consequences for misbehavior, that are stricter than those for students in general.

### **Dances and Social Events**

School dances may be scheduled periodically during the school year. Only legally enrolled students of this school may attend dances unless other arrangements have been made and approved by the administration. Students are expected to dress appropriately for all dances.

Standards of dress, admission costs, and other pertinent instructions for a particular dance will be announced prior to the dance.

### **Student Publications**

The official student newsletter provides an instructional device in the teaching of writing and other journalistic skills. It also provides a forum for the opinion of students, school staff and members of the community, as well as to serve the entire school by reporting school activities.

The advisor shall have the primary responsibility of reviewing each article prior to its publication. The school principal or his/her designated representative other than the newspaper advisor may also review copy prior to its publication. No copy may be censored except for reasons listed in board policy.

### **FACILITIES**

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are expected to remain in the area in which their activity is scheduled to take place.

After dismissed and unless involved in a teacher/staff supervised activity, students are expected to leave the campus immediately.

### **FEES**

Materials that are part of the basic educational program are provided without charge to students. A student is expected, however, to provide his or her own supplies of pencils, erasers, and notebooks. The student may be required to pay certain other fees or deposits, including:

1. Club dues.
2. Security deposits.
3. The materials for a class project that the student will keep.
4. Personal physical education and athletic equipment and apparel.
5. Voluntary purchases of pictures, publications, class rings, yearbooks, etc.
6. Student accident insurance.
7. Insurance on school-owned instruments, instrument rental and uniform maintenance.
8. Parking fees and student identification cards.
9. Fees for damaged library books and school-owned equipment.
10. Membership dues in voluntary clubs or student organizations and admission fees to extra curricular activities.
11. Fees for driver training courses, if offered.
12. Athletic Fees.

For more specific information regarding registration for Athletics, please visit:

<https://www.familyid.com/organizations/watertown-high-school-athletics>.

## **FIELD TRIPS**

Field trips may be scheduled for educational, cultural, or extracurricular purposes. Any student whose behavior is considered detrimental to the well-being of other students may be barred from participation by the principal. While on a trip, all students are considered to be “in” school. This means that conduct and dress standards will be appropriate for the field trip activity. The Board of Education strongly encourages all transportation of students to be on buses or other transportation vehicles which conform to the requirements of law and regulations of the State Department of Education.

The District does not endorse, sanction, sponsor or approve student travel to foreign countries by teacher-sponsored private trips/tours. Such programs are sponsored by outside agencies, not the Board of Education.

## **FINANCIAL ASSISTANCE**

Students will not be denied opportunity to participate in any class or school sponsored activity because of inability to pay for material fees, transportation costs, admission prices, or any other related expenses. Any student who needs financial assistance for school activities should contact a guidance counselor, advisor or administrator to request confidential help.

## **FIRE DRILLS AND EMERGENCY PREPAREDNESS**

Fire drills are held at regular intervals as required by state law. Students must follow the exit directions posted in each classroom. A crisis response drill will be substituted for one of the required monthly school fire drills every three months. Such crisis response drill will be planned and conducted with the local law enforcement agency. Such crisis response drills will incorporate the basic protocols of lockdown, evacuation, and shelter-in-place responses.

Students are expected to follow the direction of teachers or others in charge quickly, quietly and in an orderly manner.

The signal for a fire drill is a constant blast on a special horn. When the alarm sounds, students are to proceed along the posted exit routes in a quick, quiet and calm manner. Students should not return to the building until the return signal is given.

Students with physical disabilities/impairments may not use the elevator, but instead wait in a designated Area of Refuge until assistance arrives.

Local law enforcement and other local public safety officials will evaluate and provide feedback on fire drills and crisis response drills.

## **FIRST AMENDMENT RIGHTS**

Watertown Public Schools recognize that students have a right to bring into our schools, in a judicious manner governed by regulations, items for posting that are not considered obscene, libelous, disruptive,

vulgar, and are deemed by the Administration to be consistent with community standards. Further, no expressed idea will be suppressed because it is not shared by the majority. However, expressions which involve false statements, disruptive or potentially dangerous content, the use of obscenities, and advocacy of violation of law or school regulations are unacceptable.

## **FOOD ALLERGIES**

The school is committed to providing a safe environment for students with food allergies and to support parents regarding food allergy management. A plan based upon guidelines promulgated by the State Department of Education will be implemented for each student for the management of students with life-threatening food allergies and glycogen storage disease.

Substitutions to the regular meal provided by the school will be made for students who are unable to eat school meals because of their disabilities, when that need is certified in writing by a physician. Meal services will be provided in the most integrated setting appropriate to the needs of the disabled student. An Individualized Health Care Plan (IHCP) and an Emergency Care Plan (ECP) shall be developed and implemented for students identified with food allergies. Such students may also be eligible for accommodations and services under Section 504 and special education law.

The Watertown Public Schools recognize that food allergies and glycogen storage disease may be life threatening. For this reason, the district is committed to developing strategies and practices to minimize the risk of accidental exposure to life threatening food allergens and to ensure prompt and effective medical response should a child suffer an allergic reaction while at school. The district is also committed to appropriately managing and supporting students with glycogen storage disease. The district further recognizes the importance of collaborating with parents and appropriate medical staff in developing such practices and encourages strategies to enable the student to become increasingly proactive in the care and management of his/her food allergy and/or glycogen storage disease, as developmentally appropriate. To this end, the Watertown Public Schools adopt the following guidelines related to the management of life threatening food allergies and glycogen storage disease for students enrolled in district schools:

- I. Identifying Students with Life-Threatening Food Allergies and/or Glycogen Storage Disease
- II. Individualized Healthcare Plans and Emergency Care Plans
- III. Training/Education
- IV. Prevention
- V. Communication
- VI. Monitoring the District's Plan and Procedures

## **FUNDRAISING**

Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fund-raising drives for approved school purposes. Any fundraising activities must comply with the provisions of the Board Policy concerning fundraising activities (Policy 5222) and any administrative

regulations implementing such Board Policy.

Any food items sold as part of any fundraising activity must meet the nutritional standards published by the Connecticut Department of Education. Beverage or foods not allowed for sale during regular school hours may be sold provided (1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend, (2) the sale is at the location of such event, and (3) the food or beverage are not sold from a vending machine or school store.

## **GRADING SYSTEM**

### **REPORT CARDS**

The scholastic year is divided into four marking periods of approximately nine weeks each. A marking period average of 70 or above will be considered passing. At the end of each marking period, students and parents will have access to quarter grades on PowerSchool. Students who owe fines or school materials will not receive their report cards until restitution is made.

Examinations are given at the close of the first semester, and at the close of the second semester in June and each count for 10% of the semester grade.

Grades given to students are determined by the teacher of the course, and the determination of the student's grade by the teacher, in the absence of clerical or mechanical mistakes, fraud, bad faith, or incompetency, shall be final.

Grades arrived at by a teacher will be considered final and will be changed only (1) by the teacher, with the consent of the principal after a re-evaluation of the student's work or (2) by an appeal made to the school principal and then to the superintendent or designee.

### **HONOR ROLL**

There are two divisions of the honor roll at Watertown High School, high honors, and honors.

To achieve high honors a student must:

1. Have a 90.00 average for the marking period.
2. Have no grade lower than 85.00

To achieve honors a student must:

1. Have an 85.00 average for the marking period.
2. Have no grade lower than 75.00

### **GRADE POINT AVERAGE (GPA)**

A student's Grade Point Average (GPA) is calculated for each course at the end of the class (final grade). An unweighted GPA is determined based on dividing the final grade by 20 and subtracting 1.



$$GPA = (Final\ Grade/20) - 1$$

Per Watertown Board of Education Policy 6050, the current weights are added based on our current course levels. These points are added to the final course grade. For Advanced Placement/UCONN ECE (AP/ECE) classes, twenty points are added; For Honors (H) classes, fifteen points are added; For College Preparatory (CP) classes, ten points are added; For College & Career Preparatory (CCP) classes, five points are added; For Fundamental Studies (FS) classes, no points are added.

$$GPA = ((Final\ Grade + Level\ Bonus) / 20) - 1$$

<b>WEIGHTED GPA SCALE SAMPLE</b>					
<b>Final Grade</b>	<b>FS (+0)</b>	<b>CCP (+5)</b>	<b>CP (+10)</b>	<b>H (+15)</b>	<b>AP/ECE (+20)</b>
100	4	4.25	4.5	4.75	5
94	3.7	3.95	4.2	4.45	4.7
87	3.35	3.6	3.85	4.1	4.35
83	3.15	3.4	3.65	3.9	4.15
78	2.9	3.15	3.4	3.65	3.9
72	2.6	2.85	3.1	3.35	3.6
67	2.35	2.6	2.85	3.1	3.35

*100-90 (A)*

*89-80 (B)*

*79-70 (C)*

*69-below (Failing)*

Prior to the Class of 2020, all courses are included in the GPA with these exceptions: all pass/fail courses, physical education, learning skills courses, and musical performance courses.

Beginning with the Class of 2020 all courses are included in the GPA except for all pass/fail and Learning Skills courses.

#### CLASS RANK

A student's cumulative GPA is calculated by adding all course GPA's and dividing by the number of courses taken. Class rank is based on a student's cumulative GPA to determine the relationship of his/her academic achievement to that of the rest of the class. The highest ranking student in a class is placed number 1 and the second highest ranking student is placed number 2. This process continues until the last

student in the class is ranked. A rank index list is then developed and a student's position on this list determines the student's class rank.

The primary purpose of class rank is for college admissions; therefore, at the present time, it is computed at the end of each school year and at the end of the first semester of the senior year. Requests for class rank at any other time in the year will not be honored until the fourth quarter of a student's final year in high school, except through scholarship or college applications that require it, in which case the school counseling department will provide the approximate rank on the required form(s) and submit the forms to the appropriate place.

#### PASS/FAIL SUBJECTS

We offer pass/fail subjects to students who want to explore an area or enrich themselves without these subjects having a negative effect on their rank in class. There are certain stipulations, some of which are spelled out below. If you are seriously considering this option, you must indicate it on your initial course selection sheet, and discuss with your school counselor.

No required subject may be taken pass/fail. A student may take the equivalent of only one pass/fail subject per year. Subjects categorized as pass/fail would be exempted from this stipulation. In an overcrowded class, pass/fail students will have the lowest priority for admission.

#### **Graduation Requirements**

Students must successfully complete the required number of credits and must demonstrate proficiency in the skills identified by the Board of Education, as required for graduation. A multi-faceted assessment procedure will be used, including specific target scores on standardized tests. Credits can also be earned at an institution of higher education, through online coursework or through a demonstration of mastery based on a competency and performance standards, in accordance with guidelines adopted by the State Board of Education and at the approval of administration.

While grade level in the student information system (PowerSchool) will reflect a student's years at the high school level (beginning with 9th grade), students are expected to meet the following requirements to be eligible to graduate. It is recommended that students take the following amount of credits each year to ensure they are on pace to graduate. Underclassmen (9th - 11th) may not take less than 6 credits without administrative approval.

9th grade - 7 credits  
10th grade - 7 credits  
11th grade - 6 credits  
12th grade - 5 credits

*Class of 2019*

CREDITS NEEDED TO GRADUATE

4 Credits-English

3 Credits-Math

3.5 Credits-Social Studies {Required: Modern World History, Western Experience, US History, Civics or

AP Gov.}  
2.5 Credits-Science (1 Biology & 1 Physical Science)  
1 Credit-Physical Education ( $\frac{1}{4}$  PE 9,  $\frac{1}{2}$  PE 10,  $\frac{1}{4}$  PE 11)  
.5 Credit-Health  
2 World Languages  
1 Capstone  
.5 Counselor Workshop ( $\frac{1}{4}$  9th &  $\frac{1}{4}$  11th)  
6.5 Electives (Vocational, Technology, Arts, Music, Physical Education, etc.)  
24.5 Total

*Class of 2020 and beyond*

CREDITS NEEDED TO GRADUATE

4 Credits-English  
4 Credits-Math  
.5 Credits – Personal Finance (Technology or Math)  
3.5 Credits-Social Studies {Required: Modern World History, Western Experience, US History, Civics or AP Gov.}  
3 Credits-Science (1 Biology & 1 Physical Science)  
1 Credit-Physical Education ( $\frac{1}{4}$  PE 9,  $\frac{1}{2}$  PE 10,  $\frac{1}{4}$  PE 11)  
.5 Credit-Health  
2 World Languages  
1 Capstone  
.5 Counselor Workshop ( $\frac{1}{4}$  9th &  $\frac{1}{4}$  11th)  
6 Electives (Vocational, Technology, Arts, Music, Physical Education, etc.)  
26 Total

The following conditions also apply:

1. All students will be required to take and pass 1 credit in Physical Education,  $\frac{1}{2}$  of which must be taken in grade 10, and thereby earn 1 credit as mandated by the Board of Education. There is an exception to this requirement. Any student who presents a certificate from a physician, stating that in the opinion of the physician participation in physical education is medically contraindicated because of the physical condition of such student, shall be excused from the physical education requirement, provided the credits for physical education are fulfilled by an elective (Section 10-221a).
2. The National Collegiate Athletic Association (NCAA) has revised and updated its list of core courses which must be taken and passed to meet minimum initial eligibility requirements. No credits earned in grade 8 are considered eligible courses by the NCAA. Any student who may be interested in participating in a Division I or Division II college sports program should see his/her school counselor to plan a complete high school program that meets these requirements.

## **Graduation Performance Standards**

In addition to course and credit requirements, the following Performance Standards must be met in order for a student to qualify for graduation from Watertown High School. All students must meet the performance standards below as determined by approved school-wide rubrics:

### **Capstone:**

As a graduation requirement, seniors must complete a Senior Capstone Project. The Senior Project is intended to be the culminating experience of a student's high school career engaging each senior in a personalized learning experience. The project can take many shapes and should be driven by the student's interests and abilities, for example; one student may decide to rebuild a car engine while another decides to study the effects of heredity on gene expression. Each project will need to meet specific academic requirements and the established timeline. Final presentations of the Senior Project will take place in the spring of the senior year.

### **Academic:**

*Inquiry - We expect students to be able to critically analyze academic, emotional, social, and physical situations they face and then be able to evaluate the effectiveness of various solutions and choose the one that best fits their goals.*

*Information Literacy - We expect students to recognize when information is required and to have the ability to locate, evaluate, and effectively use the information as needed.*

*Communication - We expect students to clearly communicate through all manners of spoken and written language by taking a position and using words that support the purpose.*

*Depth of Knowledge - We expect students to be knowledgeable of various contents and synthesize new learning with prior understanding.*

### **Social:**

*We expect students to take responsibility for their learning and behavior, as well as ownership of their futures so that they will be prepared for wherever life takes them.*

### **Civic:**

*We expect students to become socially aware citizens who contribute positively to the culture of our school in a manner that actively engages them in the local community.*

## **General Exemptions**

**Transfers:** If a student transfers into the Watertown Public Schools after completing at least three years in a high school in another district, he/she may be exempted from Watertown's performance standards requirements for graduation. If a student arrives prior to his/her senior year, they must meet all of

Watertown High School's requirements. However, if a sending school documents that a student has achieved the performance standard at the school from which he/she has withdrawn, that documentation may be accepted as meeting the performance standard in Watertown.

**Special Education:** Performance standards for graduation for special education students may be modified through the student's Individual Education Plan (IEP).

## **GREEN CLEANING PROGRAMS**

A green cleaning program to clean and maintain the school will be implemented by July 1, 2011. The program provides for the procurement and proper use of environmentally preferable cleaning products in the school. The cleaning products used meet standards approved by the Department of Administrative Services and minimize potential harmful effects on human health and the environment. Parents/Guardians may request a written copy of the District's policy pertaining to the green cleaning program and a written statement which includes the names and types of environmentally preferable cleaning products used in the school and where in the building they are applied; the schedule for applying the products; and the names of the school administrator or designee whom the parent/guardian or student may contact for more information.

“No parent, guardian, teacher, or staff member may bring into the school facility any consumer product which is intended to clean, deodorize, sanitize or disinfect” (a required statement by law).

## **GUIDANCE AND COUNSELING**

Social services and counseling are rendered by professionally qualified members of the school staff. The responsibilities of the counseling staff include helping the student function more successfully within the school environment. The district's comprehensive counseling program strives to assist students in acquiring critical skills in the academic, career, and personal/social aspects of development.

School counselors will use a variety of methods to assist students in overcoming barriers to learning, to make strong connections with the educational opportunities in the school and to ensure that every child learns in a safe, healthy and supportive setting.

Counseling is a opportunity to talk with someone about things that are important to students. These opportunities to talk may be personal, social, educational or vocational. Counselors will listen and be open and honest with students. Guidance Counselors are encouraged to issue appointment request forms to students. Appointments can also be arranged by filling out a Guidance Appointment request form in the office or by stopping by the guidance office before school, between classes or after school.

Educational and career planning guidance is available along with information to develop a plan for the student's future. This may include a long range plan of studies for grades 9-12 and selecting student's subjects year by year in keeping with student's career interests and special skills or talents. Parents notification and involvement will be solicited.

Referral for psychological and/or psychiatric assistance by other social services agencies within or outside the school may also be recommended. Please note: The school will not conduct a psychological examination, test, or treatment without first obtaining the parent's/guardian's written consent.

To schedule an appointment with your counselor, fill out an appointment slip that can be found in the School Counseling Office.

### **HARASSMENT STATEMENT**

Every child has the right to feel safe, valued and comfortable in school. No one else's behavior should ever make children feel afraid or embarrassed because of their race, color, religion, national origin, sex, sexual orientation, gender identity or expression, or any disability they may have. The District has zero tolerance for harassment of any kind. Students are expected to treat other students and district employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop those behaviors when asked or told to stop.

Parents are urged to reinforce with their child(ren) that if he/she is harassed or sees harassment happening to someone else that he/she should report the behavior to a teacher or the principal. To maintain a productive and positive learning environment, the Board of Education will make every attempt to halt any harassment of which they become aware by calling attention to this policy or by direct disciplinary action, if necessary.

A student who believes he/she has been harassed is encouraged to report the incident to the principal or other administrator. The allegations will be investigated and addressed and appropriate disciplinary action taken, where necessary.

### **HAZING ACTIVITIES**

Students are prohibited from participating in any hazing activities. Hazing is any activity that recklessly or intentionally endangers the mental or physical health or safety of a student for the purposes of initiation or admission into or affiliation with any student organization.

Hazing, bullying or abuse of students or staff will not be tolerated. Any student who engages in an act that injures, degrades or disgraces another student or staff member, disrupts the educational process, or interferes with a student's opportunity to obtain an education shall be subject to appropriate disciplinary action. In addition, students who participate in hazing may be referred to appropriate law enforcement authorities and may face subsequent prosecution.

### **HEALTH SERVICES**

The school health office is designed to provide care to students who become ill or are injured while in school.

A cumulative health file is maintained for each student. This file includes notations of past illnesses, results of physical examinations, and other pertinent health information. Scoliosis and hearing tests are administered to students in grade nine. The results are provided to the parents.

Parents are notified of any deviation from the normal pattern of health and suggestions are given for follow-up. It is likewise important that parents notify the school nurse in case of a student's illness. If a student is to be excused or limited for an extended period from participation in school activities, he/she is required to bring a statement signed by a physician. The school nurse is available to parents and students for conferences regarding health issues.

### **Administration of Medication**

Parents of students requiring medication during school should contact the school nurse. Special forms are required to permit the administration of medicine in school. They are available from the school nurse. All medication must be in original container with proper labels. No medications should be sent in with a student. Only the school nurse, principal, or child's teacher may administer medication in school and only with a properly filled out authorization form. Only medications that need to be given during school time will be given. All over-the-counter medicines require a doctor's authorization. Students are not allowed to carry over-the-counter medications on them.

A student with asthma or an allergic condition may carry an inhaler or an epipen or similar device in school at all times if he/she is under the care of a physician, physician assistant or advanced practical nurse and such practitioner certifies in writing that the child needs to keep an asthmatic inhaler or epipen at all times to ensure prompt treatment of the child's asthma or allergic condition and to protect the child against serious harm or death. A written authorization of the parent/guardian is required.

A school nurse, or in the absence of the nurse, a "qualified school employee" may administer epinephrine in a cartridge injector for the purpose of emergency first aid to students who experience allergic reactions but were not previously known to have serious allergies and therefore do not have prior written authorization of a parent/guardian or qualified medical professional for the administration of epinephrine. Parents/guardians may submit in writing to the school nurse and school medical advisor that epinephrine shall not be administered to his/her child.

A school nurse, or in the absence of the nurse, a "qualified/school employee" may administer antiepileptic medication to a specific student with a medically diagnosed epileptic condition that requires prompt treatment in accordance with the student's individual seizure action plan. Written parental permission and written order from a physician is required.

A student with diabetes may test his/her own blood glucose levels if the student has written permission from his/her parents/guardian and a written order from a Connecticut licensed physician. The time or place of such testing shall not be restricted.

A school nurse or the principal will select a qualified school employee to, under certain conditions, give a glycogen injection to a student with diabetes who may require prompt treatment to protect him/her from serious harm or death. Written parental permission and written order from a physician are required.

The District does not allow the ingestion of marijuana for palliative (medical) use in any school, on school grounds or at school-sponsored activities, on or off school grounds.

### **Communicable/Infectious Diseases**

Students with any medical condition which within the school setting may expose others to disease or contagious and infectious conditions may be excluded from school and referred for medical diagnosis and treatment. Additional information concerning this may be obtained from the school nurse.

Before a child may return to school after an absence due to such condition, parents and students may be required to submit medical evidence that their child has recovered sufficiently to prevent exposing others.

### **Disabilities**

School district will not discriminate on the basis of disability as required under ADA, IDEA and Section 504 and C.G.S. 10-76a and any similar law or provision.

### **Emergency Medical Treatment**

Parents are asked each year to complete an emergency information form for use by the school in the event of a medical emergency.

### **Health Records**

School nurses maintain health records using the Connecticut "Health Assessment and Record Form." These records are accessible to certified staff working with the child and to school health aides if permission is granted by the nurse or building administrator. Parents may request to inspect the health records of their child. Copies may be provided if requested. Original copies of the record are sent where a student transfers to another school in the state. If moving out-of-state, a copy will be forwarded. Health records are maintained for at least six years after the student graduates. The District will comply with the requirements of the Health Insurance Portability and Accountability Act (HIPPA) to maintain the privacy of protected health information.



A diabetic student may test his/her own blood glucose level per the written order of a physician or advanced practice nurse stating the need and the capacity of the student to conduct self testing. Such self testing shall be done in accordance with the guidelines issued by the Commissioner of Education.

### **Homebound**

Home instruction is available to students who are unable to attend school for medical and/or mental health reasons for a period of two weeks or longer as diagnosed by a physician, psychiatrist or the Planning and Placement Team. Home instruction may also be provided for those students who have been excluded from regular school attendance for disciplinary reasons.

### **Homeless Students**

Homeless students, as defined by federal and state legislation, will have all programs, services, and transportation that other students enjoy and may continue to attend the school of origin. The local liaison for homeless children is Mr. Christopher Brown.

### **Illness**

### **Immunizations**

All students must be immunized against certain diseases and must present a certificate from a physical or local health agency. If the student should not be immunized due to medical or religious reasons, a statement from a physician or the parent as appropriate must be provided. The required immunizations are: Diphtheria, Tetanus, Polio, Pertussis, Measles, Mumps, Hepatitis A, Hepatitis B, Varicella (Chickenpox), Meningococcal, Pneumococcal, Rubella, Influenza and Hemophilus Influenza Type B.\* Parents or guardians of any children unable to have the mandated immunizations prior to initial school entry and the boosters as required in the later grades may have the immunizations, on the recommendation of the Board of Education, be paid by the town.

Parents/guardians wanting their children to be excused from immunizations if such immunizations are contrary to the religious belief of the child or of his/her parent/guardian must request such exemption in writing to the superintendent. The request must be officially acknowledged by any of the following: notary public, judge, clerk/deputy clerk of a court, town clerk, justice of the peace, attorney or school nurse. Such request must be made before initial entry into the school system and prior to entering grade 7.

In addition to the required immunizations for initial entry into school for kindergarten, regular and special education preschool programs, additional immunizations are required for entry into seventh grade and for entry into eighth grade and ninth or tenth grade. The school must enroll any homeless student even if the student is unable to produce the required medical and immunization records.

### **Physical Examinations**

All students must present evidence of a physical examination upon enrollment to the district. (C.G.S. regulation 10-204a) Health assessment shall also be required in grade 6 (or 7) and in grade 9 (or 10). All students in grades K and grades 1, 3,4,5 will undergo vision screening by the school nurse or school health aide. Hearing screening will be conducted for all students in grades K, 1,3, 4, and 5. Postural screening will be conducted for all female student in grades 5 and 7 and for male students in grade 8 or 9. If a homeless student, as defined by federal statute, lacks immunization/medical records, the school will enroll the child and refer the parent/guardian to the district's homeless liaison.

## **HOMEWORK**

The purpose of homework is to help students become self-directed, independent learners and is related to the educational progress of the student. It serves to help all students reach their instructional goals.

Specific homework assignments may strengthen basic skills; extend classroom learning; stimulate and further interests; reinforce independent study skills; develop initiative, responsibility, and self-direction; stimulate worthwhile use of leisure time; and acquaint parents with the student's work in school.

In order for homework to be an effective support for learning, the homework policy requires a partnership among the school system represented by the teacher, the student and their parents. Without this partnership in support of learning, students will not achieve their full potential.

Watertown High School has adopted a school-wide late work/grading policy. All instructors will assign scores to late work as outlined by the plan. The full policy may be accessed on the school website or by requesting a copy from the main office or counseling department.

## **INSURANCE**

School insurance is made available to families through a specific program. Brochures are distributed to all students at the beginning of each academic year. While the program is not mandatory, it is suggested that parents take advantage of the opportunity to provide adequate protection for their children while in school. Any such arrangements is contractual between the parent and insurance carriers and Watertown Public Schools assumes no liability from disputes arising from such contract.

## **INTERDISTRICT COLLABORATIVES**

Watertown Public Schools has established collaborations with other school districts in order to offer a wider variety of learning environments and specialized curriculum in response to the interests and needs of its students.

## **LASER POINTERS**

Students are not permitted to possess or use laser pointers while on school property, while using District transportation, or while attending school-sponsored or school-related activities, whether on or off school

property unless under a staff member's supervision and in the context of instruction. Laser pointers will be confiscated and students will be disciplined.

### **LIMITED ENGLISH PROFICIENT (LEP) STUDENTS**

Parents of Limited English Proficient (LEP) Students participating in a language instructional program will be notified within 30 days of their child's placement in the program. The notification will include an explanation of why, a description of the program, and the parent's rights to remove their child from the LEP program. In addition, the notification will explain how the program will help the child to develop academically, learn English and achieve the standards necessary for promotion.

Students not meeting the English mastery standard or demonstrating limited progress will be provided with additional language support services which may include, but are not limited to, English as a Second Language program, sheltered English programs, English Immersion programs, summer school, after-school assistance, homework assistance and tutoring. Students after 30 months in a bilingual program will not be offered additional bilingual education.

### **LOST AND FOUND**

Any articles which are found in the school or on school grounds should be turned in at the main office. Unclaimed articles will be disposed of at the end of the school year. Loss or suspected theft of personal or school property should be reported to the main office.

### **LIBRARY/MEDIA CENTER**

Students are invited to use the books, magazines, newspapers, videos, CD's and other materials, including computers, located in the media center. Students are responsible for any material they sign out. Materials must be returned to Ms. Lewis at the circulation desk. Students must pay for any materials they lose or damage. A student's grades, transcript or report card may be withheld until a student's obligation is met.

Guidelines have been established for the use of the Internet. Student violations of the guidelines can result in the termination of access privileges and in disciplinary actions. It is the policy of the Board of Education that all student must sign an acceptable use policy which indicates that a student agrees to use the Internet exclusively for educational purposes. Each contract must also include a signature from the student's parent/guardian.

The Administration will take measures: to assure the safety and security of students when using e-mail, chat rooms, and other forms of direct electronic communications; to prohibit unauthorized access, including "hacking" and other unlawful activities by minors online; to prohibit unauthorized disclosure, use, and dissemination of personally identifiable information regarding students; to educate minor students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response; and to restrict students' access to online materials harmful to minors, including obscene materials.

## **MAKE-UP WORK**

A student will be permitted to make up tests and to turn in projects due in any class missed because of an excused absence. Teachers may assign a late penalty to any project in accordance with time-lines approved by the principal and previously communicated to students. Please refer to each department's late policy for more information.

For any class missed, students may be assigned make-up work based on the instructional objectives of the subject or course and the needs of the student. The student is responsible for obtaining and completing make-up work within the time specified by the teacher.

## **NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS (NAEP)**

The federal No Child Left Behind Act requires schools selected to participate in this national testing program to notify parents of children who will be taking the test of their right to exclude their child. Parents also have the right to inspect all NAEP data, questions and assessment instruments.

## **ONLINE COURSE CREDIT**

Students will be awarded credit toward graduation for the successful completion of online courses approved by administration provided the online course(s) fulfill the statutory requirements.

Students identified as being in danger of failing to graduate will be allowed to complete online district approved course work toward meeting high school graduation requirements.

## **Pathways Program**

Using the PLATO online learning experience, students are offered access to a secondary academic library with curriculum that provides scaffolding and guided practice. Students benefit from rigorous curriculum, aligned with national and state standards, at a self-paced environment that promotes individual accountability. Courses range from core requirements and electives to advanced enrichment options. Students interested in this program can inquire through their school counselor. Approval from an administrator is required for all students to participate in the program. Student performance is monitored throughout the time a student participates by faculty and administration, and continuation of participation is contingent upon successful performance.

## **OUT OF SCHOOL MISCONDUCT**

Students are subject to discipline, up to and including suspension and expulsion for misconduct which is seriously disruptive of the educational process and is a violation of a publicized board policy, even if such conduct occurs off-school property and during non-school time.

Examples of off-school conduct that may result in such discipline include but are not limited to:

1. Sale, possession, use, or distribution of dangerous weapons, including martial arts weapons;

2. Use, possession, or distribution of illegal drugs;
3. Violent conduct;
4. Making of a bomb threat;
5. Threatening to harm or kill another student or member of the staff; where any such activity has the reasonable likelihood of threatening the health, safety or welfare of school property, individuals thereon, and/or the educational process.

## **PARENT CONFERENCES**

Parents are encouraged to become partners in their child's educational successes. Conferences with teachers may be held at any time during the school year. Parents and students, as well as teachers, counselors or administrators may initiate a conference.

A parent or student may arrange a conference with an individual member of the school staff or a group conference with school staff members. Conferences are held during school hours but every effort will be made to accommodate parent schedules.

## **PARENT INVOLVEMENT/COMMUNICATIONS**

Education succeeds best when there is a strong partnership between home and school based on communications and interactions. Parents/guardians are urged to encourage their children to put a high priority on education and to make the most of their educational opportunities available. Parents/guardians should become familiar with all of the child's school activities and with the District's academic programs, including special programs. Attendance at parent-teacher conferences, participation in campus parent organizations, attendance at board of education meetings and being a school volunteer are strongly encouraged.

## **PARENT-TEACHER ASSOCIATIONS AND ORGANIZATIONS**

PTA/PTO is a vital link between the school, community and the parents it serves. Thus, parents are urged to join and take an active part in the PTA/PTO.

## **PESTICIDE APPLICATION**

It is the policy of the Watertown Board of Education to implement an integrated pest management plan to reduce the amounts of pesticides applied in any building, or the grounds of any Watertown public school, by using all available pest control techniques including judicious use of pesticides, when warranted, to maintain a pest population at or below an acceptable level, while decreasing the use of pesticides.

The decision to apply pesticide in any building, or the grounds of any Watertown public school is dependent on results of periodic monitoring for pest populations to determine if a pest problem exists that exceeds acceptable threshold levels.

No application of pesticide shall be made in any building, or the grounds of any Watertown public school

during regular school hours or during planned activities at any school except as provided by Connecticut statute or regulation.

Parents or guardians of children in any school and/or staff members in any school may register for prior notice of pesticide application at their school. Each school shall maintain a registry of persons requesting such notice, and shall provide notice to registered individuals in accordance with applicable Connecticut statutory and regulatory provisions.

The Superintendent may direct that an emergency application of a lawn care pesticide be made without prior notice to parents or guardians of children in any school and/or staff members in the event of a threat to human health, subject to applicable Connecticut statutory and regulatory provisions.

The Superintendent may direct that an emergency application of a pesticide be made during regular school hours or during planned activities at school without prior notice to parents or guardians of children and/or staff members in any school in the event of an immediate threat to human health, subject to applicable Connecticut statutory and regulatory provisions.

There shall be no application of any lawn care pesticide on the grounds of any school with students in grade eight (8) or lower, except on an emergency basis, subject to applicable Connecticut statutory and regulatory provisions.

### **PHYSICAL ACTIVITY**

Students may not be required by school employees to engage in physical activity as a form of discipline during the school day. This restriction does not apply to brief period of respite/time-outs, referrals to a building administrator, or for safety reasons.

### **PHYSICAL EXERCISE**

Students in all grades, K-12, cannot be assigned physical activity as a form of punishment.

### **POSTERS**

Signs and posters that students wish to display must be approved by the principal. Posters displayed without authorization will be removed. Any student who posts such material without authorization shall be subject to disciplinary action.

### **PROMOTION, RETENTION AND PLACEMENT**

Students must demonstrate attainment of the basic skills needed for graduation based on the district's assessment program. A failure to attain these skills may necessitate involvement in additional courses, special help programs, summer school, retesting, etc.

## **PROPERTY, LOCKERS, AND EQUIPMENT**

It is the policy of the Board to hold students responsible for any loss of or damage to the property of the school under the jurisdiction of the Board when the loss or damage occurs through fault of the student.

Any student damaging or defacing school property will be financially liable for restoring the property regardless of the condition of the property at the time of the destructive act, in addition to any other discipline up to and including arrest or civil prosecution as deemed appropriate.

In addition, anyone who witnesses such an act and fails to report it to the proper authorities will be considered as having contributed to that action. Such charges for damaged property will be exactly those which the school must incur to repair the damage.

Each student is assigned desk(s), a locker, and/or other equipment. These items are the property of the school, loaned to students for their convenience during the school year, should be kept in good order and not abused.

Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by district policy. Parents will be notified if any prohibited items are found in the student's desk or locker.

Students should not attempt to repair school equipment but should notify the main office immediately if it isn't function properly. Any damage done will be the responsibility of the person to whom it was loaned for the current year.

Each student is assigned a locker with a combination lock. The combination is confidential and should be known only to the student and the administration. Locks and lockers are provided so that you can secure school materials and personal property. The sharing of lockers is not encouraged. Students are urged to clean out their lockers periodically for health and safety reasons. Backpacks, jackets, and hats must be stored in lockers unless permission has been granted by the school nurse or administration. If a locker is not working properly, see your administrator.

Students are warned not to bring large sums of money or valuables to school, liability for these items remains with the student.

## **PSYCHOTROPIC DRUG USE**

School personnel is prohibited from recommending the use of psychotropic drugs for any student enrolled within the school system. School nurses, nurse practitioners, district medical advisor, school psychologists, school social workers and school counselors, may recommend that a student be evaluated by an appropriate medical practitioner. Further, the District is prohibited from requiring a child to get a

prescription before he/she may attend school, be evaluated to determine eligibility for special education or receive special education.

### **PUBLIC COMPLAINTS**

The right of community members to register individual or group concerns about district instruction, programs, materials, operations and/or staff members is recognized. Complaints and grievances will be handled and resolved as close to their origin as possible. Complaints will be referred back through the proper administrative channels before investigation or action by the Board unless the complaint concerns Board actions or operations only. A procedure also exists for the placing and response to criticism or approval of instructional materials.

Specialized complaint procedures exist regarding identification, evaluation or educational placement of a student with a disability; loss of credit due to absences; discrimination on the basis of sex; harassment; sexual abuse or harassment; and instructional materials.

### **SAFETY/ACCIDENT PREVENTION**

Student safety on campus and at school related events is a high priority of the District. Although the District has implemented safety procedures, the cooperation of students is essential to ensure school safety. A student should:

- Avoid conduct that is likely to put the student or other students at risk.
- Follow the school's code of discipline
- Remain alert to and promptly report safety hazards, such as intruders on campus.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of staff who are overseeing the welfare of students.

### **SCHOLARSHIPS, FINANCIAL AID AND AWARDS**

Students should start early to establish records worthy of scholarship consideration. In general requirements for scholarship consideration are some combination of the following: serious attention to studies, good character, financial need and involvement in the activities of the school.

Many scholarships and awards are available to qualified students. Students should consult a Guidance Counselor for information about what scholarships are available and how, when and where to apply.

### **SCHOOL ALTERNATIVES**

Connecticut schools offer a range of educational program to meet the diverse needs and career aspirations of its students in a variety of settings, including comprehensive local schools, regional vocational-technical schools, vocational agriculture centers, charter schools and magnet schools. These programs serve to prepare student for college, the workplace and active citizenship.

The Open Choice program allows urban students to attend public schools in nearby suburban towns. Suburban and rural students are allowed to attend public schools in a nearby urban center. Enrollments are



offered on a space-available basis in grades K-12. The Program includes Hartford, Bridgeport and New Haven and their surrounding districts.

The district offers an alternative education program in a nontraditional setting that addresses the emotional, social, behavioral and academic needs of students. Information about alternative education offered by the district, including purpose, location, contact information, staff directory and enrollment criteria is posted on the district's website.

### **SCHOOL ATTENDANCE AREAS**

Students will attend the school designated within the school boundary in which the student resides, except that in the best interests of the child the Superintendent, within his/her sole discretion, may approve a student's attending a school in another boundary.

### **SCHOOL CEREMONIES AND OBSERVANCES**

The school district recognizes the value of certain ceremonies and observances in promoting patriotism and good citizenship among the students. Therefore, activities in schools commemorating national holidays such as Memorial Day, Thanksgiving and President's Day are encouraged. Watertown reminds students, faculty and administration of the variety of religious beliefs, and all are urged to be conscious of and respect the sensitivities of others.

Activities related to a religious holiday or theme will be planned to ensure that the activity is not devotional, and that students of all faiths can join without feeling that they are betraying their own beliefs. Therefore,

1. school and class plays shall not be overtly religious, and church-like scenery will be avoided;
2. religious music shall not entirely dominate the selection of music; and
3. program notes and illustrations shall not be religious or sectarian.

Students shall be given the option to be excused from participating in those parts of a program or curriculum involving a religious theme which conflicts with their own religious beliefs. If a parent or student has any questions regarding the use of religious music, artwork and/or symbols in a particular course/activity, the Building Principal should be contacted.

An opportunity will be provided, at the beginning of each school day, for students to observe an appropriate period of silent meditation and to recite the Pledge of Allegiance. Participation in these activities is voluntary. Non-participants are expected to maintain order and decorum appropriate to the school environment.

### **SCHOOL DISTRICT RECORDS**

Interested persons may inspect "public district records" which are maintained at the office of the Superintendent of Schools, during normal hours of business. Copies of records, permitted by law to be disclosed, may also be attained.

## **SCHOOL SECURITY AND SAFETY**

Each school in the District will develop and implement a school security and safety plan based upon the standards issued by the Department of Emergency Services and Public Protection. Each school, as required by law, shall establish a school security and safety committee which will assist in the development and administration of the school's security and safety plan. Each district school will conduct a security and vulnerability assessment every two years.

The District has developed and maintains an emergency disaster preparedness and response plan for implementation as needed. The plan is based upon the standards promulgated by the Department of Emergency Services and Public Protection. Development and implementation of the plan includes collaboration with local and state emergency responders, (law enforcement, fire department, emergency rescue squads and local public health administrators). The plan, representing an all hazards approach, utilizes the four recognized phases of crisis management: (1) mitigation/prevention, (2) preparedness, (3) response, (4) recovery.

If the school utilizes school resource officers, include here language pertaining to their role, also stressing the use of a graduate/response model in student disciplinary situations.

## **SEARCH AND SEIZURE**

The right to inspect desks, lockers and other equipment assigned to students may be exercised by school officials to safeguard students, their property and school property. An authorized school administrator may search a student's locker or desk under the following conditions:

1. There is reason to believe that the student's desk or locker contains contraband material.
2. The probable presence of contraband material presents a serious threat to the maintenance of discipline, order, safety and health in school.

Under special circumstances, school officials may search students, particularly if there is reasonable suspicion that a student possesses illegal matter, such as a dangerous weapon or illegal drugs. Students must be aware that such items are forbidden both on school property and at school-related activities.

Student vehicles parked on school grounds may be searched if there is reasonable suspicion to search. The District may use trained dogs to alert school officials to the presence of prohibited or illegal items, including drugs and alcohol. At any time, trained dogs may be used on lockers and vehicles parked on school property. Searches of classrooms, common areas or student belongings may also be conducted by trained dogs when students are not present. Drug-sniffing dogs will not be used to sniff students. A locker, a vehicle, or an item in the classroom to which a trained dog alerts may be searched by school officials.

This document serves as advance notice that school board policy allows desks, lockers, vehicles on campus, personal bags/purses, and any other place a student may store items to be inspected if the

administration has reasonable suspicion to believe that materials injurious to the best interests of students and the school are contained therein.

### **SECLUSION/RESTRAINT, USE OF**

List in this section the District's position pertaining to the use of physical restraints and seclusion as specified in PA 15-141 and the revised policy and administrative regulations required by statute. Indicate when they may be used and the applicable guidelines and reporting requirements. The use of restraint or seclusion will be used only by trained school staff in emergency situations only to prevent immediate or imminent injury to a student or others. Restraint or seclusion will not be used to discipline a student or because it is convenient or instead of a less restrictive alternative. Such use will also be constantly monitored by a school employee. When used, parents will be notified within 24 hours, but a reasonable attempt will be made to notify parents/guardians immediately after restraint or seclusion is initiated.

### **SEXUAL HARASSMENT**

The district wants all students to learn in an environment free from all forms of sexual harassment. Sexual harassment is against state and federal laws. It is unwelcome sexual attention from peers, teachers, staff or anyone with whom the victim may interact. Sexual harassment, whether verbal or physical, includes, but is not limited to the following:

1. Statements or other conduct indicating that a student's submission to, or rejection of, sexual overtures or advances will affect the student's grades and/or other academic progress.
2. Unwelcome attention and/or advances of a sexual nature, including verbal comments, sexual invitations, leering and physical touching.
3. Display of sexually suggestive objects, or use of sexually suggestive or obscene remarks, invitations, letters, emails, text messages, notes, slurs, jokes, pictures, cartoons, epithets or gestures.
4. Touching of a sexual nature or telling sexual or dirty jokes.
5. Transmitting or displaying emails or websites of a sexual nature.
6. Using computer systems, including email, instant messaging, text messaging, blogging or the use of social networking websites, or other forms of electronic communications, to engage in any conduct prohibited by this policy.

Any student who believes that he or she has been subjected to sexual harassment should report the alleged misconduct immediately to his/her teacher, social worker, guidance counselor, administrator, school nurse or any responsible individual with whom the student feels comfortable, either informally or through the filing of a formal complaint.

The district will notify the parents of all students involved in sexual harassment by student(s) when the allegations are not minor and will notify parents of any incident of sexual harassment or sexual abuse by an employee.

A complaint alleging sexual harassment by a student or staff member may be presented by a student and/or parent in a conference with the principal or designee or with the Title IX Coordinator, Dr. Janet Parlato.

### **SPECIAL NETWORKING SITES**

Students may not access social media sites using District equipment, while on District property or at District-sponsored activities unless the posting is approved by a District representative/teacher/staff member. Social media websites are websites such as, but not limited to, Facebook, Instagram, Youtube, Flickr and Twitter.

The District will not be liable for information/comments posted by students on social media websites when the student is not engaged in District activities and not using District equipment. For safety purposes, the district employs both Internet filters and firewalls.

The School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such materials.

### **SPECIAL PROGRAMS**

The district provides special programs such as but not limited to, gifted and talented, bilingual, learning disabilities and for those with other disabilities which affect a student's success at school. A student or parent with questions about these programs should contact the main office; the coordinator of each program is available to answer questions about eligibility requirements, programs and services offered in the district or by other organizations.

The District utilizes the Response to Intervention (RTI) process which combines systematic assessment, decision-making and a multi-tiered delivery model to improve educational and behavioral outcomes for all students. Academic and behavioral support and targeted interventions will be provided for students who are not making academic progress at expected levels in the general curriculum.

For students in need of Special Education programs, a planning and placement team (PPT) is designed to provide communication and decision-making at the school level concerning the effective use of available resources. The team is also responsible for follow-up and periodic review of all students presently in Special Education and special services programs.

Any child identified as possibly needing special education and/or related services must be referred to a special education Planning & Placement Team for evaluation (PPT). The PPT will determine whether special education services are required. Parents must give their consent before any evaluation can be done or any services can begin. An Individualized Education Plan, based upon the diagnostic findings of the evaluation study will be developed by the PPT, with parental involvement. Parents will be informed

regarding the use of scientific, research-based interventions. Parents have the right to have the school paraprofessional assigned to their child, if any, attend and participate in PPT meetings. Parents, as required by law, will be provided information at PPT meetings about their right to have advisors and paraprofessional attend PPT meetings.

### **STUDENT AUTOMOBILE USE**

Student's use of motor vehicles at Watertown High School is a privilege granted by the school to authorized students only. Students should request an application for a parking sticker during the first week of school.

Students are subject to the rules, regulations and administrative guidelines in the parking regulations and must comply with all state laws and licensure requirements.

### **STUDENT COMPLAINTS/GRIEVANCES: DUE PROCESS**

A student or parent who has a complaint should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the principal should be requested within 7 calendar days of the event or events causing the complaint. If the outcome of the conference with the principal is not satisfactory, a conference with the Superintendent or designee can be requested within 7 calendar days following the conference with the principal. If the outcome of this conference is not satisfactory, the student or parent may appear before the Board of Education, in accordance with Board policy.

A student and/or parent with a complaint regarding possible discrimination on the basis of gender should contact the school principal..

A complaint or concern regarding the placement of a student with disabilities concerning special education or programs and services should be discussed with the Director of Student Services..

### **STUDENT PUBLICATIONS**

Students have the right to express their views in speech, writing, or through any other medium or form, limited solely by those restrictions imposed on all citizens generally and those specifically applicable to children and youths in a school setting.

The school encourages student publications not only because they offer an educational activity through which students gain experience in reporting, writing, editing, and understanding responsible journalism, but also because they provide an opportunity for students to express their views and a means of communicating both within and beyond the school community.

All student publications must comply with the rules for responsible journalism. Libelous statements, unfounded charges and accusations, obscenity, also statements, materials advocating racial or religious

prejudice, hatred, violence, the breaking of laws and school policies and/or regulations, or materials designed to disrupt the educational process will not be permitted.

Expressions of personal opinion must be clearly identified as such and must bear the name of the author. Opportunity for the expression of opinions differing from those of the student publishers must be provided.

In addition, student newspapers and/or publications which are paid for by the school district and/or produced under the direction of a teacher as part of the school curriculum are not considered a public forum. In such cases, the Board of Education reserves the right to edit or delete such student speech which is feeling is inconsistent with the district's basic educational mission.

### **Distribution of Literature**

Students have a right to distribute literature on school grounds and in school buildings provided such distribution does not interfere with or disrupt the educational process. No literature may be distributed unless a copy is submitted in advance to the Superintendent of Schools and/or the Building Principal.

### **STUDENT RECORDS**

A student's school records are confidential and are protected by federal and state law from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the district until the student withdraws or graduates. This record moves with the student from school to school.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

The principal is custodian of all records for currently enrolled students at the assigned school. The Superintendent is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours upon completion of the written request form. The record's custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

Parents of a minor or of a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" include any employee such as an administrator, teacher, support staff, Board of Education member, attorney, agents, or facilities with which the district contracts for the placement of students with disabilities, as well as their attorneys and consultants, who are:

1. Working with the student;

2. Considering disciplinary or academic actions, the student's case, an Individual Education Plan (IEP) for a student with disabilities under IDEA or an individually designed program for a student with disabilities under Section 504;
3. Compiling statistical data; or
4. Investigating or evaluating programs.

Certain other officials from various governmental agencies may have limited access to the records. Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, only the student has the right to consent to release of records.

The parent's or student's right of access to, and copies of, student records does not extend to all records. Materials that are not considered educational records, such as teachers' personal notes on a student that are shared only with a substitute teacher and records pertaining to former students after they are no longer students in the district, do not have to be made available to the parents or student.

A student over 18 and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the district refuses the request to amend the records, the requestor has the right to a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, parents and the student are not allowed to contest a student's grade in a course through this process. Parents or the student have the right to file a complaint with the U.S. Department of Education if they believe the district is not in compliance with the law regarding student records. The district's policy regarding student records is available from the principal's or superintendent's office.

Parents may be denied copies of a student's records (1) after the student reaches age 18 and is no longer a dependent for tax purposes; (2) when the student is attending an institution of post-secondary education; (3) if the parent fails to follow proper procedures and pay the copying charge; or (4) when the district is given a copy of a court order terminating the parental rights.

Certain information about district students is considered directory information and will be released to anyone who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. This objection must be made in writing to the principal within ten school days after the issuance of this handbook. Directory information includes a student's name, address, telephone number, date and place of birth, major field of study, grade levels, photograph, e-mail address, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received in school, and most recent previous school attended.

Military recruiters or institutions of higher learning shall have access to secondary school students names, addresses and telephone listings, unless a parent/guardian or secondary student aged 18 or over requests in writing that such information not be released.

The District will release to the Parent Teacher Association the names, addresses, telephone number and grade levels of students (unless the District is informed by September 15 of the school year that designation of such directory information has been refused as to a particular student) provided such information is to be used by the PTA for its own school activities or school business.

The District, when a student moves to a new school system or charter school, will send the student's records to the new district or charter school within ten business days of receiving written notice of the move from the new district. Unless the parents/guardians of the student authorize the record transfer in writing, the sending District is required to send a notice when the records are sent to the new district.

Parents and eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the Requirements of FERPA. Complaints may be addressed to: Family Policy Compliance Office, U.S. Department of Education, 5400 Maryland Avenue, S.W., Washington, DC 20202-4605.

The district's HIPPA Privacy Officer is Mr. Christopher Brown.

### **STUDENT SUCCESS PLANNING**

A student success plan for each student enrolled in grades six through twelve shall be created. Such student success plan shall include a student's career and academic choices in grades six to twelve, inclusive.

The Student Success Plan (SSP) is an individualized student driven plan developed to address every student's needs and interests to help the student stay connected in school and to achieve postsecondary educational and career goals.

### **STUDENT SUPPORT SERVICES**

Student support and remedial services will be provided to students (H.S.) allowing students to retake courses in summer school or through an online course. Students will also be permitted to enroll in a class offered at a community or state college. Alternate forms of the required end-of-year examinations will also be provided. Alternate assessments for those eligible students, in the five core courses, is another option.

Beginning July 1, 2012 and each year thereafter, a student success plan will be created for each student, starting in 6<sup>th</sup> grade, that includes the student's career and academic choices in grades 6 through 12 inclusive.



## **SUMMER SCHOOL**

Students in danger of failing will be notified prior to a retention decision. The school district shall provide and may require a student to attend one or more alternatives for remedial assistance, including summer school. The fee for Summer School will be posted in the Spring of each school year.

## **SURVEYS/STUDENT PRIVACY**

Your child will not be required to participate without parental consent in any survey, analysis, or evaluation that concerns:

1. political affiliations or beliefs of the student or the student's parent;
2. mental or psychological problems of the student or the student's family;
3. sex attitudes or behaviors;
4. illegal, antisocial, self-incriminating and demeaning behavior;
5. critical appraisals of other individual with whom respondents have close family relationships;
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers;
7. income; or
8. religious practices, affiliations, or beliefs of the student or the student's parents.

In addition, parents have the right to inspect, upon request, a survey outside of the written curriculum that is to be administered by a school to a student, prior to its use. Parents will be notified at least two weeks in advance of any survey that will be given to their children.

Parents will be notified of any non-emergency, invasive physical examination that is required as a condition of attendance administered by the school and which is not necessary to protect the immediate health and safety of students.

## **TARDY PROCEDURE**

If a student arrives after the start of the official starting time, he/she is to report directly to the office for check-in. All tardy arrivals will be considered unexcused unless accompanied by a doctor's note for illness and be signed by a parent. All unexcused tardy arrivals are subject to school disciplinary consequences.

## **TEACHER AND PARAPROFESSIONAL QUALIFICATIONS**

Parents have the right to request information about the professional qualifications of their child's teacher(s). The response will indicate whether the teacher is certified for the subject matter and grade taught; the teacher's undergraduate major and any graduate degrees or certifications a teacher may have. Parents will also be advised, if requested as to whether the child is provided service by paraprofessionals and their qualifications.

## **TESTING**

All students in grades 3 through 8 inclusive and grade 11 shall annually, in March or April, take a mastery examination in reading, language arts and mathematics. Students in grades 5, 8 and 11 shall annually, in March or April take a statewide mastery examination in science. Special education students participate in mastery testing programs except in the rare case when participation in an alternate assessment is detrimental to the student's IEP. In order to graduate students must meet District standards for graduation, in addition to required course credits. The mastery examination test is one of the measures to be used to determine if students have met the identified standards. Student scores on each component of the statewide grade 11 state assessment test may/shall be included on transcripts and permanent records.

## **TEXTBOOK CARE AND OBLIGATIONS**

Students are responsible for the care of books and supplies entrusted to their use. They will be assessed damage to textbooks, equipment or materials. In accordance with state law, the school reserves the right to withhold grades, transcripts, or report cards until the student pays for or returns the textbooks, library book or other educational materials.

## **TITLE I COMPARABILITY OF SERVICES**

All district schools, regardless of whether they receive Federal Title I funds, provide services that, taken as a whole, are substantially comparable. Staff, curriculum materials and instructional supplies are provided in a manner to ensure equivalency among district schools.

## **TITLE I PARENTAL INVOLVEMENT**

Parents of a child in a Title I funded program will receive a copy of the district's parental involvement policy, including provisions of an annual meeting and involvement of parents in the planning, review and implementation of Title I programs.

## **TRANSFERS AND WITHDRAWALS**

Students withdrawing from school must notify the guidance office one week in advance of their last day. At that time, they will be given forms for their parents to complete. Included will be a formal written statement of withdrawal and release of records form.

On their last day of attendance, students will be given a form that must be signed by each of their teachers. This form will indicate their grade at the time of withdrawal and that all materials have been returned. Records cannot be forwarded until all materials have been returned.

## **TRANSPORTATION**

School transportation privileges are extended to students conditioned upon their satisfactory behavior on the bus. Unsatisfactory student behavior on the bus may result in suspension of transportation services or such other disciplinary action that is appropriate for misconduct.

The following rules shall apply to student conduct on school transportation:

1. Passengers shall follow the driver's directions at all times.
2. Passengers shall board and leave the bus in an orderly manner at the designated bus stop nearest their home.
3. Passengers shall not stand while the bus is in motion.
4. Passengers shall keep books, instrument cases, feet, and other objects out of the aisle of the bus.
5. Passengers shall not deface the bus and/or its equipment.
6. Passengers shall not extend head, hands, arms, or legs out of the window nor hold any object out of the window nor throw objects within or out of the bus.
7. Passengers shall not smoke or use any form of tobacco.
8. Passengers shall not eat on the bus.
9. Usual classroom conduct shall be observed. Unruly conduct, including the use of obscene language, will subject the passenger to disciplinary action.
10. Upon leaving the bus, the passenger will wait for the driver's signal before crossing in front of the bus.
11. Students must ride the bus to which they are assigned.

The following procedures shall be followed when a discipline concern arises on a bus serving a regular route or an extracurricular activity:

1. A conference involving the principal, the student passenger, the driver, and the parent(s) may be required.
2. The principal may suspend the student's bus-riding privileges. If such a suspension occurs, the parents will be notified prior to the time the suspension takes effect.
3. In the case of serious misconduct that endangers the safety of other passengers or the driver, the driver shall have the authority to remove the student and call for law enforcement assistance. The principal and parents shall be notified of the situation as soon as possible. The student shall not be provided bus service again until a conference involving all persons listed above has been held.

Disciplinary sanctions and changes in transportation for a student with a disability shall be made in accordance with the provisions of the student's Individual Education Plan (IEP).

All vehicles coming into or leaving the school grounds are subject to the regulations of the school. A student may drive to school, provided the student abides by the traffic rules and has parental permission. Students are not allowed to go to their cars during school hours. In case of emergency, they will be given a pass to do so by the administration. Any violation of proper automobile use may result in the suspension of parking privilege or any such discipline which is appropriate for the circumstances.

## **TRANSPORTATION SAFETY COMPLAINTS/PROCEDURES**

All complaints concerning school transportation safety are to be made to the Transportation Coordinator/District Business Manager. A written record of all complaints will be maintained and an investigation of the allegations will take place.

## **TUTORING**

Teachers may not teach privately (tutor) students of the school in which he/she teaches. This does not apply to teacher of homebound children employed by the Board of Education.

## **VACATIONS**

School policy strongly encourages the scheduling of family vacations and trips during times which coincide with school vacations. Student absences for reasons of a family vacation or trip that takes place when school is in session are considered "unexcused absences."

## **Video Recorders on School Buses/SCHOOL CAMPUS**

The district has installed video recording equipment on school buses to monitor school transportation and discipline. Videotaping will be done randomly during the school year, students will not be notified when a recording device has been installed and in use on their bus. Tapes will be viewed by the administration. Students violating bus conduct rules will be notified and disciplinary action will be taken. Videotapes shall be treated as protected student records under the Family Educational Rights and Privacy Act.

Video/audio equipment will be used to monitor student behavior in common areas or campus. Students will not be told when the equipment is being used. The principal or his/her designee will review the tapes routinely and document students misconduct. Discipline will be in accordance with the District's discipline policy.

## **VISITORS**

Parents and other visitors are welcome to visit Watertown schools. All visitors must first report to the main office. Visitors will be required to provide identification. Visits to individual classrooms during instructional time shall be permitted only with the principal's approval, and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.

All doors that open to the outside of any school must remain locked in order to preserve the safety and security of students and staff. Unauthorized persons shall not be permitted in school buildings or on school grounds. School principals are authorized to take appropriate action to prevent such persons from entering the building or from loitering on the grounds. Such persons will be prosecuted to the full extent of the law.

All visitors are expected to demonstrate the highest standards of courtesy and conduct. Disruptive behavior will not be permitted. Visits cannot interfere with the educational program of the school nor interrupt teaching activities.

### **WEBSITES**

School web pages must contain material that reflects on educational purposes. School web pages are not to be used for personal, commercial or political purposes; and are considered a publication of the Board of Education. The Principal or his/her designee will approve all material posted on the school's web page. Student maintaining personal web pages may be subject to disciplinary action for the content of such sites under certain conditions.

### **WELLNESS**

Student wellness, including good nutrition and physical activity, is promoted through the District's educational program, school activities, and meal programs. Federal and state standards will be met pertaining to all foods and beverages available for sale to students. A sequential program of physical education is provided, in addition to time in the elementary school day for supervised recess.

### **WITHDRAWAL FROM SCHOOL**

If a student needs to withdraw from school during the school year, the student's parent/guardian must complete a withdrawal form and obtain all necessary signatures. All books, materials, athletic equipment and other equipment loaned by the school must be returned or paid for by the student or his/her parents/guardians.

APPENDIX A



WATERTOWN HIGH SCHOOL

2018-2019 Regular Daily Schedule

MONDAY			TUESDAY			WEDNESDAY			THURSDAY			FRIDAY		
A Day			B Day			C Day			D Day			E Day		
Class	Start	End	Class	Start	End	Class	Start	End	Class	Start	End	Class	Start	End
HR	7:40	7:44	HR	7:40	7:44	HR	7:40	7:44	HR	7:40	7:44	1	7:40	8:14
1	7:48	9:04	2	7:48	9:04	3	7:48	9:04	4	7:48	9:04	2	8:18	8:52
Flex	9:08	9:40	Flex	9:08	9:40	Flex	9:08	9:40	Flex	9:08	9:40	3	8:56	9:30
3	9:44	11:00	4	9:44	11:00	1	9:44	11:00	2	9:44	11:00	4	9:34	10:07
5	11:04	12:50	6	11:04	12:50	7	11:04	12:50	8	11:04	12:50	5	10:11	10:41
L1	11:04	11:29	L1	11:04	11:29	L1	11:04	11:29	L1	11:04	11:29	SSP	10:45	12:25
L2	11:31	11:56	L2	11:31	11:56	L2	11:31	11:56	L2	11:31	11:56	L1	10:45	11:10
L3	11:58	12:23	L3	11:58	12:23	L3	11:58	12:23	L3	11:58	12:23	L2	11:10	11:35
L4	12:25	12:50	L4	12:25	12:50	L4	12:25	12:50	L4	12:25	12:50	L3	11:35	12:00
7	12:54	2:10	8	12:54	2:10	5	12:54	2:10	6	12:54	2:10	L4	12:00	12:25
												6	12:29	1:00
												7	1:04	1:35
												8	1:39	2:10

HR = Homeroom

Flex – School-wide study hall for all students to work with teachers and/or make up missing assignments.

SSP – Student Success Plan is a student advisory program.

For Planning Purposes:

If we have a 5 day week, days A-E will meet

If we have a 4 day week - days A-D will meet

If we have a 3 day week - day A, B & E will meet

If we have a 2 day week - day A & B will meet

If we have a 1 day week - day E will meet

If there is no school on the day of the week on the left hand column, we will follow the schedule for the remainder of the week as listed.

	Mon	Tue	Wed	Thu	Fri
No School On - Monday		A	B	C	D
No School On - Tuesday	A		B	C	D
No School On - Wednesday	A	B		C	D
No School On - Thursday	A	B	C		D
No School On - Friday	A	B	C	D	

2018-2019 Half Day (4-Hour Session) Schedule

MONDAY			TUESDAY			WEDNESDAY			THURSDAY			FRIDAY		
A Day			B Day			C Day			D Day			E Day		
Class	Start	End	Class	Start	End	Class	Start	End	Class	Start	End	Class	Start	End
HR	7:40	7:44	HR	7:40	7:44	HR	7:40	7:44	HR	7:40	7:44	1	7:40	8:10
1	7:48	8:50	2	7:48	8:50	3	7:48	8:50	4	7:48	8:50	2	8:14	8:44
3	8:54	9:56	4	8:54	9:56	1	8:54	9:56	2	8:54	9:56	3	8:48	9:18
5	10:00	11:03	6	10:00	11:03	7	10:00	11:03	8	10:00	11:03	4	9:22	9:52
7	11:07	12:10	8	11:07	12:10	5	11:07	12:10	6	11:07	12:10	5	9:54	10:24
												6	10:28	10:58
												7	11:02	11:32
												8	11:36	12:10



**2018-2019 2-Hour Delay Schedule**

MONDAY			TUESDAY			WEDNESDAY			THURSDAY			FRIDAY		
A Day			B Day			C Day			D Day			E Day		
Class	Start	End	Class	Start	End	Class	Start	End	Class	Start	End	Class	Start	End
HR	9:40	9:44	HR	9:40	9:44	HR	9:40	9:44	HR	9:40	9:44	1	9:40	9:58
1	9:48	10:38	2	9:48	10:38	3	9:48	10:38	4	9:48	10:38	2	10:02	10:20
3	10:42	11:32	4	10:42	11:32	1	10:42	11:32	2	10:42	11:32	3	10:24	10:42
5	11:36	1:16	6	11:36	1:16	7	11:36	1:16	8	11:36	1:16	4	10:46	11:04
L1	11:36	12:01	L1	11:36	12:01	L1	11:36	12:01	L1	11:36	12:01	5	11:08	11:26
L2	12:01	12:26	L2	12:01	12:26	L2	12:01	12:26	L2	12:01	12:26	SSP	11:26	1:06
L3	12:26	12:51	L3	12:26	12:51	L3	12:26	12:51	L3	12:26	12:51	L1	11:26	11:51
L4	12:51	1:16	L4	12:51	1:16	L4	12:51	1:16	L4	12:51	1:16	L2	11:51	12:16
7	1:20	2:10	8	1:20	2:10	5	1:20	2:10	6	1:20	2:10	L3	12:16	12:41
											L4	12:41	1:06	
											6	1:08	1:26	
											7	1:30	1:48	
											8	1:52	2:10	

**2018-2019 3-Hour Delay Schedule**

MONDAY			TUESDAY			WEDNESDAY			THURSDAY			FRIDAY		
A Day			B Day			C Day			D Day			E Day		
Class	Start	End	Class	Start	End	Class	Start	End	Class	Start	End	Class	Start	End
HR	10:40	10:44	HR	10:40	10:44	HR	10:40	10:44	HR	10:40	10:44	1	10:40	11:00
1	10:48	11:18	2	10:48	11:18	3	10:48	11:18	4	10:48	11:18	2	11:03	11:23
3	11:22	1:02	4	11:22	1:02	1	11:22	1:02	2	11:22	1:02	3	11:26	12:10
L1	11:22	11:47	L1	11:22	11:47	L1	11:22	11:47	L1	11:22	11:47	L1	11:26	11:36
L2	11:47	12:12	L2	11:47	12:12	L2	11:47	12:12	L2	11:47	12:12	L2	11:37	11:47
L3	12:12	12:37	L3	12:12	12:37	L3	12:12	12:37	L3	12:12	12:37	L3	11:48	11:58
L4	12:37	1:02	L4	12:37	1:02	L4	12:37	1:02	L4	12:37	1:02	L4	11:59	12:10
5	1:06	1:36	6	1:06	1:36	7	1:06	1:36	8	1:06	1:36	4	12:15	12:35
7	1:40	2:10	8	1:40	2:10	5	1:40	2:10	6	1:40	2:10	5	12:38	12:58
											6	1:01	1:21	
											7	1:24	1:44	
											8	1:47	2:10	
<i>Lunch will be picked up and eaten in classrooms.</i>														

**2018-2019 Emergency Release Schedule**

MONDAY			TUESDAY			WEDNESDAY			THURSDAY			FRIDAY		
A Day			B Day			C Day			D Day			E Day		
Class	Start	End	Class	Start	End	Class	Start	End	Class	Start	End	Class	Start	End
HR	7:40	7:44	HR	7:40	7:44	HR	7:40	7:44	HR	7:40	7:44	1	7:40	7:59
1	7:48	8:26	2	7:48	8:26	3	7:48	8:26	4	7:48	8:26	2	8:02	8:21
3	8:30	9:08	4	8:30	9:08	1	8:30	9:08	2	8:30	9:08	3	8:24	8:43
5	9:12	9:50	6	9:12	9:50	7	9:12	9:50	8	9:12	9:50	4	8:45	9:04
7	9:54	10:30	8	9:54	10:30	5	9:54	10:30	6	9:54	10:30	5	9:07	9:26
											6	9:29	9:48	
											7	9:51	10:10	
											8	10:13	10:30	