

# WATERTOWN HIGH SCHOOL

## 2011-2012

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# WATERTOWN HIGH SCHOOL STUDENT HANDBOOK

## Vision

The mission of Watertown High School is to ensure that all students graduate with a well-rounded education and are inspired to become life-long learners who have attained the necessary skills to contribute positively to our diverse society.

In order to accomplish this mission, we believe the following:

- Students, parents, staff, and community members must take responsibility in developing the motivation to learn.
- Students will be provided with quality curriculum that is meaningful and meets their academic and social needs.
- Students will be provided with a safe climate where learning is the expectation.
- Students are encouraged to strengthen, maintain, and promote a healthy environment where everyone is valued and respected.

## Forward

Watertown High School is a comprehensive academic institution committed to high academic and behavioral standards. Watertown students, teachers, and administrators are committed to personal and academic excellence. The purpose of this handbook is to help each student understand the expectations for success. We consider WHS a safe and secure environment to allow our students to reach their potential. Many of the rules described in this handbook are written to assist in providing a safe, caring, and positive atmosphere.

**We encourage all students and their parents to read this handbook cover to cover in order to understand the rules and procedures!**

It is your responsibility to be familiar with this information and act accordingly.

The top priority of the WHS staff is to provide each student with a comprehensive academic program that will assist each student in becoming a responsible adult and to provide a strong and stable foundation for success later in life. We are constantly working to develop curriculum to meet the needs of all students. WHS also strives to develop the traits of self-discipline and responsibility.

It is important for each student to develop abilities that will pave the way for future success.

The WHS staff would like to challenge each student to maximize their potential. The student is the most important focus of our school. WHS will strengthen positive attributes for life. Each student has a responsibility to themselves, their parents, their school, and to the Watertown community to be the best they can be.

Best wishes on the start of the 2011-2012 school year.

May you become a better person academically, emotionally, and physically, and may your Watertown High School years be some of the best years in your life!

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## DAILY TIME SCHEDULE

<u>4<sup>th</sup> hr Lunch</u>		<u>5<sup>th</sup> hr Lunch</u>		<u>6<sup>th</sup> hr Lunch</u>	
Early Bird	6:50 - 7:40	Early Bird	6:50 - 7:40	Early Bird	6:50 - 7:40
Hour 1	7:50 - 8:42	Hour 1	7:50 - 8:42	Hour 1	7:50 - 8:42
Hour 2	8:47 - 9:45	Hour 2	8:47 - 9:45	Hour 2	8:47 - 9:45
Hour 3	9:50 - 10:42	Hour 3	9:50 - 10:42	Hour 3	9:50 - 10:42
4 <sup>th</sup> hr Lunch	10:47 - 11:17	Hour 4A	10:47 - 11:39	Hour 4A	10:47 - 11:39
Hour 5B	11:22 - 12:14	5 <sup>th</sup> hr Lunch	11:44 - 12:14	Hour 5A	11:44 - 12:36
Hour 6B	12:19 - 1:11	Hour 6B	12:19 - 1:11	6 <sup>th</sup> hr Lunch	12:41 - 1:11
Hour 7	1:16 - 2:08	Hour 7	1:16 - 2:08	Hour 7	1:16 - 2:08
Hour 8	2:13 - 3:05	Hour 8	2:13 - 3:05	Hour 8	2:13 - 3:05

## EARLY RELEASE TIME SCHEDULE

Early Bird	7:12 - 7:40
Hour 1	7:50 - 8:18
Hour 2	8:23 - 8:50
Hour 3	8:55 - 9:22
Hour 4A & 5B	9:27 - 9:54
Hour 5A & 6B	9:59 - 10:26
Hour 7	10:31 - 10:58
Hour 8	11:03 - 11:30

## HOMEROOM TIME SCHEDULE

<u>4<sup>th</sup> hr Lunch</u>		<u>5<sup>th</sup> hr Lunch</u>		<u>6<sup>th</sup> hr Lunch</u>	
Early Bird	6:50 - 7:40	Early Bird	6:50 - 7:40	Early Bird	6:50 - 7:40
Hour 1	7:50 - 8:38	Hour 1	7:50 - 8:38	Hour 1	7:50 - 8:38
Hour 2	8:43 - 9:31	Hour 2	8:43 - 9:31	Hour 2	8:43 - 9:31
Homeroom	9:36 - 10:05	Homeroom	9:36 - 10:05	Homeroom	9:36 - 10:05
Hour 3	10:10 - 10:58	Hour 3	10:10 - 10:58	Hour 3	10:10 - 10:58
4 <sup>th</sup> hr Lunch	11:03 - 11:33	Hour 4A	11:03 - 11:51	Hour 4A	11:03 - 11:51
Hour 5B	11:38 - 12:26	5 <sup>th</sup> hr Lunch	11:56 - 12:26	Hour 5A	11:56 - 12:44
Hour 6B	12:31 - 1:19	Hour 6B	12:31 - 1:19	6 <sup>th</sup> hr Lunch	12:49 - 1:19
Hour 7	1:24 - 2:12	Hour 7	1:24 - 2:12	Hour 7	1:24 - 2:12
Hour 8	2:17 - 3:05	Hour 8	2:17 - 3:05	Hour 8	2:17 - 3:05

# PEOPLE TO KNOW

## Administrators:

Principal	Scott Bostwick
Assistant Principal	Luke Spielman
Assistant Principal	Daniela Stuckey
Athletic Director/Associate Principal	Mike Daniels

## Office Staff:

Principal's Secretary	Katie Pirkel
Assistant Principal's/ Athletic Director's Secretary	TBA
Guidance Registrar	Diane Schmidt
Guidance Secretary	TBA
Attendance Secretary	Vian Abdulrahman
Bookkeeper	Jean Heiden
Front Office Secretary	Lori Swisher

## Guidance Counselors:

Students A-Ha	Janine Emmer
Students He-Po	Jamie Koepf
Students Pr-Z	Jon Sterling

## Student Services Staff:

School Psychologist	Ann Rumpf
Social Worker	Tammy Foerster

## Community - School Liaison:

Police Officer	Officer Dave Gilbert
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### NON-DISCRIMINATION

No person shall, on the basis of handicap, race, color, national origin, religion, sexual orientation, or gender be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity in the school district. If you have questions about procedures, or if you wish to file a grievance, please contact Mr. Scott Bostwick (262-7500) in the high school administrative office. You may also address written questions or complaints to: 825 Endeavour Drive, Watertown, WI 53098

# ACADEMIC INFORMATION

## ENROLLMENT:

The Watertown Unified School District School Board has mandated that all high school students must be enrolled as full-time students. During each semester of attendance at Watertown High School a student must maintain enrollment in not fewer than six (6) classes or three (3) credits. Students dropped from a class for lack of academic progress or disciplinary reasons will be required to attend a study hall to meet the six-class minimum.

## CLASS STATUS:

As of November 1, 2003 we classify grade in school by the student's year in school rather than by the academic credits earned. For example, a third year high school student with nine credits is now classified as a junior. In the past this student would have been classified as a sophomore because he/she had earned only nine credits. This change was made for more efficient academic record keeping.

## GRADUATION CRITERIA:

### **CREDIT REQUIREMENTS:**

To receive a diploma from Watertown High School, students must complete a minimum of 22.5 credits. The following lists the required area/courses:

Language Arts (1 credit each of English 9, $\frac{1}{2}$ credit Composition, $\frac{1}{2}$ credit Public Speaking/Communication, 1 credit American Literature component, 1 credit World or British Literature component)	4.0 credits
Social Science (1 credit Government, 1 credit US History)	3.0 credits
Math	2.0 credits
Science (1 credit Biology, 1 credit Physical Science)	2.0 credits
Physical Education (PE 9, PE 10, PE 11)	1.5 credits
Health	0.5 credit
Humanities (Art, Music, Foreign Language)	0.5 credit
Vocational Education	0.5 credit
Electives	8.5 credits

**\*\*All WHS students in the Class of 2015 and beyond must complete 23 credits which includes an additional  $\frac{1}{2}$  credit of Financial Literacy pending approval of revisions to Watertown School District Policies #5240 and 5240.1. Money 101, Economics, and Personal Finance may be taken during the sophomore - senior years to meet the Financial Literacy requirement.**

Beginning September 1, 2010 in addition to the criteria listed above, a student earning a Watertown High School diploma must also meet one of the following:

1. Earn a score of Basic or higher in 3 of 5 subtests on the high school Wisconsin Knowledge and Concepts Exam. (WKCE)
2. Earn a cumulative grade point average (GPA) of at least 1.0 through the seventh semester of high school; i.e., January of senior year.
3. Meet one of the following test scores.
  - a. ACT Assessment - 18 or above
  - b. SAT I Exam 870 or above
4. Successfully complete an approved Individual Education Plan (IEP), Limited Language Plan (LLP), and/or Section 504 Plan.

### **COURSE SELECTION:**

Students select courses via Skyward for the next school year during the previous spring. Guidance counselors will review student credits and requirements with each student. After a student registers for classes, they must submit a parent signed print out of their course registration. Students are encouraged to register for alternate choices in case your first choice is not available. Any student who fails to complete the process will have classes picked for them by their guidance counselor.

### **DROPPING COURSES:**

Students may drop a class prior to the beginning of the semester without a penalty as long as they maintain six classes. Students may drop a course during the first **eight** school days of the semester with parent and guidance counselor approval. Students dropping a course after the first eight days of the semester will be dropped with an "F" grade unless the principal approves the course drop.

### **COURSE CHANGES:**

Once the registration process has been completed, any student or parent requesting a course change must meet guidelines in order to change a schedule. One of the following conditions must be present for any schedule change to be considered:

- a) The student has already completed the course.
- b) The student has not completed the required prerequisites.
- c) The student is a senior that needs to alter his/her schedule to meet graduation requirements.
- d) The student placement level is questioned (teacher and administrative approval is required).
- e) The student does not have a study hall and wishes to have one.
- f) The student must add a course to meet the minimum requirement of 6 classes per semester.
- g) The student must add a course to meet post high school employment or college entrance requirements.
- h) The student has a physical limitation that requires a schedule adjustment.
- i) The student has been assigned to a teacher with whom the student has previously failed.

### **COURSE FEES:**

Course fees are charged to students who enroll in some courses where consumable materials are used or remain the property of the student (art, technology education, family and consumer education, workbooks, etc.). Students are encouraged to refer to the course handbook for a listing of courses with fees. Students will not be allowed to participate in graduation ceremonies if accumulated fees are not paid. In addition, students with outstanding fees will also be referred to a credit collection agency with the unpaid amount affecting the student's credit rating.

### **GRADE POINT AVERAGE:**

Grade point average is computed for each grade reporting period. Accumulated grade point average is computed only using semester grades. Grade point average is computed by adding the grade points earned in all courses and dividing that total by the number of grade points possible. Watertown High School does not use a "weighted" grading system.

A+=4.000, A=4.000, A-=3.667, B+=3.333, B=3.000, B-=2.667, C+=2.333, C=2.000, C-=1.667, D+=1.333, D=1.000, D-=0.667, F=0.000

### **REPORT CARDS:**

All semester report cards will be mailed home approximately one week following the end of the semester grading period. Fee statements will be mailed home at first semester only. Quarter report cards will be available on Skyward.

### **PROGRESS REPORTS:**

Progress reports printouts will be available in guidance upon request.

### **RANK IN CLASS:**

Each semester all students at Watertown High School are compared to other students in his/her grade by ranking them according to their cumulative grade point average. Final senior ranking will be calculated at the end of the first semester of the senior year.

## **HONOR ROLL:**

Honor roll and high honor roll are computed on a quarter and semester basis. A list of honor roll students will be posted in the Watertown High School Guidance Office and published in the local newspaper. Students must be enrolled in a minimum of six classes to qualify for honor roll.

High Honors	3.670 and higher
Honors	3.200 - 3.669

## **GRADUATION HONORS:**

Seniors are eligible to graduate with academic honors based upon their cumulative grade point average. An honor cord will be given to each senior and the honor status will be noted during the graduation ceremony. Honor graduates are defined:

Summa Cum Laude	3.800 and higher
Magna Cum Laude	3.500 - 3.799
Cum Laude	3.200 - 3.499

Seniors accepted to the Tri-M Music Honor Society, National Honor Society, and National Technical Honor Society will also be given an honor cord to wear during the graduation ceremony.

## **ACADEMIC LETTERS:**

Academic letters are awarded to students who carry a minimum of three credits per semester and earn a 3.500 grade point average or better for both semesters of the previous academic year. A special recognition program will be scheduled the following school year to honor students achieving this distinction.

## **INCOMPLETE GRADES:**

Students receiving an incomplete (I) on their report card are allowed up to three weeks after the last day of the quarter to complete the work or the incomplete will be changed to an "F". Any exceptions to this policy must be approved by the principal.

## **PASS/FAIL GRADING:**

Students at Watertown High School have an opportunity to take two  $\frac{1}{2}$  credit courses on a pass/fail grading scale. The option is open to students in grades 11 and 12. Students must declare in the first three weeks of the semester that they are enrolled in the class for a pass/fail grade rather than the regular A-B-C-D grading scale. If a student fails the course, the F will appear on the report card and count in the student's grade point average. If the student passes the course, the grade P will appear on the report card and it will not count in the student's grade point average.

The purpose for instituting the pass/fail system is to encourage students to take challenging courses that they may otherwise shy away from because they are concerned they will not earn an A or B. In reviewing this concept with UW-Madison, they have stated that two courses on the transcript with pass grades would not cause them concern in an admission review. More than two might cause them to wonder about the student's academic eligibility. The admissions officer indicated that he understood the concept for pass/fail is to encourage students to take more challenging curriculum and he supported that idea. It would certainly be advisable for students and parents to call the admissions office of any university in which there is interest and ask for the university's policy on pass/fail high school grades.

Students must apply for pass/fail status during the first three weeks in the semester. The Pass/Fail application forms are available in the guidance office and should be completed and returned to that office by the announced deadline date each semester. Once a student has declared his/her enrollment as Pass/Fail that designation must remain in effect for that semester.

## **SCHOOL TRANSCRIPTS:**

Watertown High School transcripts are available in the Guidance Office and also via [www.docufide.com](http://www.docufide.com) (which can also be found on the high school website.)

## **NATIONAL HONOR SOCIETY (NHS):**

The NHS is a select group of juniors and seniors who have demonstrated exceptional character, leadership, service and academic skills. A 3.67 cumulative GPA after a student's third semester is the first major acceptance requirement (be aware: a 3.67 GPA does NOT guarantee selection!). Teacher recommendations citing character and leadership are needed as well as verifiable volunteer services to the school, local, state or national community. The NHS is a nationally recognized organization that meets monthly and provides services to other various groups such as mentoring, food drives, book drives and sponsorship of various charitable organizations.

## **HONOR STUDY HALL PASSES:**

Students must meet the following three requirements to be eligible for an honor study hall pass. Honor study hall passes allow students the opportunity to attend Honors Study Hall in the commons during the student's study hall period. In addition, students with honor passes may immediately report before the bell to the Media Center, the Learning Center, and resource rooms, without a teacher issued pass during the study hall period. Honor study hall students must remain in those areas for the entire period.

In order to be eligible for an honor pass, students must meet all three of the following conditions:

1. Student must have a grade point average from the previous quarter of 3.2 or higher.
2. Students must have no discipline referrals from the previous semester.
3. Students must have 95% or better attendance (less than 17 periods absent) from the previous quarter.

If an honor study hall student receives a referral while they are eligible for honor study hall, they will be removed from honor study hall and placed in a regularly assigned study hall.

In order to secure an honor pass, students must submit an application to the Main Office. Each application will be reviewed for eligibility and will be issued an honor pass to appropriate students. These passes will be issued by the end of the second week of each quarter and will be in effect through the second week of the following quarter.

## **SENIOR PRIVILEGE PROGRAM:**

Seniors who earn a GPA of 3.0 their first semester of their senior year, have no discipline referrals on file from first semester of their senior year, and have a first semester attendance rate of 95% or higher are eligible for the Senior Privilege Program.

The Senior Privilege Program entitles a senior to the following rewards:

1. Open Campus for Study Hall - the senior would not be assigned to a study hall for attendance. Seniors may leave the campus during study hall time.
2. Open Campus for Lunch - the senior may leave the campus during lunch time.

In both open campus provisions, the senior cannot be in the hallways or at their lockers during class time. If remaining in the building or arriving back early, the senior must remain in the commons until passing time. The senior is also responsible to return to class on time. Tardiness may result in the loss of the privilege. Seniors in the Senior Privilege Program are also not allowed to take or be with students not in the program. If this occurs, the senior will be removed from the program.

In order to participate in the Senior Privilege Program, seniors who are eligible must apply for and secure an honor pass. This pass will verify the student's eligibility.

## **TRANSFER OF CREDITS:**

Credits earned at another institution of learning will be reviewed by the principal to determine if the credits will transfer to Watertown High School. The basis of evaluation will be the accreditation status of the school. Credits from a vocational/technical school or college will be counted according to the following: 3-credit course = .75 Watertown High School credit. The principal prior to enrollment must approve courses from a correspondence school. An official transcript must be received at least one week before the end of the semester in order for credit to be officially awarded at Watertown High School.

### **WORK CO-OP & APPRENTICESHIP PROGRAMS:**

Students may be enrolled in a work-based learning program during the school day. The programs available include Cooperative Work Programs (seniors only), Apprenticeship Programs, and Internships. An administrator will review applications of students for the work-based program. Students must have at least 95% attendance, zero behavior referrals, and no 'D' or 'F' grades either semester of the prior year to be eligible for the program.

If the student is absent for any part of the school day, the student may not report to work that day. Students will be allowed 5 full days of being absent per semester (excused or unexcused). Upon the 6<sup>th</sup> day of absence, the student will be removed from the work-based environment and placed in study hall(s). The student will forfeit credit upon removal from the work program.

### **SUMMER SCHOOL:**

Students at Watertown High School may be eligible to attend a 20-day summer session beginning in June and ending in July. Summer school is an opportunity for students to earn credit for courses failed during the regular school year. Eligible students are able to enroll in a maximum of two remedial courses. The number and types of courses are dependent upon enrollments. Enrollment in summer school is voluntary. Attendance is strictly enforced during summer school...there are no special allowances for absences.

To be eligible for summer school a student must meet certain criteria:

- A. The student must have been enrolled previously in the course during the regular school year and received a failing grade.
- B. The student cannot withdraw from a course during the school year and enroll in the course for credit during summer school.
- C. **The student must have had 80% or better attendance during the regular school year.**

## **ACADEMIC INTEGRITY (Board Policy #5215)**

The Watertown Unified School District regards academic honesty as a core value of its educational mission. It is expected that all schoolwork submitted for the purpose of meeting course or class requirements represent the original efforts of the individual student. Administration, faculty, students, and their families are all-important contributors to the upholding of this academic integrity in our school community. To this end, it is important that all involved understand their integral role in helping to promote this climate of academic honesty.

Any form of academic dishonesty is prohibited. Academic dishonesty includes, but is not limited to: plagiarism, forgery, copying or stealing another person's work, allowing another person to copy one's own work, doing another person's class work, creating more than one copy of one's work for distribution, intentionally accessing another's material for the purpose of using it as one's own, downloading information from other sources and presenting it as one's own, unauthorized use of hard copy or software to develop one's own software. Faculty and building administrators will have the responsibility for monitoring the above actions.

# ATTENDANCE

## WISCONSIN STATE ATTENDANCE LAWS:

School attendance is crucial in order for students to have success in school. Parents are encouraged to have their son/daughter attend school every day possible.

The compulsory attendance law states that all students must attend the designated school day, which is defined as classes, lunch, and study hall. Parents cannot excuse students to be released during the lunch hours unless the parent comes into the school and signs out their son/daughter. Parents are encouraged to schedule student appointments at times other than hours school is in session. Academic success is linked directly to school attendance. Parents should make every effort to have their student in all classes throughout each school day.

**Consistent with state law, any student who has been absent ten or more days in that school year cannot be excused for an absence unless a medical slip is submitted to the appropriate Associate Principal.**

## WUSD ACCEPTABLE REASONS FOR ABSENCES:

Pupils may be absent (excused) by parents or guardians under Section 118.15 of Wisconsin Statutes for the following reasons (Board Policy #5130):

- 1) Personal illness
- 2) Severe illness or death in the family
- 3) Religious observance
- 4) Impassable roads or extreme weather conditions
- 5) Required court appearance
- 6) Health appointments
- 7) Special cases of an emergency nature at the discretion of the Principal
- 8) School sanctioned activities
- 9) Pre-arranged absences with prior approval form for the purpose of:
  - College visits
  - Job interview
  - Vacation

The Watertown School Board has mandated that all high school students must be enrolled as full-time students. Therefore, students who are removed from classes for any reason must attend a different assigned class or a study hall.

## LEAVING THE BUILDING DURING SCHOOL HOURS:

A student may not leave the building for any reason during the school day without signing out with the attendance secretary. All students leaving the building will be required to phone a parent or guardian for permission. Students leaving the building without signing out at the attendance office or without parent consent will be considered truant and will receive a consequence for failure to sign out. **Students who leave in a vehicle without parent consent or without signing out at the attendance office will lose parking privileges.**

## **EXCUSED ABSENCES:**

Upon parent request, students will be issued an excused absence for being absent from school. Skipping days/hours or leaving campus for lunch is NOT included as excused absences. These absences are considered unexcused and will result in disciplinary consequence.

Procedure for excusing absences:

1. Absences shall be reported to the high school attendance personnel by telephone the day of the absence (midnight).
2. Medical excuse must be presented to the high school attendance office within 24 hours of the absence.

If this method for excusing absences is not followed, the student will be referred to an assistant principal who will provide a consequence to the student. A student will be considered truant and cannot be excused by a parent or guardian when the student is absent due to non-Board approved reasons.

## **TRUANCY:**

Truancy is defined as any absence for part or all of one or more school days during which the attendance office has not been notified of the official, board approved cause of such an absence by the parent or guardian. This also includes intermittent absences carried out for the purpose of defeating the compulsory school attendance law or Watertown School Board policy relating to school attendance. Examples of truancy includes when a student:

- 1) Leaves the building without an official pass.
- 2) Leaves a classroom, study hall, work area, or teacher's supervision without having permission.
- 3) Does not report to the office or any other designated location after being sent by a staff member.
- 4) Is over 30 seconds late to class without a pass.
- 5) Is in any unsupervised area of the building without a pass when classes are in session.
- 6) After securing the proper permission to leave a classroom is gone an excessive amount of time.
- 7) Goes to any location in or out of the building rather than their assigned class for that hour.

## **HABITUAL TRUANT:**

Wisconsin Law defines habitual truancy as a student who is truant for part or all of five or more days each semester during which school is normally held. These students will be referred for legal action according to state law (Wisconsin Statutes 118.51 (1)(a) and 947.16) and/or local municipal ordinance (Watertown Municipal Ordinance #11.117 (1) (b)). Habitual Truants will be subject to loss of parking privileges, co-curricular privileges, and may not be eligible for a work permit.

## **TARDINESS:**

Tardiness is a two way problem. First, tardiness is disruptive to other students and the teacher of the class. Secondly, tardiness results in a loss of education for the tardy student.

Students are allowed two tardies to school per semester. A one-hour detention may be issued for tardy number three. A two-hour detention may be issued for tardies four through six. Any additional tardies may be referred to the School Resource Officer for a written warning and the possibility of a written citation. Further issues may result in a county truancy referral.

Students are expected to be in their classrooms when the bell rings at the beginning of each hour. Students tardy for up to 30 seconds will receive a teacher consequence. Teacher consequences may include serving a detention assigned by the teacher. After 30 seconds the student will be considered truant. The student must report to and remain in class; however, a behavior referral will be written and submitted to an assistant principal.

## **SNACK BAR:**

The Snack Bar will close daily at 7:40 a.m. Students who eat breakfast at WHS should plan accordingly, so they arrive to their first hour class on time.

### **MAKE-UP WORK FOR TRUANCIES & UNEXCUSED ABSENCES:**

Teachers will not give make-up work to truant students. A zero will be entered in the gradebook for all assignments, quizzes, and tests that were completed on the day of the truancy. Students will lose participation points for all classes marked truant.

### **MAKE-UP WORK FOR EXCUSED ABSENCES:**

It is the student's responsibility to gather information enabling him/her to complete make-up work for excused absences. A student should see his/her teacher before or after school or some other mutually agreeable time.

All school work missed as a result of excused absences must be made up in a timely fashion. Tests and quizzes must be taken the day the student returns. Any work assigned prior to the absence is due on the day of return. Students must make up any assignments given during the absence within a time frame mutually agreed upon by teacher and student. If the work is not made up, the student will receive zero points.

If an absence extends for more than three days, arrangements for homework can be made by contacting the main office. All homework is expected to be picked up within 24 hours of the request. If the student does not choose to or cannot do homework while ill, it will be the student's responsibility to obtain all make-up work from teachers immediately upon returning to school.

### **MAKE-UP WORK FOR SUSPENSIONS:**

A suspended student shall not be denied the opportunity to take any quarter, semester, or grading period examinations or to complete missed work assigned during a suspension. It is the student's responsibility to make arrangements with his/her teachers for makeup work.

When suspended, the student is entitled to makeup days equal to the number of days suspended. (A student who is suspended one school day is allowed one school day to make up work; a student suspended three days is allowed three days, etc.)

If the work is not made up within time limits, the student will receive zero points.

### **PROJECT DEADLINES:**

If a teacher assigns a project with a deadline date more than a week in advance, students are expected to meet that deadline, even if absent on that given day. It will be the student's responsibility to make arrangements to have the project delivered to the teacher on or prior to the assigned due date.

### **PHYSICAL EDUCATION - MEDICAL EXEMPTION:**

All freshmen, sophomores, and juniors shall take an active part in the physical education program. Students who temporarily cannot participate actively in the program must present their physical education teacher with a written excuse from a doctor. It is the student's responsibility to return to active participation at the prescribed time on the doctor's note.

Students who are unable to participate may remain with the physical education class or may be temporarily scheduled into a study hall until such time the student is able to return and participate in physical education.

# DISCIPLINE

## CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR:

Watertown High School uses a progression of disciplinary consequences. Consequences include verbal warnings, detentions, suspension, and expulsion (decided on by the Board of Education). A school administrator will decide the consequence for breaking school rules.

- **Academic Integrity:** First case of academic misconduct will result in a zero on assignment or assessment and a principal hearing maybe held; should there be a second incident or beyond the student will be immediately removed from that class with an F grade. This is a cumulative policy, which means throughout the student's WHS career (it does not start over every school year).
- **Alcohol or Drug offense:** referral to the superintendent
- **Disruptive/inappropriate behavior:** teacher detention, one or two hour detention, depending on the severity of the incident, removed from class with an F
- **Failure to serve teacher detention:** administrative one hour detention
- **Failure to serve administrative one hour detention:** administrative two hour detention
- **Failure to serve administrative two hour detention:** out of school suspension
- **Misuse of technology:** loss of computer privilege, removal from class with an F
- **Misuse of passes:** loss of pass privileges
- **Fighting:** first incident, out of school suspension with Principal's hearing; second incident, out of school suspension with Superintendent's hearing; third incident, out of school suspension with possible expulsion
- **Tardiness:** one or two hour detention and possible police referral
- **Truancy:** two hour detention and zero notice to student's teachers
- **Truancy during the school day where vehicle is used:** loss of parking privileges
- **Verbal abuse or profanity:** two-hour detention, police referral and/or out of school suspension. A Principal's hearing is required before the student may return to school.
- **Vandalism/Property damage:** two-hour detention, out of school suspension, and an automatic police referral. Restitution is required. A Principal's hearing is required before the student may return to school.
  - **TEACHER DETENTIONS** - Half hour detentions may be assigned by teachers for classroom incidents. These detentions will be served in their classrooms, at times designated by that teacher.
  - **ADMINISTRATIVE DETENTIONS** - One hour detentions will be held on designated Thursday from 3:10 p.m. to 4:10 p.m. Two hour detentions are held on designated Thursday from 3:10 p.m. to 5:10 p.m.
  - **SUSPENSION** - Assault or violent behavior; repeated truancy; repeated school disruptions; harassment; profanity directed at school staff; theft or vandalism, insubordination. Suspensions can vary from one to five days in length.
  - **EXPULSION** - The administration can only recommend expulsions to the school board. Expulsion may be recommended in instances such as: willful disobedience; major vandalism; disruptive conduct; use, sale, or possession of drugs and alcohol; arson, possessing or using a deadly weapon; intimidation or threatening behavior; theft; extortion. Expulsions can only be decided by vote of the school board. Expulsion lengths are determined by school board decision. Specific grounds for expulsion from Watertown High School include:
    1. Repeated refusal or neglect by the student to obey school rules and policies;
    2. Conveyed or caused to convey any threat or false information concerning an attempt or alleged attempt being made to destroy any school property by means of explosives;
    3. Engaging in conduct while under the supervision of a school authority which endangers the property, health, or safety of others;
    4. While not at school or while not under the supervision of a school authority engaging in conduct which endangers the property, health, or safety of others;
    5. Endangering the property, health, or safety of any employee or school board member of the school district in which the student is enrolled;
    6. When the student is at least 16 years of age and has repeatedly engaged in conduct while at school or under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority;
    7. Possessing a firearm while at school or while under the supervision of a school authority, as defined in 18USC921 (a)(3),

## **DISCIPLINE PROGRESSION:**

Watertown High School will communicate expectations to students and parents. Repeated refusal to follow school rules will not be tolerated. The principal and superintendent will be actively involved in meeting with parents and students in an effort to solve behavior issues. Students with repeated referrals will be required to meet with their parents and appropriate school officials.

Minimum of five behavior referrals: A Principal's hearing will be held.

Minimum of five additional behavior referrals, totaling ten: A Superintendent's hearing will be held.

After the Superintendent's hearing, if a student continues to not follow the rules set forth by the school, the superintendent and/or the Watertown Unified Board of Education will determine the appropriate placement for the student.

\*\* Students involved in serious infractions, which may include weapons, alcohol or drug incidents, physical altercations; serious vandalism will meet with the principal and/or superintendent, regardless of the accumulation of referrals.

## **ANTI-BULLYING/RESPECT & RELATIONSHIPS (School Board Policy #5362):**

The Watertown Unified School District is committed to making our schools a safe, learning environment. It is the policy of the Watertown Unified School District to provide a working and learning environment free from all forms of harassment including incidents of sexual harassment, intimidation, or bullying.

Examples of bullying and disrespectful behavior include, but are not limited to, the following:

- \*Hurting someone physically or threatening to hurt someone
- \*Ganging up on someone
- \*Teasing in a hurtful way or using put-downs
- \*Insulting someone's race, gender, appearance, socioeconomic status, religion or sexual orientation
- \*Starting or spreading rumors
- \*Purposely excluding someone in a mean way
- \*Stealing or defacing someone's personal property
- \*Getting another person to assault someone
- \*Threatening someone via written means including electronic communications
- \*Using communication technologies to generate or repeat hostile or damaging content intended to harm others

## **RESTITUTION:**

On February 11, 2009 the Wisconsin Court of Appeals upheld a lower court order requiring a student to pay restitution to a Wisconsin public school district for more than \$15,000 in salary and benefits paid to teachers and other staff during the evacuation of a school building following a threat.

Please understand that the Watertown Unified School District has zero tolerance for any behavior that disrupts the learning environment of our students. Consistent with the above court decision, any Watertown High School student found responsible for any threat that disrupts the school day will be responsible for full restitution.

## **COMMONS EXPECTATIONS:**

It is the expectation at WHS that all students treat the commons area, as well as all other areas of the building with respect. Students who show disrespect for these areas by: throwing food, leaving trash on tables and floors, or failing to return trays will be referred to administration. Engaging in this type of behavior may result in a citation from the school resource officer.

## **FOOD & DRINK:**

Food, snacks, and beverages other than water are to be consumed ONLY in the commons. Food and drink other than water are not to be possessed anywhere in the building other than the commons.

### **AFTER SCHOOL HOURS:**

At the end of the school day, students are required to exit the building by 3:20 p.m. unless they have practice with a coach affiliated with Watertown High School, they have a meeting or club responsibility with a certified WHS staff member, they have detention or school service to complete, or they have an educational responsibility to fulfill that has been previously approved by a teacher or another WHS staff member.

### **CLOSED CAMPUS:**

Watertown High School has a closed campus policy. Students are to remain in the building at all times during the school day unless:

- ◆ The student is with a teacher
- ◆ The student is in the area immediately by the front doors
- ◆ The student signed out at the attendance office, with parent consent to leave campus

Students may not leave the building between classes. Students may not go to their vehicles during the school day without being escorted by a staff member. Students are expected to eat and stay in the commons area. Additional privileges will be based on cleanliness and behavior.

### **LOITERING:**

Students found in areas of the building or on campus without authorization during a scheduled class or study hall will be considered to be loitering. Students will be asked to return to their assigned area and assigned a behavior referral. Failure to report to assigned area may result in a suspension. Students loitering after a warning will be referred to the police.

### **SMOKING AND POSSESSION OF SMOKING MATERIALS:**

In accordance with the state statutes, use of any tobacco products by students is prohibited in school buildings or on school grounds. The law also means tobacco will be forbidden at athletic events held in any city park, as the event is "under the control" of the school board. Any student using tobacco products will receive school consequences and be referred to the police.

In accordance to State Statute 48.983, possession of tobacco products by a minor is prohibited. Students found in violation of state law will be subject to confiscation of materials, school consequences, and referral to the police.

### **ALCOHOL USE:**

Students suspected to be under the influence of alcohol would be subject to a breath test given by school officials or police liaison officer. Refusal to comply with the test will be treated as an admission of guilt. Students found to be under the influence of alcohol will receive school consequences, up to and including expulsion, be referred to the district's AODA Coordinator, and be referred to the police.

### **DRUGS AND ILLEGAL SUBSTANCES:**

Use or possession of drugs and illegal controlled substances are prohibited on school property and at school events. Look-alike drugs are prohibited as well. Watertown High School has a zero tolerance policy in place. Any student using or possessing such substances will receive school consequences, up to and including expulsion, be referred to the AODA Coordinator, and be referred to the police.

### **PRESCRIPTION MEDICINE:**

Any student needing prescription medicine should contact Mrs. Dittmar in the main office. Prescription medicine should only be dropped off by a parent/guardian and then at the end of the school year can only be picked up by a parent/guardian. No medicine should be dropped off or picked up by students.

### **PUBLIC DISPLAY OF AFFECTION:**

School is not the proper location for amorous behavior between students. Students are not to display behaviors such as kissing, and/or petting on school grounds. Students will be only allowed to hold hands. Failure to comply may result in school disciplinary consequences.

## **CLOTHING AND DRESS (School Board Policy # 5320 and 5320.1):**

It is the responsibility of the school to prohibit students from attending school when their personal appearance or attire is of a nature that interferes with the instructional purpose of the school or attracts undue attention that is detrimental to the normal operation of Watertown High School.

All shirts and tops must be full length...no midriff or crop tops are allowed. Shirts or tops must have sleeves (3 inches from shoulder). Pocket or wallet chains must be of an appropriate link size and no longer than 8 inches in length or it will fall under the definition of a dangerous weapon (Policy #5454). Shoes must be worn at all times. Clothing or footwear that causes damages or rapid wear of floors or furniture is not permitted. Special clothing requirements may be necessary in certain areas such as physical education, art, band, science labs, and shops.

Watertown School Board policy specifically prohibits "gang identifier" clothing and that which displays pictures or writing referring to or advertising alcoholic beverages or taverns, tobacco products, illegal drugs, vulgar language, sexually suggestive material, or which displays or promotes states of undress or nudity. The policy is in force during the school day, in school vehicles, and at all school activities.

Students who are dressed inappropriately will be sent home to change their attire. Repeated violations of the dress guidelines or refusal to change will result in disciplinary action.

## **HEADWEAR AND COATS**

All head coverings are to be removed upon entering the building. Coats, hats, and gloves are to be placed in a student's locker when the student arrives at school and remain there until the student is leaving the building. Head coverings include, but are not limited to caps, hats, sunglasses, safety glasses, and bandannas.

## **GANG IDENTIFIERS (School Board Policy #5320 and #5320.1)**

Students are not permitted to display any article of clothing or item that may be interpreted as identification with a gang. These may include, but are not limited to: caps, coats, tattoos, hand signals, graffiti, jewelry, handcuffs, haircuts, belt buckles, bandannas, handkerchiefs, gloves, raised pant legs, and straps. Bandannas may not be used as headbands. A school official will determine if something is a gang identifier. The first instance will result in a warning and the student will immediately remove or cover the identifier. A second violation will result in school discipline.

# GENERAL STUDENT INFORMATION

## HOMEROOM:

Homeroom is designed to provide students with information about school policies and events and to help prepare students for upcoming activities. This program also allows students to have contact with one teacher for all four years.

All students and teachers will be assigned to a Homeroom group. Homeroom meetings will take place six times each semester between 2<sup>nd</sup> and 3<sup>rd</sup> periods from 9:40 a.m. - 10:05 a.m. Activities may include fall class meetings, small group discussions, and one-on-one conferences. Teachers complete attendance in Homeroom just as they would in any other class period.

## LASER PENS/POINTERS:

The Watertown Unified School District strictly prohibits student possession or use of laser pens/pointers at any time on school property or at any school sponsored events either home or away. Laser pens/pointers will be confiscated and individuals using or possessing them will be subject to disciplinary rules, regulations, and procedures as established by the board of Education.

## PERSONAL ELECTRONIC DEVICES (Board Policy #5315):

Students are permitted to possess a cellular phone, personal digital assistant, personal music/video/gaming device, camera, or other personal electronic device with communications functions or the capability to capture/record voice or image information (collectively within this policy, "Device" or "Devices"), provided that the Device remains stored, powered off, and unused (1) during the school day unless authorized by the principal or classroom teacher, and (2) at all times in any school bathroom, locker room, or other dressing area. An electronic Device shall be considered stored if it is outside of view and reasonably secured in a locker, backpack/purse, or pocket. Headphones, ear pieces, or similar equipment associated with a Device shall also be stored and not worn.

Any student who possesses or uses a Device and/or associated equipment that is not stored, that is not powered off, or in a manner that violates this Board policy or any other policy or school rule shall be subject to consequences, including, but not necessarily limited to, disciplinary action, required surrender of the Device, and/or potentially having his/her right to possess a Device at school further restricted by the school principal or his/her designee. In any case where a Device is confiscated by a school official, the Device shall be returned to the student or to a parent/guardian at an appropriate time.

Students who possess a Device do so at their own risk to possible loss, damage or liability.

## ELECTRONIC PAGERS & COMMUNICATION DEVICES (Board Policy # 5315.1):

Students are prohibited at all times from using or possessing an electronic paging or two-way communication device or system (e.g. pagers, cell phones) while on school district property. School property includes but is not limited to school buildings, school sites, school district vehicles, vehicles rented or leased by or under the control of the Watertown Unified School District, or while off school premises while participating in any curricular or extra-curricular program sponsored by the district. Confiscated devices will be given back at the end of the school day for a first offense. Future offenses will require a parent to come in a pick up the device.

An exemption to this policy may be allowed for the use or possession of such a device if the Board of Education's designee (Principal or Superintendent) determines that the device is to be used for or is possessed for medical, educational, vocational, or other legitimate use. The designee must grant permission in writing.

## SKYWARD ACCESS:

Parents and students may obtain their Skyward user name and password by contacting the District Office at 920-262-1460.

### **VISITORS:**

To maintain an orderly environment and to ensure the safety of our students, it is necessary to prohibit student visitors to our school during the school day. Parents and other adult visitors who have legitimate business at Watertown High School must identify themselves at the **front entrance** and then receive a visitor's badge that is to be worn while in the school building. Unauthorized persons will be considered to be trespassing and will be referred to school officials and police for appropriate action.

### **LOST AND FOUND:**

The lost and found is located in the bookkeeper's office. Items are kept for one month and are then donated to charity or thrown away. Textbooks are kept for one week and then returned to the department.

### **DISTRIBUTION OF MATERIALS:**

Any distribution of non-school materials must have the prior approval of administration. Students who distribute any non-school materials without prior approval may be subject to disciplinary consequences.

### **TEXTBOOKS, EQUIPMENT, & LOCKERS:**

Textbooks and other instructional materials may be loaned to students. Students may be charged replacement costs if the materials are lost or defaced. Usually a textbook is used seven years. Therefore, the amount charged for lost texts is:

1 <sup>st</sup> Year	100% of replacement cost	5 <sup>th</sup> Year	60% of replacement cost
2 <sup>nd</sup> Year	90% of replacement cost	6 <sup>th</sup> Year	50% of replacement cost
3 <sup>rd</sup> Year	80% of replacement cost	7 <sup>th</sup> Year +	40% of replacement cost
4 <sup>th</sup> Year	70% of replacement cost		

Students may also be fined for damages to textbooks if the damages are above and beyond routine wear.

Lockers are the property of the school and are not to be written on or in. Students that write on or in their lockers are required to clean all markings from the locker at the end of the school year. Students who fail to clean all markings from their locker will be assessed a cleaning fee.

### **REFUND POLICY:**

Refunds will be transferred to a student's fee balance or lunch account balance whenever possible.

- ◆ **Course Fees:** Course fees will be refunded upon request if a student drops a course within the first 10 days of the semester.
- ◆ **Class Fees:** Class fees will be refunded upon request if a student withdraws from Watertown High School within the first 10 days of the semester. A student withdrawing during the first semester will be refunded 50% of the class fee. A student withdrawing during the second semester will not receive a refund.
- ◆ **Parking Fees:** A refund of 50% will be made for students withdrawing during the first semester. No refund on parking fees will be made for students withdrawing second semester. No refund for revoked privileges.
- ◆ **Athletic Fees:** Athletic fees are refunded, if requested, to a student who is cut from a team. The request must be made to the Athletic Office within two weeks of being cut from a team. A student quitting a team or dropped for disciplinary or academic reasons is not eligible for a refund.

### **SKATEBOARDS, ROLLER BLADES AND OTHER WHEELED DEVICES:**

Skateboards, roller blades and other wheeled devices are not to be used on high school property.

### **FIELD TRIPS/GUEST SPEAKERS:**

Field trips are optional for all students. If a student decides not to participate in a field trip, the classroom teacher will design an appropriate alternate activity. In all cases, a field trip is an extension of the school day. All WHS behavioral guidelines and expectations are in effect for the entire field trip time. **Fees for field trips must be paid prior to the field trip.** Failure to pay will result in the student remaining on the campus for the day. In the event that a student is absent on the day of the trip, refunds will not be awarded. Students must obtain each teacher's permission in order to attend field trips or guest speaker presentations. Students who are unable to follow school rules or students who have incidents of rule violations while on a field trip may lose the privilege of future field trips.

## **CONDUCT AT SCHOOL EVENTS:**

The Watertown Unified School District encourages students to attend athletic and other school events. However, all students are expected to behave in an orderly fashion and to exhibit a positive attitude during the events. Behaviors that will not be tolerated include, but are not limited to, the use of profanity, inappropriate gestures, taunting, fighting, booing, or heckling of players, coaches and advisors, officials, and other fans.

Students that behave inappropriately will be asked to leave the event and will lose the privilege of attending future events. School discipline may also be assigned for misbehavior at school events.

## **DANCE REGULATIONS:**

A recognized school club or organization must sponsor all dances or social events. Arrangements for dances/social events must be made through the offices of the assistant principal at least one month in advance of the planned activity.

Only students of Watertown High School will be admitted to dances. **WHS students must show a valid high school photo identification card for admittance. Any WHS student without a current high school photo identification card will not be allowed into the dance.**

No students will be admitted to a dance after 10:00 pm. Students may not re-enter a dance after leaving the building. Students disrupting the event will be asked by staff members to leave the event and also are subject to school discipline. Students may receive additional disciplinary consequences for behavior exhibited at school events. **Students who are suspended from school, who are classified as habitual truants, (including detentions to be served) or who have discipline records will be subject to exclusion from dances.**

## **CHANGE OF ADDRESS/PHONE NUMBER:**

Any change of address or phone change during the school year must be provided to the main office to update our records. If a student moves out of the school district at any time during the school year or during the summer, the student must notify the school immediately.

## **ID CARDS:**

Current identification cards are required of all students. **Current ID cards are required for lunch accounts, the library media center, and admittance to school events.** ID cards are to be carried during school hours and while attending school activities. The cards must be available upon request of any staff member. Photo sessions for ID cards are provided at the beginning of the school year. Replacement IDs can be requested from the Bookkeeping Office with a \$5.00 fee.

## **EMERGENCY PROCEDURES:**

Watertown High School has regularly scheduled fire, tornado, and crisis drills. Fire exits and emergency procedures for emergency conditions are posted in each classroom. The public address system may be used to direct students and staff in some emergency situations. **Students are required to follow all mandated safety procedures.**

## **WORK PERMITS:**

Work permits may be secured from the Front Office. Work permits are required for all persons under the age of 18. To obtain a work permit a student needs:

- 1) Birth Certificate, Baptismal Certificate, Driver's License, or state issued photo ID
- 2) Letter from the employer with the following information:
  - \*Name of business
  - \* Business Address
  - \*Business phone number
  - \* Nature of the employer's business
  - \*Type of work the minor will be doing
- 3) Written parental permission
- 4) Social Security card
- 5) \$10.00 Fee (To be reimbursed/paid by the employer)

Please allow 24 hours for a permit to be approved or denied. Work permits may be revoked for students who are habitually truant.

## **SEARCHES – PERSONS/PROPERTY/LOCKERS/VEHICLES:**

Desks, lockers, books, and equipment loaned to students remain school property while in possession of the student. Such property is provided for the convenience of the students and shall be used only for authorized school purposes.

Students will be expected to exercise discretion in bringing personal items to school, recognizing that any personal items in their lockers or on their person that is illegal or a school rule violation shall be subject to seizure, school discipline, and referral to law enforcement officials.

Lockers are not safe deposit boxes. Watertown High School cannot guarantee full security to items stored in lockers. Students that suspect their lock is malfunctioning or that another student knows their combination should report it to the bookkeeping office so a new lock/combination can be provided to the student. Do not give out combination to anyone. Only locks issued by WHS may be used on school lockers. Personal locks will be cut and removed by school personnel.

Other pertinent information relating to searches:

1. The Principal, Assistant Principal, or their designee shall be authorized to search a student's person, locker, desk, or personal property. The school also retains the right to search vehicles parked on school property.
2. Desks or lockers assigned to students may be opened and inspected by school personnel at any time following this policy. Any unauthorized item found in a school locker may be removed and given to the parent or guardian of the student, returned to its' rightful owner, or forwarded to law enforcement officials as the circumstances may warrant.
3. Searches of a student's person or personal property, such as handbags, or other items in the student's possession, may be conducted when, under the circumstances, school personnel have reasonable belief that a student has dangerous or illegal items in his or her possession.
4. School officials may conduct random locker searches in order to ensure school safety.
5. School officials, in cooperation with law enforcement personnel, may use dogs to conduct specific or random searches of the buildings and grounds for illegal drugs.

## **ASSIGNMENT NOTEBOOK:**

Each student will be provided an assignment notebook at the beginning of the school year. The assignment book is a part of a comprehensive study skill curriculum and provides students with a structured opportunity to learn organizational skills.

Students requesting to leave class, which should very seldom happen, are **required** to use the passes in their assignment notebook. The notebook must be carried with the student as a hall pass. If an assignment notebook is lost, a new notebook may be purchased from the bookkeeper at a cost of \$5.00.

## **AGE OF MAJORITY:**

All students of Watertown High School, regardless of age, are subject to school rules. Students who have reached their eighteenth birthday are permitted to originate their own excuse for absence **only if** the parent or guardian submits a written statement indicating that the student is living away from the home or is married. In addition, the student must document proof of new residency (utilities bill or rental agreement). The parents are informed that such a request will result in forfeiture of access to their student's records for the remainder of the time the student attends Watertown High School.

Compulsory education in the State of Wisconsin is only required of children under the age of 18. Upon reaching the age of 18 a student can withdraw himself or herself from school at any time. Upon reaching age 18, a student may also be withdrawn by school authorities at any time for failure to attend on a regular basis or failure to abide by school rules.

## **STUDENT INSURANCE:**

Parents/guardians who wish to purchase student insurance may inquire at the high school bookkeeper's office for full information and application forms.

## **PARKING REGULATIONS:**

Students driving and parking at Watertown High School must purchase a parking permit and abide by all parking regulations at Watertown High School. Student parking permits may not be shared; a student may only use his/her parking permit on the vehicle registered in the bookkeeper's office. Sharing of permits by students will result in forfeiture of the fees and permits for all students involved.

Students may not loiter in or around or sit in or on parked cars. Students who park their vehicles on school property do so at their own risk. The Watertown Unified School District is not liable for any losses or damages incurred on school property.

Students are required to use common sense when driving on school property. Students driving on school grounds in an unsafe or inappropriate manner will receive consequences, including revocation of their permit to park on school grounds. Students are required to park between the yellow lines.

Parking Permits: Parking stickers are \$75.00. Students will receive a single sticker for their vehicle. The sticker must be placed in the lower left corner of the rear window. If a student uses a different family vehicle on any given day, he/she must register that vehicle with the bookkeeper before the start of school that day. A student may receive five free daily permits per semester for use of family vehicles. One day parking passes may also be purchased from the bookkeeper for the fee of \$2.00 per day.

- ◆ When obtaining the sticker(s), the student/parent must supply all necessary vehicle information (vehicle year, make, model, color, and license plate number). Students will not be provided with a parking permit unless the above information is supplied.
- ◆ Vehicles with tinted windows may opt for a bumper sticker in lieu of the standard window sticker. Bumper stickers need to be permanently attached on the left side of the bumper.
- ◆ Pickup trucks should have stickers placed, as do conventional vehicles. If the pickup truck has a cap, an additional sticker should be obtained and placed in the lower left corner of the cap's rear window or a bumper sticker should be utilized.

Stickers must have all backing removed and be affixed to the window, NOT TAPED ON. Stickers that are taped on the window, or do not have the backing removed, will result in a non-rescindable ticket. Stickers cannot be transferred from one vehicle to another. Stickers may not be altered or defaced. Violations of any of these rules may result in ticketing and/or towing of vehicle and/or revocation of permit.

### Enforcement

Arrangements have been made with the Watertown Police Department for enforcement of the above-listed parking rules, including surveillance of the parking lots. *Violators will be ticketed and/or towed under the City of Watertown Ordinance for Parking-Private Property. Per District Policy, once the ticket is issued, it shall be processed only through the City of Watertown Court System.*

### Handicapped Parking Area

Only drivers with State of Wisconsin issued handicapped parking license plates/permits are permitted to park in the handicapped parking area.

### Designated Parking Areas for Students

Students are permitted to park ONLY in the student parking lot at Watertown High School. They are prohibited from parking in the west employee lot, the lot north of the Tech Center, the turn-around visitor area next to the Peace Garden, or in handicapped parking areas. This applies to students with both permanent and short-term temporary parking permits.

**Parking in non-student lots will result in a car being towed!  
Students will need to pay the towing/impounding fee to have their car released.**

To drive and park a vehicle on school property is a privilege. This privilege may be withdrawn at any time and such a decision is solely the prerogative of the school administration. Refunds are not given if parking privileges are revoked or if stickers are lost or stolen.

The following will be considered a violation of regulations:

- ◆ Careless operation of a vehicle
- ◆ Excessive speed
- ◆ Non-registered vehicle
- ◆ Parking in a fire lane, faculty lot, visitor parking
- ◆ Use of vehicle during the school day without administrative approval
- ◆ Use of vehicle to transport other students off campus during the school day
- ◆ Smoking in vehicle while parked on school property

Failure to comply with the policies will result in a penalty of 10 days to permanent suspension of parking privileges. Stickers must be turned into the administration if privilege is revoked.

### **GUIDANCE SERVICES:**

Conversations with guidance staff are protected by laws of confidentiality except when:

- 1) There is suspected abuse: Definitions of abuse include, physical injury inflicted on a minor by other than accidental means, sexual intercourse or sexual contact involving a minor, sexual exploitation of a minor, permitting, allowing or encouraging a minor to violate statutes against sexual morality, emotional damage.
- 2) There is suspected neglect: Definitions of neglect included failure to, refusal or inability on the part of a parent, guardian, legal custodian, or other person exercising temporary or permanent control over a child, for reasons other than poverty, to provide necessary care, food, clothing, medical or dental care, or shelter so as to seriously endanger the physical health of the child.
- 3) There are threats or harm done to oneself or others (including suicidal thoughts and actions.)

### **HARASSMENT:**

Every student at Watertown High School has a right to not be harassed and to feel safe at school and at all school activities. Harassment is any **unwanted or unwelcome** behavior that violates an individual's personal rights. Any form of harassment is unacceptable and will not be tolerated. Students who are harassed should tell the harasser to STOP. If the unwelcome or unwanted behavior continues, the incident should be brought to the attention of a teacher, counselor, administrator, or police liaison officer.

Harassment occurs in many forms including sexual, verbal, racial, and physical intimidation. Sexual harassment includes unwelcome behavior of a sexual nature including but not restricted to inappropriate gestures or touching, sexual remarks, name calling, spreading rumors, or displaying offensive pictures. Verbal harassment includes unwelcome teasing, humiliating, or causing embarrassment. Racial harassment includes name-calling or any unwanted or negative comments about ethnic groups or one's ethnic background. Physical harassment or intimidation includes verbally threatening or causing physical harm to another (defined legally as assault, battery, disorderly conduct).

### **POLICE LIAISON:**

Watertown Unified Schools and the Watertown Police Department have an agreement to assign an officer to the school system. The police liaison officer has office hours at the high school and the middle school. The officer will be involved in educational programs while also handling complaints, police referrals, thefts, and incidents requiring police intervention. The officer is available to meet with our students during regular school hours or by appointment. The office of the police liaison officer is in the administrative office area.

### **ILLNESS OR INJURIES AT SCHOOL:**

Students that feel ill or are injured are to report to the administrative offices. A student health room, lavatory, and first aid supplies are located in the main office. Office personnel will call a parent or guardian if the student is unable to continue for the day. Students leaving the building without signing out at the attendance office will be considered truant and will receive a consequence for failure to sign out.

## **BUS TRANSPORTATION:**

The privilege of riding the school bus may be denied or withdrawn only by designated school authorities. Students refusing to accept or conform to necessary rules and regulations relating to bus safety and considerate behavior toward others will be referred to the administration. Disciplinary consequences may result from inappropriate behavior, up to and including not being allowed to ride the bus. Bus rules are established by Board Policy 3618.1:

### **A. PREVIOUS TO LOADING**

1. Students should be on time at the designated loading zone (5 minutes prior to pick-up).
2. Bus pick-up points on main roads need not be the end of a driveway in cases where a rural home is located on an intersection, provided the distance between the home and the intersection does not exceed .5 mile and the alternative pick-up point is less than .25 mile.
3. Students should stay off the main road at all times while walking to, and waiting for, the bus. They should line up single file perpendicular to the main road and off the roadway.
4. Students should wait until the bus is completely stopped before moving forward to enter. If a student must cross a highway, he/she should not cross until the bus driver signals that it is safe.
5. Students should enter the bus single file and go immediately to a seat and be seated.
6. If a student is going to be absent, his/her parents/guardian should call the bus company (261-5062) so they can relay a message to the driver.

### **B. WHILE ON THE BUS**

1. All riders are to remain seated while the bus is in motion. (No climbing on or under the seats at any time.)
2. Windows are to be kept closed unless the driver gives permission. Riders are to keep hands, head, and arms inside the bus should the windows be open.
3. Riders are not permitted to litter on the bus or throw any materials or objects from the bus.
4. Riders are expected to obey the driver, who has full authority to operate the bus in the best safety and convenience of the rider. The driver has full authority to assign seats or restrict privileges if necessary.
5. Riders are to keep books, packages, and musical instruments on their laps. Objects that cannot be held on the lap should not be carried on the bus, unless the driver has given specific permission. Animals are never to be brought on the bus.
6. Objects that may be dangerous or potentially harmful to other riders are strictly forbidden.
7. Card games and other games inappropriate for bus riding are not permitted. Boom Boxes, walkmans, or radios are not allowed on the bus at any time.
8. All riders are expected to respect all bus equipment and the possessions of other riders. The rider and/or parents of the rider will be held responsible for any damages incurred to the bus, its equipment, or the possessions of other riders.
9. Obscene language or gestures are forbidden.
10. Scuffling, fighting, yelling, etc. is forbidden.
11. Students are not permitted to smoke on the bus.
12. Eating, drinking, or chewing gum on the bus is not permitted to and from school.

### **C. LEAVING THE BUS**

1. Students should not get up to leave the bus until the bus has stopped.
2. Students should cross the main road, when necessary, after getting off the bus (at least 10 feet in front of the bus) only after the driver signals that it is safe.
3. Students should be alert to the danger signal from the driver.
4. The driver is not to discharge or pick-up students at places other than their regular stop at home or at school, unless he/she has proper authorization from both parents and the principal of the school.

### **D. AT ALL TIMES**

1. Students shall follow the directions of chaperones appointed by the school officials.
2. Older students should help look after the safety and comfort of younger students.
3. Any action that endangers the safety and welfare of a person is forbidden.