



*STUDENT
HANDBOOK*

WELCOME TO WATERTOWN HIGH SCHOOL

The information contained in this handbook is designed to help you have a successful year at Watertown High School. Your teachers are eager to help you prepare for a successful adult life, so study hard and learn well. You are a significant part of the tradition of success called Arrow Pride! Along with your studies you are encouraged to get involved in extracurricular activities. These activities are designed to help you enjoy school life and have a number of proven benefits. Remember, your success is directly related to your efforts. Make it a great year!

MISSION STATEMENT

Watertown Senior High School exists to enable all students to succeed in an ever-changing world.

SCHOOL SONG

“We will be true to you, dear Watertown, and we will cheer you on to fame.

And to our colors we’ll be loyal in bringing honor to our name.

So come and sing a song for our school, a school inspired by loyalty. And we will promise truly,
Watertown, that we will fight for thee.”

SCHEDULES

REGULAR SCHEDULE

Block 1	8:30 – 9:55
	Mini-Block A - 8:30 – 9:10
	Mini-Block B - 9:15 – 9:55
Block 2	10:00 – 11:25
	Mini-Block A - 10:00 – 10:40
	Mini-Block B - 10:45 – 11:25
Block 3 (A lunch)	12:05 – 1:30
	A Lunch - 11:25 – 12:00
Block 3 (B lunch)	11:30-12:10, 12:45 - 1:30
	B Lunch - 12:10 – 12:45
Block 3 (C lunch)	11:30 - 12:55
	C Lunch 12:55 - 1:30
Advisory	1:35 – 2:00
Block 4	2:05 – 3:30

NORTHEAST TECHNICAL HIGH SCHOOL SCHEDULE

Block 1	8:30 – 9:50
Block 2	10:03 – 11:22
Block 3	12:05 – 1:25
<i>NTHS Students enrolled in Block 3 will eat the Early Lunch schedule.</i>	
Block 4	2:10 – 3:25

EARLY DISMISSAL SCHEDULE

Block 1 - 8:30 – 9:10
Mini-Block A - 8:30 – 8:49
Mini-Block B - 8:51 – 9:10
Block 2 - 9:15 – 9:55
Mini-Block A - 9:15 – 9:34
Mini-Block B - 9:36 – 9:55
Block 4 - 10:00 – 10:40
Block 3 with A lunch - 11:20 – 12:30
Block 3 with B - 10:45 - 12:30 (split)
Block 3 with C lunch - 10:45 - 11:55

HIGH SCHOOL ATTENDANCE POLICY

It is important that habits of regular attendance be developed in high school in order to prepare students for future responsibilities. Students miss a vital portion of their education when they are absent from school. Activities that take place in the classroom are a critical part of the teaching and learning process. Students are encouraged to take full advantage of the educational program provided. S.D. Compulsory Attendance Laws require all students under the age of 18 to be enrolled and attending school on a regular basis.

GENERAL RESPONSIBILITIES

All members of the staff and faculty at Watertown High School encourage regular school attendance. School attendance is a joint responsibility shared by students, parents, teachers, and administrators. Parents have a legal responsibility to ensure that their child is in attendance each day school is in session.

A. Student Responsibilities:

- a. Attend all assigned classes and study halls every day that classes are in session.
- b. Be in class on time, prepared for academic work.
- c. Request any missed assignments due to an absence.
- d. Maintain an attendance level of greater than 90% to participate in school activities.

B. Parent or Guardian Responsibilities:

- a. Provide the means for students to get to school each day.
- b. Inform the attendance office in the event of a student absence.
- c. Be proactive and work cooperatively with school personnel and the student to solve any attendance problems that may arise.

C. Teacher Responsibilities:

- a. Take daily attendance to maintain accurate attendance records for each assigned class.
- b. Provide makeup assignments and reasonable deadlines.
- c. Report any attendance problems that may arise to the high school administration and to work cooperatively with the administration, parent/guardian, and the student to solve such problems.
- d. Utilize instructional methodology which motivates students to attend and achieve.

D. Administrator Responsibilities:

- a. Inform parents, students, and staff of school and district attendance regulations.
- b. Supervise, administer, and execute the attendance policy and regulations.
- c. Maintain accurate records on student attendance.
- d. Work with teachers, parents, and students to resolve attendance problems.

NOTIFICATION OF ABSENCES

Parents are asked to call the school each time their child is absent from school unless the absence is a school activity. If there has been no **notification of the absence prior to 9:00 a.m.**, the school will call the home and reasonable efforts will be made to contact a parent. **Students are allowed 5 days of absences each quarter.**

1. Parents or guardians may contact the school to excuse their child's absence by calling the attendance office at **882-6354** or by visiting the attendance window.
2. Students arriving to school after classes have begun must first report to the attendance window.

EXCUSED ABSENCES

Parents may request that their children be excused from school for the following reasons:

1. **Parent Request:** Student illness, weddings, funerals, and special family events. The school reserves the right to determine whether or not an absence is excused.
2. **Family Vacation:** To record an absence as family vacation, it is important that you call before leaving on vacation. Please have your parent/guardian telephone the attendance office at 882-6354 or visit the attendance office to tell us when you'll be leaving and when you plan to return to school.
3. **Inclement Weather or Poor Road Conditions:** On days of bad weather, parents will have to use their own discretion in sending their children to school. Road and weather conditions may vary from one end of the school district to the other.
4. **Religious Holidays**
5. **Bereavement**
6. **Medical and Legal Appointments**
 - a. Medical, dental, and legal appointments that cannot be scheduled after school hours and are necessary to be scheduled during the school day will be excused. Extended illnesses which can be documented by a physician's authorization will not be counted against the number of absences allowed each quarter. If the school requests, written verification must be provided by the physician's office, dentist's office, or court services' office stating the time and length of the appointment.
 - b. After a student has accumulated 5 absences in a quarter and cannot attend school, the student must provide the school with a written medical or legal excuse, signed by a doctor or attorney stating the reason why the student cannot be in school. If the student fails to provide the proper documentation, the absence will become unexcused and subject to the consequences of the attendance policy.
 - c. In instances of chronic or irregular absence reportedly due to illness, the school administration may request a physician's statement certifying such absences as to be justifiable.

UNEXCUSED ABSENCES

Exceeding 5 absences in a period each quarter may result in a referral to law enforcement for violation of compulsory attendance laws.

- 1. Exceeding Allowable Absences:** Accumulating more than 5 absences in a class per quarter term. Essentially that would be missing class 5 times out of 45 classes. Students who accumulate more than 5 absences in a period each quarter is subject to disciplinary consequences as outlined in the Uniform Code of Behavior.
- 2. Skipped Class:** Refusing or choosing not to attend school. Examples of absences considered unexcused would include oversleeping, sleeping in after an activity, in the school building and not in the assigned classroom, work, “skip days”, etc.
- 3. Tardy Unexcused:** It is important that students arrive on time for classes each morning. Parents may excuse their child twice each quarter for arriving late to school for special unpredictable situations. Students will be marked tardy unexcused when they arrive late to school or class.

EXEMPT ABSENCES

- 1. School Activity:** When a student is absent from class due to a school activity, the attendance secretary will mark the absence as School Activity per the coach or advisor’s instruction.
- 2. Counselor, Nurse or Principal Visit:** Students who miss the majority of a class period due to a visit with the counselor, nurse or principal.
- 3. Post-Secondary Visit**
 - a.** Seniors will be allowed to visit a college, university, or technical school two days during the school year without being counted absent from school, as long as the visit is properly documented or scheduled by a WHS guidance counselor in student services. Beginning with the third and all subsequent such visits, the students will need a parent excused absence.
 - b.** Many post-secondary and military recruiters visit our school each year. These visits will be announced in advance and those students who choose to attend must sign up with the guidance counselors in student services and receive permission from their classroom teacher(s).

LEAVING DURING THE SCHOOL DAY

- 1.** When a student needs to leave school during school hours for any reason other than school activities, authorization must be granted from the attendance secretary, nurse, or principal’s office.
- 2.** Students are only allowed to leave school during the day after their parent or guardian has stopped in or called the school. If a parent/guardian cannot be reached, the emergency contact person will be notified. The student will not be dismissed if no contact is made with a legal parent/guardian or emergency contact person.
- 3.** If a student leaves school without authorization or fails to sign out, the student will be subject to disciplinary consequences as outlined in the Uniform Code of Behavior.
- 4.** When students return to school, they must check in at the attendance office before being readmitted to class.

REWARDS FOR GOOD ATTENDANCE

Students with no detention and all course work up to date will be eligible to participate in school dances including but not limited to homecoming (all grades), Sadie Hawkins (11-12), Prom (11-12), and the winter semi-formal (all grades). Students may also participate in powder puff football (11-12) and senior vans (seniors). In addition to the above criteria, eligibility will be determined by grade level.

CONSEQUENCES FOR UNEXCUSED ABSENCES

1. Each time a student chooses to skip a class or fails to obtain a documented excused absence, when necessary, the student will be assigned detention before or after school to make up the time that was missed. The student may also lose open lunch or Senior Privileges.
2. If the student chooses not to attend the detention, the student will receive additional disciplinary consequences. The student may be referred to law enforcement for truancy, may be assigned to ISS (In School Suspension Room), and privileges may be restricted.
3. Students assigned ISS are required to complete the work assigned in classes during their time in ISS. Students will receive credit for the completed assignments from that day.
4. Students assigned OSS may be placed in After School Study Hall or Detention upon return to complete work missed during the OSS.

MAKE-UP WORK FOR ABSENCES

1. A student shall have the opportunity to make up school work missed due to any absence; however, it shall be the responsibility of the teacher to initiate the make-up procedure and to make appropriate arrangements for any make-up work with the student. It is the student's responsibility to follow through and complete the missing work.
2. Makeup work shall be done only at a time that does not interfere with class instruction. Request for teacher assistance is encouraged but shall be scheduled at the convenience of the instructor.
3. Generally, the time period allowed for make-up work will be two (2) school days for each day missed. All make-up work, including tests, will be arranged with the teacher.

TARDINESS

1. Punctuality is an important habit to build. You are tardy if you are not in your assigned classroom when the tardy bell rings.
2. Upon the 2 tardies and any additional tardies, detention may be assigned and administered by the teacher.
3. Tardiness during the school day may be excused only by professional staff members who are responsible for the tardy.
4. If a student arrives more than 10 minutes late to class without a pass, that teacher will notify the attendance office.

UNIFORM CODE OF BEHAVIOR

Watertown Senior High School's Uniform Code of Behavior has been developed by a Faculty/Student Committee.

The Code contains three parts:

1. A statement of appropriate behavior that is to be demonstrated at all times by all students.
2. A description of inappropriate behavior that, if practiced, will lead to;
3. A progressive level of consequences for inappropriate behavior.

Due Process: Students shall be afforded the rights of fair procedure or due process; this includes the right to the following actions:

1. Be informed of conduct which would result in disciplinary action against the student
2. Notice of any rule's violations
3. Explanation of the evidence supporting the charge
4. An opportunity to present the student's side of the story
5. A penalty that is proportionate to the violation

If the student and parent/guardian would like to request a copy of the due process hearing procedures, they can stop in the high school office and receive a copy.

The students of WHS are expected to:

1. Demonstrate respect for each other through language and actions.
2. Follow school rules and/or cooperate with the Student Council and administration to change rules.
3. Attend school daily prepared to learn.
4. Practice honesty, fairness and consistency in all of their efforts and relationships.
5. Preserve school and personal property.
6. Practice and encourage the acceptance of individual differences.

Because it is not possible to list every inappropriate behavior that occurs, the administration and staff reserve the right to administer alternative consequences to inappropriate behaviors not included in this code.

Watertown High School Discipline Matrix

Because it is impossible to list every inappropriate behavior that occurs and its possible consequence, administration and staff reserve the right to administer alternative consequences to inappropriate behavior.

*Violation of each behavior infraction follows through its own progression of violation/s. (ie. Multiple Class One violations do not add up unless they are the same behavior violation.)	1st Incident Consequences are listed on a continuum depending on severity of infraction. Any or all may be used.	2nd Incident Consequences are listed on a continuum depending on severity of infraction. Any or all may be used.	3rd Incident Consequences are listed on a continuum depending on severity of infraction. Any or all may be used.	4th+ Incident Consequences are listed on a continuum depending on severity of infraction. Any or all may be used.
<u>Level 1</u> Academic Dishonesty, Class Disturbance, Lunch/Hall Disturbance, Dress Code Violation, Electronic Device Violation, Excessive Tardies, Inappropriate Language, Parking Lot Violation, Skipped Class, Skipped Detention, Skipped Lunch	Intervention Detention	Detention In-School Suspension (1 Day)	Detention In-School Suspension (1-2 Days)	Detention In-School Suspension (2-3 Days) Out of School Suspension (1 Day)
<u>Level 2</u> Bullying, Excessive Absences, Instigating, Non-compliance, Physical Aggression, Trespassing	Detention In-School Suspension (1-2 Days) Parent Conference	Detention In-School Suspension (1-3 Days) Referral to Law Enforcement	In-School Suspension (3-5 Days) Out of School Suspension Referral to Law Enforcement	Out of School Suspension (1+ Days) Alternate Placement Referral to Law Enforcement
<u>Level 3</u> Gross Insubordination, Harassment, Sexual Harassment, Truancy, Threat/Intimidation, Vandalism	Detention In-School Suspension (1-3 Days) Out of School Suspension (1 Day) Parent Conference Referral to Law Enforcement	In-School Suspension (2-4 Days) Out of School Suspension (1-3 Days) Parent Conference Referral to Law Enforcement	Out of School Suspension (3-5 Days) Parent Conference Referral to Law Enforcement	Out of School Suspension (3+ Days) Referral to Law Enforcement Alternate Placement
<u>Level 4</u> Alcohol, Drugs (Other than Alcohol), Disorderly Conduct, Fighting, Larceny/Theft, Sexual Offense, Simple Assault, Tobacco/Vape	In-School Suspension (1-3 Days) Out of School Suspension (1-5 Days) Parent Conference Referral to Law Enforcement Counseling Referral	In-School Suspension (1-3 Days) Out of School Suspension (3-7 Days) Parent Conference Referral to Law Enforcement Counseling Referral	In-School Suspension (1-3 Days) Out of School Suspension (7-10 Days) Alternate Placement Parent Conference Referral to Law Enforcement Counseling Referral	In-School Suspension (1-3 Days) Out of School Suspension (10 Days) Referral for Long Term Suspension Alternate Placement Parent Conference Referral to Law Enforcement Counseling Referral
<u>Level 5</u> Arson, Battery, Endangerment to Life, Theft, Sexual Battery, Terroristic Threat, Weapons (other), Weapons (firearm)	Out of School Suspension (5-10 Days) Long-Term Suspension Referral to Law Enforcement Threat Assessment	Out of School Suspension (7-10 Days) Long-Term Suspension Expulsion Alternate Placement Referral to Law Enforcement Threat Assessment	Long-Term Suspension Expulsion Alternate Placement Referral to Law Enforcement Threat Assessment	Long-Term Suspension Expulsion Alternate Placement Referral to Law Enforcement Threat Assessment

BEHAVIOR GUIDELINES

Classroom Offenses: Teachers may use an interaction with a student, assign detention, or refer an incident to an assistant principal for other consequences to properly manage their classroom. Incidents which disturb or disrupt the educational process in the classroom may include, but are not limited to the list below:

1. **Classroom Disturbances:** Behavior which distracts from the educational process and disrupts the learning environment.
2. **Failure to Serve Classroom Detention:** Failure to appear for detention at the time assigned or expected by the teacher or administrator. This also includes leaving or being dismissed before the entire detention has been served.
3. **Insubordination/Disrespect:** Choosing not to follow instructions, refusal to respond to a reasonable request, or situations in which the student is shown to be habitually disobedient.
4. **Profanity / Graffiti:** Use of obscene language or communication that is verbal, written or graphic. Communication with sexual overtones and innuendo are included. In addition, the writing on school property in a way which does not permanently damage said property.
5. **Tardy to Class:** Students are tardy to class if they are not in their assigned classroom when the tardy bell rings.

School Offenses: Incidents which take place in the halls, cafeteria, parking lot, school grounds, school buses, or at school activities which disturb or disrupt the educational process or violate an individual's rights and are not in the best interest of the school include, but are not limited to the list below:

1. **Alcohol Consumption/Possession,** and
2. **Drug Consumption/Possession:** Using, possessing, selling, dispensing, or being under the influence of any mood-altering drugs, alcohol, or possessing drug paraphernalia at school, on school property, or at a school sponsored activity. Law Enforcement Authorities will be notified to administer appropriate legal consequences.
3. **Arson:** The act of setting fire to school property or personal property within a school building to cause destruction of said property
4. **Battery (Aggravated Assault):** Physical attack; intentional striking and causing bodily harm of another person against his or her will.
5. **Cheating/plagiarism:** The act of deception or fraud; claiming a dishonest gain. Altering marks, letter grades or percentages, and stealing another student's or author's work, without giving credit, are included. In all instances of cheating or plagiarism, no credit will be allowed.
6. **Computer Violation:** Intentional damage to a computer, damage as a result of negligence, or failing to follow WHS Acceptable Use Policy.
7. **Computer Network Violation:** Prohibited activities as outlined in the Acceptable Use Policy.
8. **Disruption of School:** Any act which substantially disrupts the orderly conduct of a school function or the orderly learning environment, or poses a threat to the health, safety, and/or welfare of students, staff, or others.
9. **Electronic Devices Violation:** Accessing, using, or sharing cell phones or other electronic devices which are unnecessary for school purposes during the school day.
10. **Falsifying Information:** Incidents which are designed to deceive teachers, administrators, or other authorities, including falsifying a WHS document, falsifying a parent phone call to excuse an absence or falsely using another student's ID.

11. **Fighting:** Mutual participation in an incident involving physical violence, where there is no one main offender and no major injury.
12. **Grand Theft:** Stealing or attempting to steal private or school property valued at or in excess of \$500.
13. **Gross Insubordination:** Disrespecting teachers, administrators, or any other staff members in a way this is profane, aggressive, or threatening.
14. **Inappropriate Dress:** Students are expected to dress with standards that enhance a learning environment. Profanity and suggestive themes, such as alcohol, drugs, tobacco, sex, death, suicide, violence, or other dress that is revealing or distracting to the learning environment (including hats), will not be permitted.
15. **Instigating:** Agitating a situation that may cause or escalate a conflict.
16. **Insubordination/Disrespect:** Student conduct deemed as failure to follow directions, failure to accept criticism or consequences, inability to disagree appropriately or situations in which the student is shown to be habitually disobedient.
17. **Leaving Without Authorization:** Leaving the high school building or classroom without permission of the school nurse, assistant principal, principal, or counselor. Parents/guardians must be contacted and give consent before the student may be dismissed from school.
18. **Physical Aggression:** Behavior causing or threatening physical harm towards others.
19. **Profanity/Graffiti:** Use of obscene language or communications that is verbal, written or graphic. Communication with sexual overtones and innuendo and included. In addition the writing on school property in a way which does not permanently damage said property.
20. **Sex Offenses:** Includes consenting sexual behavior or contact involving students, pornography, and indecent exposure.
21. **Sexual Harassment:** Unwelcome sexual advances, requests for sexual favors, or other physical or verbal conduct or communication of sexual nature that creates an intimidating, hostile, or offensive educational environment.
22. **Skippping/Ttruancy:** The act of staying away from class without permission or reasonable cause, choosing to attend a class scheduled at a different time without permission of the teachers, or remaining in the building in an unsupervised area.
23. **Skippping Detention:** Failure to appear for detention at the date and time assigned or expected by the assistant principal or principal. Skippping detention may also include arriving late for detention or choosing to leave detention before the full time has been served.
24. **Theft:** Stealing or attempting to steal private or school property. This includes confiscation of another student's computer files and documents.
25. **Threats and/or Intimidation:** Inducing fear or a sense of inferiority into another. Bullying, name-calling, teasing, taunting, coercive behavior, humiliation, or similar conduct that occurs repeatedly over time and constitutes interference with an individual's rights or school purposes. Physical, verbal, written, or electronic action, which immediately creates fear of harm, without displaying a weapon and without subjecting the victim to actual physical attack.
26. **Tobacco Possession or Use:** Using, possessing, selling, or dispensing tobacco on school property or at a school sponsored activity. Law Enforcement Authorities will be notified to administer appropriate legal consequences. Students will be encouraged to participate in a non-smoking class for tobacco violations. This includes e-cigarettes and vape products.
27. **Vandalism:** Willfully causing or attempting to cause damage to private or school property. This includes alteration of the school or a student's computer program, files, or systems.
28. **Weapons:** A dangerous weapon is defined as any firearm, or air gun, knife or device, instrument, material or, substance, whether animate or inanimate, which is calculated or designed to inflict death or

serious bodily harm, or by the manner in which it is used is likely to inflict death or bodily harm. (BOE Policy JDDAA)

Because it is not possible to list every inappropriate behavior that occurs, the administration and staff reserve the right to administer alternative consequences to inappropriate behaviors not included in this code.

CONSEQUENCES OF INAPPROPRIATE BEHAVIOR

Consequences are designed to be fair, firm, and consistent for all students. They apply to all students in school, on district buses and at school events. Consequences listed are minimums. The principal has the latitude to modify penalties. Additionally, the administrator will have the authority to enforce other reasonable disciplinary consequences found warranted by the situation.

Consequences which may be used by district staff to discipline students and/or encourage them to modify their behaviors include but are not limited to the following:

1. **Administrative Hearing:** Formal meeting involving principals, parents, and student to discuss behavior plan, alternative consequences or recommendation for long term suspension due to frequent and regular inappropriate behaviors.
2. **Apology:** A regretful acknowledgement of an offense or failure.
3. **Behavior Contract:** A document outlining appropriate behavior and consequences that will be enforced for inappropriate behavior. Contracts will progress from minor consequences (detention) to those more severe (removal from class). Contracts will be written by the teacher and assistant principal and discussed during parent/guardian conferences.
4. **Counseling Referral:** A mandatory counseling meeting between the student and a counselor of his/her choice to discuss problems relating to attendance, harassment, profanity, insubordination, violence, or drugs. Suspension from school may continue when a student refuses to meet with a counselor or follow the recommendation of a counseling evaluation.
5. **Detention (Principal):** Detention is time spent with a principal or detention supervisor before or after the close of the school day for the purpose of learning appropriate behaviors, ways to resolve differences, and completing school work. The length of time and place for detention will be assigned by an assistant principal. Detentions will be held from 7:00 to 8:25 AM or 3:35 to 5:00PM. Students failing to serve detention when assigned may be assigned to PAS.
6. **Detention (Teacher):** Teacher Detention is time spent with a teacher either before the start of the school day or after the close of the school day for the purpose of discussing inappropriate behaviors, ways to resolve differences or for additional time to complete school work. Detention will be assigned between 8:00-8:25 AM and 3:30-4:00 PM. The length of time and place for detention will be assigned by the teacher.
7. **Expulsion:** Denial of a student's membership in school by the Board of Education for a period of time not to exceed one year. If inappropriate behavior is repeated, despite the efforts of teachers, counselors, administrators and parents to support changes in behavior, the student may subject himself/herself to expulsion by the Board of Education. Expulsion may be recommended for a Class 6 Offense of the Uniform Code of Behavior.
8. **Fines or Restitution:** Returning to the school or private persons that which has been stolen or damaged; also, making good for the loss or damage; reimbursement.
9. **Long Term Suspension (LTS):** Temporary denial to a student by the superintendent of participation in school and school activities for 11 or more days but not to exceed 90 days. Suspension will be served out of school.

10. **Out-Of-School Suspension (OSS):** Temporary denial to a student by the principal or assistant principal of participation in all classes and school activities. Suspension will be served out of school.
11. **Parent/Guardian Conference:** A school administrator or teacher will either call or send written notification of disciplinary infractions. Conferences may require the parents/guardians to come to school to visit with administrators, teachers, or counselors. It is recommended that a parent/guardian conference be held before readmitting a student to school following an Out-of-School Suspension.
12. **In School Suspension (ISS):** Temporary denial to a student by a principal of participation in a class. Students assigned to the ISS room will have the opportunity to earn credit for work completed in ISS.
13. **Referral to Law Enforcement:** A consequence for all offenses listed in the Uniform Code of Behavior which break any civil law or the consequences of which pose a threat to the student or others and are not in the best interest of the school. School administration will coordinate their work with the School Resource Officer in these situations.
14. **Removal from Class:** Permanent denial to a student by the principal and superintendent of participation and credit for a class. Removal may result from terms of a behavior contract or excess in absences.
15. **Restricted or Suspended Privileges:** The temporary loss or denial of privileges by a principal or teacher. Privileges such as the use of computers at home or school, open-campus lunch, open-campus study hall, and carrying a mobile phone are included.
16. **Student Intervention Plan (SIP):** A team of staff members who work together to help students become and remain successful in school. The SIP team may meet with parents/guardians to discuss their child's academic progress and behavior.
17. **Student Conference:** Conference between the principal and a student for the purpose of discussing patterns of inappropriate behaviors. A student conference may be held to collect information and issue consequences.
18. **Substance Abuse Evaluation:** An evaluation administered by a drug/alcohol counselor in the school district or outside agency to determine a plan of action for drug counseling, rehabilitation, or other recommendation.
19. **Office Referral:** A student will be referred to the assistant principal's office when behavior violates the Uniform Code of Behavior in disruptive ways that are preventing other students from learning or distracting the teacher from providing full attention to the needs of all class members. This may result in temporary removal for the remainder of a class period.

DISTRICT POLICY REGARDING HARRASSMENT, INTIMIDATION, AND BULLYING

The Watertown School District is committed to maintaining a constructive, safe school climate that is conducive to student learning and to fostering an environment in which all students will be treated with respect and dignity.

The Board expects students to conduct themselves in a cooperative manner through their interactions. Persistent bullying can severely inhibit a student's ability to learn effectively and may have a lasting negative effect on a student's life.

Bullying consists of repeated physical, verbal, non-verbal, written, electronic, or any conduct directed toward a student that is so pervasive, severe, and objectively offensive that it:

1. Has the purpose of creating or resulting in an intimidating, hostile, or offensive academic environment; or
2. Has the purpose or effect of substantially or unreasonably interfering with a student's academic performance which deprives the student access to educational opportunities.

If bullying does occur, students must inform staff and know that the incidents will be dealt with promptly. Any staff member observing or suspecting bullying toward another individual is required to report the issue to his or her building supervisor.

- Students may report bullying anonymously through Safe2Say South Dakota <https://safe2say.sd.gov/>

This policy is in effect while students are on property within the jurisdiction of the School Board; while students are in school-owned or school-operated vehicles; and while students are attending or engaged in school-sponsored activities.

The Board requires school administrators to implement procedures that ensure both consequences and remedial responses to students or staff members who commit acts of bullying.

The school principal and/or principal's designee is responsible for determining whether an alleged act constitutes bullying.

Any student engaging in an act of bullying is subject to discipline pursuant to the District's student discipline procedure.

This policy may not be interpreted to prohibit civil exchange of opinions or debate protected under the state or federal constitutions if the opinion expressed does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others.

STUDENT INFORMATION AND SERVICES

BULLETIN BOARDS

The bulletin board next to the entrance of the cafeteria serving line is for student information. Announcements placed there can be of a general nature not necessarily related to school activities. All other bulletin boards in the building are for announcements related to school. All posted announcements must be approved by the principal.

COMPUTER INFORMATION – USE OF TECHNOLOGY RESOURCES POLICY

Purpose

The Watertown School District is pleased to offer students, faculty, and staff access to technology resources for school work and enrichment activities. These resources will help teachers to facilitate education and research consistent with the objectives of the Watertown School District.

Definition – Technology Resources

The Watertown School District's technology resources include but are not limited to the following resources: network, Internet, computer hardware, software, printers, servers, stored text, data files, electronic mail, optical media, digital images, and new technologies as they become available.

Regulations – See [Acceptable Use Policy \(AUP\)](#)

STUDENT SERVICES SCHOOL COUNSELING PROGRAM

The counselors are available to help students work through problems that they may encounter, and to supply information regarding vocational opportunities, technical or trade schools, college admission and scholarships. There are many brochures, bulletins and college catalogs that may be used in the counseling office or that may be checked out. Various tests are given throughout the school year, administered by the counseling department.

The counseling office is open to all students between 8:00 AM and 4:30 PM. ***Students should make arrangements with their teacher and a counselor prior to class if they plan to counsel during a class.***

DANCES – PROM & SADIE HAWKINS

1. Only current high school seniors and juniors are invited to participate in the grand march and dance.
2. Watertown students may invite a high school senior or junior from another school. A Prom or Sadie Hawkins guest authorization slip must be completed before the couple will be admitted to the event. WHS seniors and juniors may attend any dance without a guest.
3. Grand march registration will begin three weeks prior to the dance. Registration must be completed one week prior to the event.
4. All Prom and Sadie Hawkins guests are expected to be dressed in formal attire for the duration of the event.

5. Photos should be completed before the grand march. NO spectators will be allowed back onto the arena floor after the grand march.
6. Once a student leaves the event, he/she will not be readmitted.
7. Inappropriate conduct will be handled by the school according to the Uniform Code of Behavior.
8. Students with course work up to date and no detention will be allowed to participate in school dances.
9. All WHS students are invited to the Winter Fall Semi-Formal. Students must have school ID and meet the appropriate requirements to be admitted.

DRESS CODE

Restrictions on a student's dress and grooming are necessary when they create danger to a student's health & safety, are disrespectful to or interfere with the educational process, or disrupt school or school activities. Students may not wear clothing or hair styles that are hazardous to themselves or to others. Grooming and dress which prevent students from doing their best work because of restricted vision or movements, or which create a disruption of classroom activities, will be discouraged.

1. Clothing should be neat and clean to meet general standards of health, safety, and decency.
2. Students may not wear clothing that displays letters, symbols, or images that convey or promote profanity, obscenities, sexual innuendos, immorality, alcohol, tobacco, or illegal drugs.
3. Students may not wear clothing that is provocative or distracts from the education of students.
4. Caps, hats, scarves, bandanas, and headgear are to be removed and hoods are to be lowered upon entering the school building.
5. Footwear is required of all students. (Slippers and footwear with wheels are not allowed)
6. Students may not wear clothing that is revealing. Tops must be worn at a length to meet the student's shorts or pants. Clothing that exposes undergarments or lacks appropriate coverage will not be permitted.
7. Large chains on clothing, chains connected to students' wallets, and accessories with spikes or prominent studs will not be allowed.

DUAL-CREDIT COURSES

Dual-credit courses are courses that earn both high school and college credit. Specific criteria exists to enroll in a dual-credit course. Please visit with your school counselor to inquire about dual-credit courses.

1. No cost to the Watertown School District can be incurred while registering or taking these classes.
2. All courses must have prior approval of the counselor and /or principal.

ELECTRONIC DEVICES

Students are prohibited from using personal electronic devices which might disrupt or interfere with educational purposes in the classroom, hallways, or other areas of the building during instructional class time. Students will be allowed the appropriate use of cell phones during passing time between classes, during lunch in the cafeteria or concourse, before 8:30 AM, and after all classes have been dismissed for the day.

EMERGENCY EVACUATION OF BUILDING

When the fire signal is sounded, students **MUST** leave their respective classrooms and follow the directions of staff to evacuate. All book bags should be left in the building. Do not attempt to go to your locker for coats. If the alarm should ring during assembly, leave by the nearest exit. Students will return to the building only after the building has been determined that it is safe to return. Teachers will direct students to re-enter the building at the appropriate time.

GRADE CLASSIFICATION

Freshman:	1st year of high school
Sophomore:	completed 1 year of high school and earned 6 or more credits
Junior:	completed 2 years of high school and earned 12 or more credits
Senior:	completed 3 years of high school, earned 17 or more credits, and completed state- mandated testing.

GRADE REPORTS

Report cards are issued approximately 5 days after the close of each quarter. The grades “W,” “S,” “NC”, and “U” are not used in class rank or grade point average computation. The grade F/W is earned when a student withdraws from a class after the 3rd day of class and is calculated into a student’s grade point average with zero points awarded. Report cards also contain attendance information. If you believe an error has been recorded for your grades or attendance history, please contact the principal’s office as soon as possible to make a correction.

GRADING SCALE

Percentile Scale (Standard):	100% to 92% = A
	91% to 84% = B
	83% to 76% = C
	75% to 68% = D
	67% to 0 = F

For the purpose of determining grade point averages for individual and cumulative classes the four-point grade system is utilized: A=4, B=3, C=2, D=1, F=0. The grade point average in each class is computed by dividing the total grade points earned by the number of letter grades given in that class. The cumulative grade point average for a quarter, semester, year, or total high school career is determined by adding the total grade points earned divided by the total number of grades recorded on the transcript.

A bonus grading system will be implemented for all advanced placement classes. The bonus system allows students to earn the following additional points on a cumulative GPA calculation for each letter grade earned in an Advanced Placement course: A=.021, B=.011, C=.006.

GRADUATION CREDIT REQUIREMENTS

Students need 24 credits to earn a diploma and graduation privileges. To earn a high school diploma and graduate from WHS the following number of credits must be earned in each subject area:

English	4.0	Speech / Debate	0.5
Math	3.0	Economics / Personal Finance	0.5
Social Studies	3.0	World Language, Capstone, or CTE	1.0
Science	3.0	Integrated Fitness / Health	0.5
Fine Arts	1.0	Elective Courses	7.5
Total Credits for Graduation			24

EARLY GRADUATION

Students at Watertown High School are encouraged to remain in school for the full four academic years. The Watertown School District offers online, dual credit, and AP courses available to students for their academic endeavors to complete four full years of high school. However, students who choose to consider early graduation need to meet the following criteria.

1. Complete an audit of course requirements with Student Services to determine if enough credits exist to graduate early.
2. Arrange a conference with the principal and parents, and student prior to the end of the first grading period of the year of the early graduation request.
3. Complete all course requirements for WHS.
4. Early graduates may not participate in school events after they have graduated and no longer are enrolled in courses.
5. Students who choose to graduate early may participate in the graduation ceremony provided they allow the principal's office to hold their diploma and attend the practice session prior to graduation.

HONOR ROLL & CLASS RANK

The academic honor roll will be awarded at the end of each semester. In order to be included on the Honor Roll, students must earn a minimum of 3 credits and a 3.0 GPA or higher for that semester. In order to receive an Awesome Arrow Award, students must earn a minimum of 3 credits and a 3.5 GPA or higher for that semester. The Honor Roll will be published on our website. Awesome Arrow Awards will be distributed to students after the end of the semester. Class rank is determined by the cumulative GPA (with bonus points added) from grades 9-12.

INTERNATIONAL STUDENT EXCHANGE

The philosophy of Watertown High School, with regard to international exchange students, is to provide WHS students and students from other countries with a meaningful cultural and academic high school experience. The purpose of this policy is to define the procedures for any family, sponsoring organization, faculty member, or country which may have a desire to send an international exchange student to Watertown High School.

1. Before any student is accepted on an international exchange, they must have a recognized exchange sponsor (see below), have secured a host family (with documentation of such agreement) and have approval of the principal from Watertown High School.
2. Because we take the responsibility of accepting an international exchange student very seriously, it is the policy at Watertown High School to accept no more than 4 students. In this way we can provide the necessary resources and time devoted to making the best educational experience possible for these students.
3. No more than 2 students from each of the recognized exchange organizations will be accepted. Those organizations include Youth for Understanding (YFU), International Fellowship (IF), Rotary International, American Scandinavian Student Exchange (ASSE), International Student Exchange (ISE), 4-H and American Field Service (AFS), Education First (EF), International Exchange (FORTE), and Northwest Student Exchange (NWSE). Should more than one organization meet these criteria of selection, competing exchange programs will rotate from previous years. Other organizations wishing to apply for the selection rotation may apply to the high school principal.
4. Only one student will be accepted from each language group. In the event that more than one Spanish speaking student applies and no other language group is available, a maximum of two Spanish students may be considered.
5. Applications will be taken on a first come first serve basis. Applications will be received after Jan 1 and reviewed on Mar 1. Students must have completed the necessary requirements at least two weeks before the beginning of the school year. No students will be accepted (if openings exist) after the first day of school.

LOCKERS

Lockers are available to students upon request. Locker assignments and combinations will be available in the principal's office. Lockers are the property of Watertown Public Schools, and they may be checked at any time by faculty or administration.

LOST AND FOUND

Lost articles are brought to the assistant principal's office where they may be identified and claimed.

LUNCH

All Junior and Senior students are allowed to leave school for lunch. The following rules apply to the WHS open lunch policy:

1. Loitering in the academic halls or restrooms will not be allowed. Juniors/Seniors may choose to remain on campus for lunch, and they may eat in the lunch room or lower commons.
2. Students returning to school tardy from lunch, or creating disturbances in the hall, parking lot, or cafeteria may have open lunch privileges suspended.
3. Students returning from open lunch must dispose of any trash/food before entering the school building. Food/Drinks may not be brought into the school building by students returning from open lunch.

All freshmen and sophomore students are required to be in the cafeteria during their scheduled lunch period. **Lunch is scheduled during our 3rd block. A Lunch meets from 11:25-12:00, B Lunch is 12:10 – 12:45, and C Lunch is 12:55-1:30. A student's lunch time is based on their 3rd block teacher's lunch schedule.**

1. Students may pay for lunch with cash or use an electronic funds account. Each student will be given a personal identification number for their lunch account. Money may be deposited into the account any day during the lunch period. Parents may create a Mealtime account.
2. Trays, silverware, and refuse should be returned to the proper containers in the east hallway as soon as the student has finished eating.
3. Students who wish to leave the cafeteria during lunch to use the restroom must receive permission from a cafeteria supervisor
4. Students are encouraged to use good table manners, keep the cafeteria clean for other students, and to put chairs back in place before leaving the cafeteria.
5. Students without open lunch privileges may leave for lunch only when accompanied by their parent or guardian. The parent or guardian must physically report to the attendance window prior to leaving with the student.
6. Students who do not have open lunch privileges but choose to skip school during the lunch period will be given consequences as outlined in the Uniform Code of Behavior.

PARKING

1. Parking on school grounds will be considered a privilege; therefore, students not observing good driving habits and proper conduct on the parking lot will lose their privilege.
2. Students may park only on the west side of the high school.
3. No student vehicle is to be parked in Visitor Parking Spaces, Handicapped Spaces, in the east parking lot or adjacent to any yellow painted curb. Students parking in these spaces will be subject to a citation issued by the School District.
4. Please do not park in the areas designated for the Boys and Girls Club or LATC.
5. One way traffic is enforced in the parking lot and driveway of WHS.

PERSONAL DATA

Please notify the principal's office if your address, telephone number, guardian's name or other personal data changes so that all records remain current and we can continue to effectively serve you.

PROGRESS REPORTS

Progress reports and grades for students can be viewed online at our Infinite Campus student information site. Parents may request a progress report from a teacher. It is the expectation of teachers at WHS that they will communicate with parents when student progress is poor.

SALES AND DISTRIBUTION OF PRODUCTS

Any sale or distribution of products for fund-raisers, clubs or other organizations either for the school or for organizations outside of the school, must be approved by the principal before such solicitations begin. No sale of personal items or sales for personal gain are permitted at WHS.

SCHEDULE/COURSE CHANGES

Students who wish to add, drop, or substitute one class for another must first meet with their counselor to determine availability and eligibility for the schedule change. Requests for schedule changes should be completed before a class begins or within 3 days after the class has begun. Student requests to drop a course after the 3rd day of class may be granted with a W/F (withdrawn/failed) grade documented on the transcript and calculated into the GPA.

Teachers and administrators may recommend a course change for a student without penalty at any time during the course. All course withdrawals and course substitutions after the 3rd day of class each quarter must be approved by the principal. Student choices and cooperation in this important registration process is necessary to provide the very best educational opportunity possible. Students must register for and sustain enrollment in a minimum of 6 credits each year.

SENIOR PRIVILEGE SYSTEM

In their senior year, students may earn the privilege of leaving campus any time they are not assigned to a classroom by meeting the following criteria:

Senior Privilege Criteria

1. Students scoring proficient or advanced on the reading and/or math portions of the state-mandated tests.
2. An accumulation of 17 earned credits
3. Completion of three years of high school
4. Maintain adequate academic progress

Seniors who do not meet the senior privilege criteria will be assigned to study hall. Seniors may earn privileges by passing classes their senior year. Senior privileges may be suspended and the student may be assigned to study hall for skipping class, excessive tardiness, leaving without authorization, or poor academic progress. Administration reserves the right to review senior schedules and determine if a study hall placement is warranted if the senior does not meet the above criteria.

SEXUAL HARASSMENT POLICY

It is the policy of Watertown School District No. 14-4 that sexual harassment is unacceptable and shall not be tolerated and that no member of the School District community may sexually harass another. Students will be subject to disciplinary action for violation of this policy and will be referred to law enforcement authorities.

Sexual harassment is herein defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature and constitutes sexual harassment when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education;
2. submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting such individual; or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile or offensive educational environment.

Students who feel he or she has been subject to sexual harassment should report the incident immediately to his or her teacher, principal or counselor. Resolutions of complaints or problems may be pursued informally or formally at the option of the person who feels he or she has been subject to sexual harassment.

STUDENT FINES

Students should exercise care when given the opportunity to use school materials. If school materials or property are accidentally or intentionally destroyed or stolen, students may be charged fines for the replacement or repair of the school property or materials. Students are also responsible for paying all overdue charges for library materials. Fines must be paid to the Watertown Senior High School before a diploma will be issued.

STUDENT GRIEVANCE POLICY & PROCEDURE

A grievance is defined as a written complaint lodged by a student with a member of the staff or administration alleging one or more of the following unfair practices:

1. That a school rule or regulation discriminates between students based on sex, age, race, color, religion, national origin, or handicap, or
2. That an unfair procedure has been used in arriving at punishment.

If a student feels that he/she has been treated unfairly, a grievance may be presented in writing to the principal. The grievance procedure will then proceed as follows:

Level 1: Principal

The school principal will schedule an informal discussion of said grievance. Many grievances may be resolved at this level. The principal must hold a conference within five days of the date of filing.

Level 2: Superintendent

If a student is not satisfied with the resolution made at level one, the student may appeal in writing to the superintendent. The superintendent will hold an informal conference for the purpose of discussion of the grievance. The resolution of the grievance at this level will be in writing.

Level 3: School Board

Complaints that remain unresolved following any action of the superintendent may be referred in writing to the school board for review. The board's decision will be final unless an appeal is made to another agency. The resolution of the grievance at this level will be in writing.

The school board's decision will be final unless an appeal is requested to an outside agency. On all three levels, an informal conference is to be held within five days of the date of filing of the complaint and no student's complaint shall consume more than 15 day's time in all. The burden of proof is upon the student to show that a rule or application is unfair or discriminatory. The resolution of the grievance is to be in writing at level two and three.

TRANSCRIPTS

Transcripts are legal documents which contain course, grade, and attendance information. Students must provide a signature for WHS to release or send a transcript to another institution. Students who are 18 years or older must sign for the transcript themselves, but a parent may request transcripts if the student is younger than 18.

Transcript request cards are located in the principal's office and managed by the registrar. A student must sign each time they require a transcript to be sent. Students or graduates who no longer live in Watertown may write (PO Box 730) or fax (605-882-6327) their request to the registrar. An email will be accepted only if the signature has been scanned into the request. Info needed: Name (if married, also need maiden name), year of graduation, where to mail or fax the transcript (WHS has a directory of college addresses), and signature.

All final transcripts for South Dakota state funded universities are sent electronically to the SD Board of Regents. They are then sent to the appropriate university.

VENDING MACHINES

Vending machines, located in the 400 hallway, are not the property of Watertown High School. If you are having a problem with a machine or have lost money, you will need to complete documentation in the assistant principal's office to correct the matter. You may not be reimbursed until the vending company responds to your request. All vending machines will be turned off from 8:30AM – 3:30PM, Monday – Friday.

VISITORS

We welcome parents and guests to WHS. Parents and guests must register in the Attendance Office immediately upon entering the building. It is best to call ahead for an appointment with the administrator, teacher or counselor with whom you want to meet.

Students from other school districts wishing to visit Watertown Senior High must obtain permission from an assistant principal at least one day prior to the visit.

WITHDRAWAL/TRANSFER FROM SCHOOL

Parents are asked to contact their child's assistant principal or counselor when they are transferring to another school district. A withdrawal form, available from an assistant principal, documents the student's current grades, courses, and fees owed will be forwarded to the student's new school from the Registrar. The withdrawal form will need to be signed by the student, a parent, and the assistant principal. Students over the age of 18 should contact their assistant principal if they wish to withdraw from school.