

# 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 get involved in co-curricular activities. These activities are designed to help you enjoy school life. Remember, your **SUCCESS IS DIRECTLY RELATED TO YOUR EFFORTS. We hope you have a great year!**

### MISSION STATEMENT

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



Our School logo incorporates a circle, denoting the continuum of life. The lamp of knowledge, the lyre and a gender-free athlete are a constant reminder of the importance for all persons to develop their physical, intellectual and spiritual nature. The stars, in the highest position, represent our endless reaching to perfect our body, mind and spirit. The sheathed portion of the circle represents our appreciation for the bounties of our earth. The crossed arrows represent our shared human instincts, yet characterize our ability, and the courage, to rise above our instincts and move onward to whatever destination we choose for ourselves.

### 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."

**2009-2010  
WATERTOWN HIGH SCHOOL STUDENT OFFICERS**

**STUDENT SENATE OFFICERS**

President – Zach Schmidt  
Vice-president – Katey Ulrich  
Secretary – Anamarie Johnson  
Treasurer – Kory Johnson

**SENIORS**

Braden Schleuter, Pres  
Cyrus Turbak, Vice-pres.  
Andrew Towle, Sec.  
Jordan Decker, Tres.

Representatives:

John Foley  
Jase Fuller  
Anamarie Johnson  
Kory Johnson  
Katelin Promersberger  
Carmen Roby  
Zach Schmidt  
Emma Struwe  
Nate VanLaecken

**JUNIORS**

Katey Ulrich, Pres.  
Abbey Ulrich, Vice-pres.  
Shealyn Bakke, Sec.  
Tyler Hegge, Treas.

Representatives:

Megan Breitag  
Alex Burghardt  
Jake Clark  
Morgan DeLange  
Haley Hardie  
Whitney Rossman  
Jacob Sellers

**SOPHOMORES**

Molly Buhler  
Josh Carter  
Maria Decker  
Nicole Ellis  
Alex Kindopp  
Ben Schmidt  
Emily Schoenbeck  
Karlee Seim  
Tessa Stoltenburg  
Kirsten Titze

**FRESHMEN**

Erica Endres  
Ashton Foust  
Brant Gilbertson  
Ryan Hanten  
Courtney Hardie  
Mariah Hericks  
Maren Johnson  
Riley Larson  
Sarah Larson  
Mallory Prasek  
Sydney Strait  
Jenna Weismantel

## IMPORTANT PHONE NUMBERS

Attendance: 882-6354      Principal: 882-6316  
 Guidance: 882-6323      Athletic: 882-6328

## Senior High School Schedules

### No Advisory Schedule: Monday & Friday

Block 1A 8:30-9:13 43 min. 4 min. Passing Block 1B 9:17-10:00 43 min.	6 min.	Block 2 10:06-11:36 90 min.	6 min.	Block 3 11:42-12:27 45 min.	Late Lunch 12:27-1:09 42 min.	Block 3 1:09-1:54 45 min.	6 min.	Block 4 2:00-3:30 90 min.
Block 1 8:30-10:00 90 min.	6 min.	Block 2 10:06-11:36 90 min.	6 min.	Early Lunch 11:36-12:18 42 min.	6 min.	Block 3 12:24-1:54 90 min.	6 min.	Block 4 2:00-3:30 90 min.

### Advisory Schedule: Tuesday, Wednesday & Thursday

Block 1A 8:30-9:11 41 min. 3 min. Passing Block 1B 9:14-9:55 41 min.	6 min.	Block 2 10:01-11:26 85 min.	6 min.	Block 3 11:32-12:14 42 min.	Late Lunch 12:14-12:54 40 min.	Block 3 12:54-1:36 42 min.	6 min.	Advisory 1:42-1:59 17 min.	6 min.	Block 4 2:05-3:30 85 min.
Block 1 8:30-9:55 85 min.	6 min.	Block 2 10:01-11:26 85 min.	6 min.	Early Lunch 11:26-12:06 40 min.	6 min.	Block 3 12:12-1:36 84 min.	6 min.	Advisory 1:42-1:59 17 min.	6 min.	Block 4 2:05-3:30 85 min.

### EARLY DISMISSAL SCHEDULE

Concert Choir .....	7:45 - 8:25
Block 1 .....	8:30 - 9:25
Mini-Block A .....	8:30 - 8:55
Mini-Block B .....	9:00 - 9:25
Block 2 .....	9:30 - 10:30
Block 3 .....	10:35 - 11:30
Block 4 .....	11:35 - 12:30

### MULTI-DISTRICT SCHEDULE

Block 1 .....	8:30 - 9:52
Block 2 .....	10:06 - 11:28
Block 3 .....	12:32 - 1:54
Block 4 .....	2:08 - 3:30
Multi-District Students enrolled in Block 3 will eat the Early Lunch schedule	

## **ATTENDANCE POLICY WATERTOWN SENIOR HIGH SCHOOL**

Earning a high school diploma from Watertown High School indicates that a student has been successful in three major areas: 1) earning the appropriate credits, 2) following the rules, and 3) maintaining regular attendance. It is important that habits of regular attendance be developed in high school in order to prepare students for future responsibilities. Students and parents must understand that students miss a vital portion of their education when they are absent from school. Activities that take place in the classroom are a vital part of the teaching/learning process. The discussion that has taken place between teacher and students cannot be duplicated. Students are encouraged to take full advantage of the educational program provided.

### **GENERAL RESPONSIBILITIES**

All members of the staff and faculty at Watertown High School and the Watertown School Board encourage regular school attendance; recognizing that regular school attendance is a joint responsibility shared by the students, parent or guardian, teacher, and administrators. Parents/guardians have a legal responsibility to ensure that their child is in attendance each day school is in session. School personnel regularly monitor school attendance.

#### **A. Student Responsibilities:**

- a. To attend all assigned classes and study halls every day that the classes are in session.
- b. To be in class on time, prepared for academic work.
- c. To know and follow correct procedures regarding attendance.
- d. To request any missed assignments due to an absence and to complete work as assigned by the teacher.

#### **B. Parent or Guardian Responsibilities:**

- a. To encourage the student to attend school.
- b. To recognize that any absence, regardless of cause, has a detrimental influence on student achievement.
- c. To inform the attendance office in the event of a student absence.
- d. To work cooperatively with school personnel and the student to solve any attendance problems that may arise.

#### **C. Teacher Responsibilities:**

- a. To take daily attendance to maintain accurate attendance records for each assigned class.
- b. To communicate attendance and makeup procedures clearly to students and to apply those procedures uniformly.
- c. To provide makeup assignments and reasonable deadlines.
- d. To 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.
- e. To utilize instructional methodology which stimulates and motivates students to attend and achieve.

#### **D. Administrator Responsibilities:**

- a. To require all students to attend assigned classes and study halls.
- b. To inform parents, students, and staff of school and district attendance regulations.
- c. To supervise and administer the attendance policy and regulations.

- d. To maintain accurate records on student attendance and to publish a legible list of daily absences.
- e. To inform the student and his/her parent/guardian to resolve attendance problems.
- f. To assist and support teachers with the implementation of attendance procedures.

### **NOTIFICATION OF ABSENCES**

Parents or guardians are asked to notify 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 every reasonable effort will be made to contact a parent. **All students at Watertown High School will be allowed a maximum of 10 absences per block, per semester.**

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 principal's office. The attendance office will not accept a note or letter to excuse a student from school. An absence will be considered unexcused if a parent is contacted and they are not aware of the absence or the reason for the absence.
2. Students arriving to school after classes have begun must first report to the attendance office.

### **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, 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. When students leave school, they must check out with the attendance secretary, assistant principal, or nurse. If the student is at a multi-district class, that student must check out at the multi-district office if they plan not to attend their next class.
4. 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.
5. When students return to school, they must check in at the attendance office before being readmitted to class.

### **EXCUSED ABSENCES**

**All students at Watertown High School will be allowed a maximum of 10 absences per block, per semester.**

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

1. **Parent or Family Request:** Student illness, weddings, funerals, and special family events. The school reserves the right to determine whether or not an absence is excused. If the family/student does not wish to state the reason for the absence, the student may be assigned an unexcused absence for the period(s) absent.
2. **Family Vacation:** All absences of this classification must be requested within reasonable advance notice by the parent or guardian. The student's parent/guardian must telephone the attendance office at 882-6354 or visit the assistant principals' offices stating why and when the student will be absent. Failure to do so may result in the absence being considered unexcused.

1. After the student's parent/guardian has contacted the school, the student must complete a Planned Absence request form at the attendance window.
2. The Planned Absence sheet must be presented to each teacher prior to the student's absence to allow them to record advance assignments. Each teacher will also sign the sheet.
3. Students will complete work that will be missed in the time specified by the teacher.
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. **Special circumstances upon prior approval by the administration**

Any absence other than those listed above may be considered truancy or unexcused.

## **DOCUMENTED EXCUSED ABSENCES**

**Documented Excused Absence** is defined as missing one or more periods of class due to a medical appointment, legal appointment, or post-secondary school visit. Documented absences will not be included in the maximum number of days a student may be absent from school.

### **1. Medical, Dental, 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 10 absences in a semester 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.

### **2. Post Secondary Visitations**

- 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 verified or made by a WHS guidance counselor in student services. Beginning with the third and all subsequent such visits, the students will be counted absent from school.
- b. A post-secondary visitation form will be used that the counselor, student, and parent will sign to grant permission for the visitation. The counselor will then submit this form to the attendance office to notify them of the student's upcoming absence.
- c. The student must make arrangements to get all of their homework in advance of their absence. Students with academic, attendance, or discipline issues may be denied the opportunity to make post-secondary visitations.

- d. 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).

### **REWARDS FOR PERFECT ATTENDANCE PER QUARTER**

Students who have a perfect attendance record each quarter of the year will earn rewards during the following quarter. Perfect attendance is defined as attending school each quarter without accumulating any tardies or absences. School activities do not count as an absence.

### **UNEXCUSED ABSENCE**

1. An Unexcused Absence is defined as a school day or period for which a student chooses to skip an academic or non-academic period, fails to obtain a documented excused absence or is assigned an Out-of-School Suspension or In-School Suspension as a result of inappropriate behavior.
2. Examples of absences considered unexcused would include haircuts, tanning appointments, shopping, oversleeping, sleeping in after an activity, studying for another class, in the school building and not in the assigned classroom, work, "skip days", etc.
3. Exceeding 10 absences in a block each semester may result a referral to legal authorities for violation of compulsory attendance laws.
4. Students who accumulate more than 8 10 absences in a class period each quarter semester may be assigned to detention.

### **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 to 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 ISS, and may be required to attend an after school meeting with parents and administration.
3. Students assigned to 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 to complete work missed during the OSS.

### **ATTENDANCE PROCEDURES FOR 4 OR MORE ABSENCES IN ONE QUARTER**

1. **Following the fourth (4th) absence** in a class period per quarter term, the Attendance Office or designee shall notify the parent by letter, and the teacher is highly encouraged to contact the parent or guardian by telephone.
2. The purpose of the letter to the parent or guardian is to inform the parent of the immediate attendance concerns and possibility of loss of credit following an 8<sup>th</sup> absence in a class period per quarter term.
3. **Following the eighth (8th) absence** in a class period per quarter term, the Attendance Office shall notify the Principal's Office. The Principal or designee will contact the parent or guardian to set up a

- Student Assistance Team meeting (SAT) and determine the course of action. The SAT will consist of building administrators, guidance counselor, and teachers as designated by a building administrator.
4. In the absence of an SAT plan, the Principal or designee will determine consequences according to WHS attendance policy.
  5. If the student does lose credit for a class, the student will remain in that class to earn the privilege of a credit recovery program.
  6. If the student's behavior is unacceptable in class, the student will be placed in a directed study hall for the remainder of the quarter and would be disqualified from a credit recovery program for that class.
  7. The student's transcript will show the code W/F (Withdraw/Fail) for the class.

### **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.
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. Students who do not complete make-up work in the time allowed may be given no credit for the incomplete work.
4. Tests taken on the day of an absence or assigned before the student's absence must be taken on the first day the student returns to class. Students will not be allowed additional time to prepare for a test that was previously assigned. The rationale is that a student who does not test on the day they return from their absence is taking unfair advantage of the testing process.

### **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<sup>nd</sup> and any additional tardy to class, detention may be assigned and administered by the teacher.
4. Tardiness during the school day may be excused only by professional staff members who are responsible for the tardy.
5. If a student arrives more than 10 minutes late to class without a pass, the teacher will notify an assistant principal. Students who are more than 10 minutes late to class without permission from a staff member will be **contacted by an administrator** and may be assigned detention or ISS.

Note: Teachers will contact parents for repeated tardy behavior or failure to serve assigned detention.



## **UNIFORM CODE OF BEHAVIOR**

### **WATERTOWN SENIOR HIGH SCHOOL**

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.

Students are expected to read, understand, and follow the Uniform Code of Behavior. Both the expectations and the consequences of this document are practiced at Watertown Senior High School.

### **DUE PROCESS**

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 rules 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.

### **APPROPRIATE BEHAVIOR**

"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 Senate and faculty 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.

## INAPPROPRIATE BEHAVIOR

**Classroom Offenses:** Incidents which disturb or disrupt the educational process in the classroom.

### CLASS ONE

1. **Classroom Disturbances:** Behavior which distracts from the educational process and disrupts the learning environment.

1st Offense	2nd Offense	3rd Offense	4th Offense
Teacher Intervention or Detention	Teacher Detention or Classroom Suspension	Classroom Suspension & Admin Intervention	SAT & Behavior Contract

2. **Failure to Serve Classroom Detention:** Failure to appear for detention at the time assigned or expected by the teacher or administrator. Also includes leaving or being dismissed before the entire detention has been served.

1st Offense	2nd Offense	3rd Offense	4th Offense
Classroom Suspension	Classroom Suspension	Classroom Suspension & Admin Intervention	SAT & Behavior Contract

3. **Insubordination/Disrespect:** Student conduct deemed as unwillingness to submit to authority, refusal to respond to a reasonable request, or situations in which the student is shown to be habitually disobedient.

1st Offense	2nd Offense	3rd Offense	4th Offense
Teacher Intervention or Detention	Teacher Detention or Classroom Suspension	Classroom Suspension & Admin Intervention	SAT & Behavior Contract

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.

1st Offense	2nd Offense	3rd Offense	4th Offense
Teacher Intervention or Detention	Teacher Detention or Classroom Suspension	Classroom Suspension & Admin Intervention	SAT & Behavior Contract

5. **Tardy to Class:** Students are tardy to class if they are not seated in their assigned seat when the tardy bell rings.

1 <sup>st</sup> Offense	2nd Offense	Additional Offenses	Habitual Offenses
Teacher Intervention	Teacher Detention	Teacher Detention	Teacher Detention and Office Intervention

**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.

## CLASS TWO

1. **Computer Laptop Damage/Repair:** Damage to a computer laptop as a result of negligence or failing to follow WHS Laptop Handbook policies and requires repair by an authorized service technician.

1st Offense	2nd Offense	3rd Offense	4th Offense
Technical Support	Office Intervention	Office Intervention and Suspended Privileges	Office Intervention and Suspended Privileges

2. **Computer Laptop Violation:** Prohibited activities as outlined in the Use of Technology Resources Policy.

1st Offense	2nd Offense	3rd Offense	4th Offense
5-Day Computer Suspension	10-Day Computer Suspension	Loss of Computer for 15 to 45 days	Loss of Computer for School Year

3. **Electronic Devices Violation:** Accessing, using, or sharing cell phones, pagers, or other electronic devices which are unnecessary for school purposes during the school day.

1st Offense	2nd Offense	3rd Offense	4th Offense
Office Intervention or Detention	Office Intervention & Parent Contact	Office Detention	SAT & Behavior Contract

4. **Failure to Serve Office Detention:** Failure to appear for detention at the time assigned or expected by the assistant principal or principal. Also includes leaving or being dismissed before the entire detention has been served.

1st Offense	2nd Offense	3rd Offense	4th Offense
Office Intervention or Detention	Office Detention	In-School Suspension	SAT & Behavior Contract

5. **Falsifying Information:** Incidents which are designed to deceive teachers, administrators, or other authorities including falsifying an admit slip, falsifying a parent phone call to excuse an absence or falsely using another student's ID.

1st Offense	2nd Offense	3rd Offense	4th Offense
Office Intervention or Detention	Office Detention	Office Detention	SAT & Behavior Contract

6. **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 provocative or distracting to the learning environment (including hats), will not be permitted.

1st Offense	2nd Offense	3rd Offense	4th Offense
Office Intervention or Detention	Office Detention	Office Detention	SAT & Behavior Contract

7. **Instigating:** Agitating a situation that may cause or escalate a conflict between others.

1st Offense	2nd Offense	3rd Offense	4th Offense
Office Intervention or Detention	Office Detention	Office Detention or In-School Suspension	SAT & Behavior Contract

8. **Leaving Without Authorization:** Leaving the high school building or multi-district building to go to another place 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.

1st Offense	2nd Offense	3rd Offense	4th Offense
Office Intervention or Detention	Office Detention	Office Detention or In-School Suspension	SAT & Behavior Contract

9. **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.

1st Offense	2nd Offense	3rd Offense	4th Offense
Office Intervention or Detention	Office Detention	Office Detention or In-School Suspension	SAT & Behavior Contract

**CLASS THREE**

1. **Bullying:** Teasing, taunting, coercive behavior, humiliation, or similar conduct that occurs repeatedly over time and constitutes interference with an individual's rights or school purposes.

1st Offense	2nd Offense	3rd Offense	4th Offense
Office Intervention or Detention	Office Detention	Office Detention or In-School Suspension	SAT & Behavior Contract

2. **Cheating / Plagiarism:** The act of deception or fraud; claiming a dishonest gain. Altering marks, letter grades or percentages, and stealing another student's or authors work, without giving credit, are included. In all instances of cheating or plagiarism, no credit will be allowed.

1st Offense	2nd Offense	3rd Offense	4th Offense
Office Intervention or Detention	Office Detention	Office Detention or In-School Suspension	SAT & Behavior Contract

3. **Excessive CRS:** Accumulating 5, 10, 15, or 20 assignments of Classroom Suspension. Excessive CRS accumulates all class period CRS assignments together per quarter term.

1st Offense	2nd Offense	3rd Offense	4th Offense
Office Detention	Office Detention	Office Detention	SAT & Behavior Contract

4. **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.

1st Offense	2nd Offense	3rd Offense	4th Offense
Office Intervention or Detention	Office Detention	Office Detention or In-School Suspension	SAT & Behavior Contract

5. **Sexual Harassment:** Unwelcome sexual advances, requests for sexual favors, or other physical or verbal conduct or communication of a sexual nature that creates an intimidating, hostile, or offensive educational environment.

1st Offense	2nd Offense	3rd Offense	4th Offense
Office Intervention or Detention	Office Detention	Office Detention or In-School Suspension	SAT & Behavior Contract

6. **Skipping/Tuancy:** 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 unsupervised. Skipping may also include failure to attend detention at the time and date assigned, arriving late for detention, or choosing to leave detention before the full time has been served.

1st Offense	2nd Offense	3rd Offense	4th Offense
Office Intervention or Detention	Office Detention	Office Detention	SAT & Behavior Contract

7. **Threats:** Physical, verbal, or written action which immediately creates fear of harm without physical attack.

1st Offense	2nd Offense	3rd Offense	4th Offense
Office Intervention or Detention	Office Detention	Office Detention or In-School Suspension	SAT & Behavior Contract

## CLASS FOUR

1. **Sex Offenses:** Includes consenting sexual behavior involving students, pornography, and indecent exposure.

1st Offense	2nd Offense	3rd Offense	4th Offense
1-Day ISS & Referral to Law Enforcement	1-Day ISS & Referral to Law Enforcement	2-Day ISS & Referral to Law Enforcement	SAT & Behavior Contract

2. **Theft:** Stealing or attempting to steal private or school property. This includes illegal confiscation of the school's or another student's computer files and documents.

1st Offense	2nd Offense	3rd Offense	4th Offense
1-Day ISS & Referral to Law Enforcement	1-Day ISS & Referral to Law Enforcement	2-Day ISS & Referral to Law Enforcement	SAT & Behavior Contract

3. **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.

1st Offense	2nd Offense	3rd Offense	4th Offense
1-Day Office Detention & Referral to Law Enforcement	1-Day Office Detention & Referral to Law Enforcement & Substance Abuse Test	2-Day Detention & Referral to Law Enforcement & Substance Abuse Test	SAT & Behavior Contract

4. **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.

1st Offense	2nd Offense	3rd Offense	4th Offense
1-Day ISS, Referral to Law Enforcement, & Restitution	1-Day ISS, Referral to Law Enforcement, & Restitution	2-Day ISS & Referral to Law Enforcement, & Restitution	SAT, Behavior Contract, Law Enforcement & Restitution

## CLASS FIVE

1. **Battery:** Physical attack; intentional striking and causing bodily harm of another person against his or her will.

1st Offense	2nd Offense	3rd Offense	4th Offense
1-3 Days Out-of-School Suspension or possible Long Term Suspension, Referral to Law Enforcement & Counseling	3-5 Days OSS or possible Long Term Suspension, Referral to Law Enforcement & Counseling	5-10 Days OSS or possible Long Term Suspension, Referral to Law Enforcement & Counseling	Long Term Suspension, Referral to Law Enforcement & Counseling Referral

2. **Fighting:** Mutual participation in an incident involving physical violence that constitutes interference with school purposes or an individual's rights. Causing or attempting to cause physical injury to a school employee or to any student. Cases in which physical injury caused by accidents or other action undertaken on the reasonable belief that it was necessary to protect another person or self shall not constitute violation of this inappropriate behavior.

1st Offense	2nd Offense	3rd Offense	4th Offense
1-2 Days Out-of-School Suspension or possible Long Term Suspension, Referral to Law Enforcement & Counseling	2-3 Days OSS or possible Long Term Suspension, Referral to Law Enforcement & Counseling	3-5 Days OSS or possible Long Term Suspension, Referral to Law Enforcement & Counseling	Long Term Suspension, Referral to Law Enforcement & Counseling Referral

3. **Gross Insubordination:** Insulting teachers, administrators or any other staff member in a way that is profane and disrespectful.

1st Offense	2nd Offense	3rd Offense	4th Offense
1-2 Day Out-of-School Suspension or possible Long Term Suspension, & Counseling Referral	2-3 Days OSS or possible Long Term Suspension, & Counseling Referral	3-5 Days OSS or possible Long Term Suspension, Referral to Law Enforcement & Counseling Referral	Long Term Suspension, Referral to Law Enforcement & Counseling Referral

## CLASS SIX

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.

1st Offense	2nd Offense	3rd Offense	4th Offense
Referral to Law Enforcement & Long Term Suspension or Recommended Expulsion from School			
Long Term Suspension may be reduced to 3 days if the student and parents participate in a substance abuse evaluation and agree to follow the recommendations of the evaluation.			

3. **Arson:** The act of setting fire to school property or personal property within a school building to cause destruction of said property.

1st Offense	2nd Offense	3rd Offense	4th Offense
Referral to Law Enforcement & Long Term Suspension or Recommended Expulsion from School			
Long Term Suspension may be reduced to an out-of-school suspension at the discretion of the principal and superintendent.			

4. **Computer Network Violation:** Prohibited activities as outlined in the Use of Technology Resources Policy.

1st Offense	2nd Offense	3rd Offense	4th Offense
Referral to Law Enforcement & Long Term Suspension or Recommended Expulsion from School Loss of Technology Resources for one school year			
Long Term Suspension may be reduced to an out-of-school suspension at the discretion of the principal.			

5. **Endangerment to Life:** Any negligent or reckless behavior, terroristic threat, or hoax which could endanger a person's life or be capable of causing significant physical harm to an individual or the disruption of the school system.

1st Offense	2nd Offense	3rd Offense	4th Offense
Referral to Law Enforcement & Long Term Suspension or Recommended Expulsion from School			
Long Term Suspension may be reduced to an out-of-school suspension at the discretion of the principal and superintendent.			

6. **Grand Theft:** Stealing or attempting to steal private or school property valued at or in excess of \$500.

1st Offense	2nd Offense	3rd Offense	4th Offense
Referral to Law Enforcement & Long Term Suspension			
Long Term Suspension may be reduced to an out-of-school suspension at the discretion of the principal and superintendent.			

7. **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)

1st Offense	2nd Offense	3rd Offense	4th Offense
Referral to Law Enforcement & Long Term Suspension or Recommended Expulsion from School			
Long Term Suspension may be reduced to 3-5 days of out-of-school suspension at the discretion of the superintendent.			

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. **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.
3. **Classroom Suspension (CRS):** Temporary denial to a student by a teacher of participation in a class. Suspension will be served in the CRS/ISS room. Students must serve detention with the classroom teacher to resolve the conflict. Students will accumulate a day of absence for each period of CRS assigned. BOE reference JDDA. This student will be referred to an assistant principal and will be sent to the CRS room when behavior violates the Uniform Code of Behavior in disruptive ways that are preventing other students from learning or requiring the teacher to devote full attention to the needs of all class members. A student may also be sent to CRS/ISS if they fail to meet the detention responsibility.
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 until the student agrees to meet with a counselor.
5. **Detention:** Detention is time spent with a principal or detention supervisor either before the start of the school day or after the close of the school day for the purpose of discussing inappropriate behaviors and ways to resolve differences. The length of time and place for detention will be assigned by an assistant principal. Office detentions will be held from 8:00 AM to 8:25 AM, 3:35 PM to 4:00 PM or 3:35 to 5:00 PM. Students failing to serve detention when assigned may be assigned to ISS.
6. **Detention (Block):** Block Detention is time spent with a principal or detention supervisor after the close of the school day for the purpose of learning appropriate behaviors and ways to resolve differences. The length of time and place for detention will be assigned by an assistant principal. Block detentions will be held from 3:35 to 5:00PM. Students failing to serve detention when assigned may be assigned to ISS.
7. **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 and ways to resolve differences. Classroom detentions will be assigned between 8:00AM and 4:00PM. The length of time and place for detention will be assigned by the teacher. Detention must be served when assigned – not simply when it is convenient for the student.
8. **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 will be recommended for a Class 6 Offense of the Uniform Code of Behavior. BOE reference JDDB

9. **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.
10. **In-School Suspension (ISS):** Temporary denial to a student by a principal of participation in a class. Suspension will be served in the ISS room. Students will have the opportunity to earn credit for work completed in ISS. Students will accumulate a day of absence for each period of ISS assigned. BOE reference JDDA.
11. **Long Term Suspension (LTS):** Temporary denial to a student by the superintendent of participation in school and school activities for 10 or more days but not to exceed 90 days. Suspension will be served out of school, and students will receive NO CREDIT for courses while serving LTS. Students will accumulate a day of unexcused absence in each class for every day assigned to LTS.
12. **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. Students will accumulate a day of unexcused absence in each class for every day assigned to OSS.
13. **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.
14. **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.
15. **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, skipping, or more than 8 days of accumulated absences within a quarter term.
16. **Restricted or Suspended Privileges:** The temporary loss or denial of privileges by a principal or teacher. Privileges such as hall passes, access to the library or computer lab, use of laptop computers, open-campus lunch and open-campus study hall are included.
17. **Student Assistance Team (SAT):** A team of staff members who work together to help students become and remain successful in school. The SAT may meet with parents/guardians to discuss their child's academic progress and behavior.
18. **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.
19. **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.

## STUDENT INFORMATION / SERVICES

### WATERTOWN SENIOR HIGH SCHOOL

#### 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.

#### CHANGE IN PERSONAL DATA

It is your responsibility to notify the attendance office if your address, telephone number, guardian's name or other personal data changes so that all records remain current and beneficial to you.

#### COMPUTER INFORMATION – USE OF TECHNOLOGY RESOURCES GUIDE

Please read the *Use of Technology Resources Guide* in the [WHS Laptop Handbook](#)

#### COUNSELING PROGRAM / STUDENT SERVICES

The counselors are available to help students work through problems that they may encounter in or out of school 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 following is a list of the types of tests that are given:

*Educational Development Test	*Various Aptitude Tests	*National Scholarship Tests
*Interest Tests	*General Abilities Test	*College Entrance Examinations

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

#### COURSES VIA INTERNET, DDN (V-TEL SYSTEM) OR DUAL CREDIT

1. All courses must have prior approval of the counselor and principal.
2. Fees paid by WHS for internet, DDN, or Dual Credit courses must be approved by the principal.
3. Such courses may not replace any course that already exists in the high school curriculum.
4. Students must have exhausted all high school curriculum in the specific area requested before such a course will be approved.

#### DANCES – PROM & TUCKS

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 Tucks guest authorization slip must be completed before the couple will be admitted to the event. WHS seniors and juniors may attend the Prom without a guest.
3. All Prom and Tucks guests are expected to be dressed in formal attire for the **duration** of the event.

4. Grand march registration will begin three weeks prior to the dance. Registration must be completed one week prior to the event.
5. Photos should be completed before the grad 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. In appropriate conduct will be handled by the school according to the Uniform Code of Behavior.

## **DRESS CODE**

Restrictions on a student's dress and grooming are necessary when they create danger to a student's health & safety, 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. Clothing containing prison affiliations, alcohol, tobacco, or drug advertising symbols, or that has markings, pictures, or lettering that convey profane, obscene, immoral meanings or sexual innuendo will not be permitted. Students may not wear clothing that displays profanity, obscenities, promotes alcohol, tobacco, illegal drugs, is sexually suggestive, is provocative, or is so bizarre that it distracts other students from focusing on classroom tasks.
3. Jackets and coats will not be allowed in classrooms without teacher approval.
4. Caps, hats, scarves, bandanas, and headgear are to be removed and hoods are to be lowered upon entering the school building.
5. Hair should be neat and clean and of such length, where required, to meet safety and health standards (examples: industrial arts or family and consumer science labs).
6. Footwear is required of all students. (Slippers and footwear with wheels are not allowed)
7. Students may not wear clothing that is revealing. Shorts and skirts must reach mid-thigh, and not be shorter than the student's extended fingertips.
8. Garments that are cut low, or expose one's midriff or clothing that exposes undergarments will not be permitted. Shirts/tops must have shoulder straps that are at least one inch wide.
9. Large chains on clothing, chains connected to students' wallets, and accessories with large spikes will not be allowed

## **ELECTRONIC DEVICES**

Students are prohibited from using personal electronic devices which might disrupt or interfere with educational purposes in the building. Prohibited electronic items include but are not limited to cellular phones and pagers. Students are prohibited from using personal electronic devices in the building from the time they arrive to school until school has been dismissed for everyone for the day.

## **EMERGENCY EVACUATION OF BUILDING**

When the fire signal is sounded, students **MUST** leave their respective classrooms. All books 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 ARE NOT TO RETURN TO THE BUILDING AGAIN UNTIL THE RECALL BELL IS SOUNDED.**

## GRADE CLASSIFICATION

Freshman: 1<sup>st</sup> year of high school

Sophomore: completed 1 year of high school

Junior: completed 2 years of high school and earned 12 or more credits

Senior: completed 3 years of high school, earned 12 or more credits, and completed state-mandated Dakota Step testing.

## GRADE REPORTS

Report cards are issued after the close of each quarter. *Incomplete work, indicated by an "I," must be made up within 5 school days after the close of the quarter or the quarter grade becomes an "F."* The deadline for compliance of the incomplete grade may be extended by requests of the teacher to the administration. The grades "W," "S," and "U" are not used in class rank or grade point average computation. The grade FW earned when a student withdraws from a class after the 20<sup>th</sup> day of class 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 REQUIREMENTS

Students will 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:

	2010	2011	2012	2013
English	4	4	4	4
Speech / Debate	0.5	0.5	0.5	0.5
Mathematics	3	3	3	3
Science	3	3	3	3
Social Studies	3.5	3.5	3.5	3.5
Economics or Personal Finance	0	0.5	0.5	0.5
Computer Science	0.5	0.5	0.5	0.5
Fine Arts	1	1	1	1
Health and Wellness	0.5	0.5	0.5	0.5
Elective Courses	7.5	7.5	7.5	7.5
Total Credits Required for Graduation	24	24	24	24

## **GRADUATING EARLY ( BEFORE THE COMPLETION OF EIGHT SEMESTERS )**

Students at Watertown High School are encouraged to remain in school for the full four academic years. However, students who choose to consider early graduation would need to meet the following criteria.

1. Complete a minimum of seven semesters.
2. Early graduates must have completed a minimum of two semesters of attendance at Watertown High School.
3. Complete an audit of course requirements with Student Services to determine if enough credits exist to graduate. No correspondence courses will be included for early graduation.
4. Arrange a conference with the principal and parents prior to registration for the student's senior year.
5. Early graduates may not attend the graduation ceremony with their class in the spring of the year.
6. Early graduates in the second semester are no longer students at WHS and may not participate in school events.
7. Complete all senior course requirements during the first semester of the senior year.

## **HONOR ROLL / GPA / CLASS RANK**

Any student having a grade point of 3.0 or better for the quarter will be on the scholastic honor roll. Grade points are determined as follows: A = four points, B = three points, C = two points, D = one point, F or I = zero points. Final quarter and semester grades are used in computation of class grade point average (GPA). Class rank is determined by the cumulative GPA (with bonus points added) from grades 9-12.

## **INSURANCE CLAIMS**

For students enrolled in the voluntary insurance program, when an injury occurs, the insurance claim form may be picked up in the Athletic Director's Office.

## **LOCKERS**

Each student is assigned a locker with a combination lock for the duration of the year. The locker combination should not be given to others. 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 principal's office where they may be identified and claimed.

## **LUNCH SCHEDULE / OPEN 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 will not be allowed.
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 with privileges who choose to remain on campus must report to the cafeteria or a teacher's classroom with whom they have made arrangements previously.
4. Parents may suspend their child's open lunch privileges at any time.
5. Students returning from open lunch must dispose of any trash/food before entering the school building. Food may not be brought into the school building by students returning from open lunch.

## **RULES FOR THE CAFETERIA**

1. Pay for your lunch with cash or use your 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.
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 must receive permission from one of the cafeteria supervisors.
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 will be released from the cafeteria with sufficient time to use the restrooms, go to their lockers, and report to class on time.
6. Students without open lunch privileges may only leave for lunch when accompanied by their parent or guardian. The parent or guardian must report to the attendance window prior to leaving with the student.
7. 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 the 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 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 \$15.00 citation issued by the Watertown Police Department or WHS Campus Security.
4. Please do not park in the areas designated for the Boys and Girls Club or Recreation Center.
5. One way traffic is enforced in the parking lot and driveway on the west and east sides of WHS.

## **PROGRESS REPORTS**

At any time that your work or attendance is unsatisfactory, your teachers will send notification to your parents. Your parents are invited to confer with your teachers at any time they desire to do so.

## **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. Students selling items during class instruction time is strongly discouraged. Advisors are requested to consult with the principal before the final decision about products to be sold for fund-raising is made.

## **SCHEDULE CHANGES**

Students who wish to add a class to their schedule should meet with a counselor before the class begins. Students may attempt to add courses to replace a study hall or open block to challenge themselves academically any time during the school year. Adding a course will be subject to seat availability.

Students who wish to drop a class or substitute one class for another must meet first with the principal. **All course withdrawals and course substitutions must be approved by the principal.** Schedule changes will only be allowed for one of three reasons: (1) The school made an error in entering the student's requests in the computer; (2) The student failed a prerequisite course; or (3) A change has occurred in the student's mental or physical ability to complete the courses registered for. Student and

parent cooperation in this important registration process is necessary to provide the very best educational opportunity possible. *Students must register for a minimum of 6 credits each year.*

## **SCHOOL RECORD**

A permanent record of your grades, attendance and punctuality is constantly being recorded. YOU ARE RESPONSIBLE for what this recorded history says about you. You create your permanent school record by the choices you make – your teachers and administrators simply record it. Employers, post-secondary educational institutions, and governmental agencies will ask you to furnish copies of this record during your lifetime. Make sure your record says the very best about you. Future employers are interested in more than grades – attendance, punctuality and attitude are important qualities sought by employers. *Seniors planning on attending an institute of higher education must request a Final Transcript before records will be transferred.* Contact the Registrar in the principal's office for sending final transcripts.

## **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) A minimum cumulative academic GPA of 2.0
- 2) An accumulation of 17 earned credits
- 3) Completion of three years of high school

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 revoked and the student assigned to study hall at any time by administrators or parents. Senior privileges will be suspended and the student will be assigned to study hall for irresponsible or improper conduct including skipping, excessive tardiness, and leaving without authorization.

## **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, depending on involvement of the listed individuals. 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 time 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 days 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.

## **TELEPHONES**

Two pay phones are located in the west concourse hallway for student use. Office phones will be used only for school business.

## **TRANSCRIPTS**

Transcripts are legal documents and require a signature for release. Students who are 18 years or older must sign for the transcript themselves. A parent may release transcripts if the student is younger than 18. **Transcript release cards are located in the principal's office. A student must sign each time they require a transcript to be released.** 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 e-mail 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.

We do not charge for the release of transcripts. Students may request as many copies as necessary. Generally speaking, colleges will not accept a transcript if it is not sent directly from the high school. Every effort is made to send out the transcript on the same day the request is received. **All final transcripts for South Dakota state funded universities are sent to the Enrollment Service Center in Vermillion. They are not sent directly to the university. Questions should be directed to the ESC 1-800-404-1547.**

## **VENDING MACHINES**

Vending machines in the cafeteria 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 principal's office to correct the matter. You will 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 visitors who have legitimate business at the school. Visitors and guests are to register in the Assistant Principals' Office immediately upon entering the building. Parents are always welcome to visit. It is usually 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 written permission from teachers prior to the visit. The written permission slip must then be turned in to an assistant principal.

## **WITHDRAWAL FROM SCHOOL**

Students wishing to withdraw from school should have their parents contact the school. The students will then be given a withdrawal form which must be signed by each individual teacher who will record the current grade and any fees that are due. Withdrawal forms may be obtained from the counselors or assistant principals.

## **WORK PERMITS**

A work permit allows a junior or senior student to leave the building to attend work rather than attending a study hall. The following restrictions must be met before a student may apply for a work permit.

1. Students must be classified as juniors.
2. Students must maintain a 2.5 GPA.
3. Attendance must be satisfactory.
4. The student must be able to provide a copy of a work schedule with an employer's signature and telephone number.
5. Employment hours must coincide with the student's class schedule without altering the schedule.
6. A parent/student/principal conference must be held before issuing a Work Permit.

Application for Work Permits should be arranged during the first 2 weeks of each quarter in the assistant principal's office.

## **ARROW ACTIVITIES**

### **VARSITY ATHLETICS**

Basketball • Competitive Spirit • Cross Country • Football • Golf • Gymnastics • Tennis • Track • Volleyball • Wrestling  
There is competition in eight different sports for girls – competitive spirit, cross country, volleyball and tennis in the fall; gymnastics and basketball in the winter; and track and golf in the spring. The boys' competitive program consists of football, cross-country and golf in the fall; wrestling and basketball in the winter; and track and tennis in the spring. Watertown is a member of the Eastern South Dakota Conference in all sports. Member schools are Aberdeen, Brandon Valley, Brookings, Huron, Mitchell, Pierre, Yankton and Watertown.

**FALL SPORTS:** The dates for the start of the fall program are set by the SDHSAA. All sports, which include football (varsity, JV, sophomores and 9<sup>th</sup>), volleyball (varsity, JV, sophomores and 9<sup>th</sup>), competitive spirit, cross-country for girls and boys, girls' tennis and boys' golf, will begin at that time (always around the third week in August).

**WINTER SPORTS:** Boys' basketball starting date is set by the SDHSAA and is started two weeks before the ending of girls' tournaments. Girls' basketball is set by the SDHSAA and starts the Monday after the girls' state tournaments. Girls' gymnastics and boys' wrestling starting dates are set by the SDHSAA.

**SPRING SPORTS:** Track programs for boys and girls will officially start after basketball is over (around the first week in March). 7<sup>th</sup> and 8<sup>th</sup> grade track will begin the last week in March. Boys' tennis and girls' golf starting dates are set by the SDHSAA.

**PHYSICALS:** Every athlete at Watertown High School, grades 7-12, must have a completed physical on file in the athletic director's office before he or she can participate in the first practice of any sport.

**LETTERING:** A varsity letter will be given to an athlete in each sport at the end of the season if he or she completes the criteria. Coaches use good judgment on criteria for lettering.

**PRACTICE SESSIONS:** In most instances, all teams and coaches will practice or play five days a week. There are no practices on Wednesday evening or Sunday (school policy).

Athletic Director: Doug Schooley

### **INTRAMURAL ATHLETICS**

#### **Co-Ed Floor Hockey • Co-Ed Volleyball**

Intramural athletics at Watertown Senior High provides an opportunity for students not involved in varsity sports to be involved in a recreational activity. Coed floor hockey is played during the first semester (fall-winter). Coed volleyball is played during the second semester. Students are responsible for organizing their own teams and the attendance of their team on scheduled game nights.

Athletic Director: Doug Schooley

### **ASSISTANT ELEMENTARY COACHES**

High school students may assist with 6<sup>th</sup> grade football and basketball. They should contact the athletic office in the fall for information.

### **TEAM MANAGERS**

All varsity sports are in need of student managers. If interested, you should contact the head coach of the sport of your choice.

### **CHEERLEADING**

Thirteen cheerleaders are chosen from the junior and senior class for the varsity and junior varsity fall and winter sports. The main goal of the squad is to increase the spirit of the crowd and support the teams at all Arrow events. The team also competes in the State Cheerleader competition. Squads are also chosen from both the freshman and sophomore classes. Their duties are to support the freshman and sophomore girls' basketball, boys' football, boys' basketball and boys' wrestling teams. All

cheerleaders are selected in the spring. They begin practice and attend various camps in the summer to sharpen their skills.

Advisor: Krista Dailey, Liz Snyder, Stacey Noeldner, Jami Grangaard, & Anna Smith

### **DANCE TEAM**

The Dance Team consists of 16 members in grades 9-12 plus an alternate and student manager. They are chosen in the spring by a variety of judges from the community. They are judged on enthusiasm, poise, appearance, rhythm, coordination, flexibility, as well as their attitude. The Dance Team may practice in July and August to prepare for camp and to get to know one another. More intense practices begin in November and continue through March to prepare and perfect each routine performed. The Dance Team has placed first in the State Competition several times and looks forward to attending the State Competition each year.

Advisor: Lisa Fox-Boschee

### **DRAMA**

#### **Ki-Yi Legend and Ki-Yi Royalty**

The Ki-Yi Legend is an activity unique to WHS. Fifty years ago, Miss Florence Bruhn created this play to explain the beginning of Watertown. Each year, students act out the founding of our community in the legend. At this time, the Ki-Yi royalty, which have been chosen by the student body, are presented and the Ki-Yi Princess and Chieftain are identified.

Advisor: Shanon Manley

#### **All-School Play and One-Act Plays**

There are three Watertown High School drama opportunities available to students each year. In the fall, WHS produces a 3-act all-school play. In January, we send an entry to the state one-act festival. In the spring, a 3-act all-school play or a musical is produced. All students are eligible to audition for these plays.

Advisor: Jean Moulton & Abby Meyer

#### **All-School Musical**

The All-School Musical is presented in the spring every other year. Any student, grades 9-12, is welcome to audition. The cast is generally large – some leads and many “extra” parts. Actors are chosen based on their singing and acting ability. Several students are also needed for technical work on backstage crews.

Advisor: Jean Moulton & Abby Meyer

#### **International Thespian Society**

The International Thespian Society is more than a drama club, it is an honorary organization. Each student’s membership is a recognition of achievement. Students earn the right to join the Society by participating in theatre program activities. The Society’s purpose is to create interest in the dramatic arts. All students are welcome to take part.

Advisor: Jean Moulton & Abby Meyer

### **EDUCATIONAL / CAREER CLUBS**

#### **Science Club**

Science Club is open to any student in grades 9-12 who has an interest in science above and beyond the classroom setting. The club meets twice a month to pursue various science-related topics including hands-on activities and lecture type presentations. Special activities and lecture type presentations. Special activities planned for the year include the highway clean-up, attending the Nobel Conference at

Gustavus Adolphus College, participating in the South Dakota Science Olympiad competition, and a possible field trip in the spring.

Advisor: Brent Konvalin

### **Future Business Leaders of America (FBLA)**

The goals of FBLA are to develop business and civic leadership. Students in grades 9-12 who are currently enrolled in business or business-related fields, including Accounting, Applied Business Procedures, Computer Applications, American Business, Business Law, Keyboarding and Computer Classes, and students who were FBLA members last year are eligible to join. Activities are held for professional development, civic, service, social and financial purposes. NOTE: The FBLA chapter includes Watertown High School and Lake Area Multi-District students. Advisor: Kathy Johnson

### **Future Farmers of America (FFA)**

The primary aim of the FFA organization is the development of agricultural leadership, cooperation and citizenship. We develop competent and assertive leadership, strengthen the confidence of agriculture students in themselves and their work and promote the intelligent choice of an agricultural career. The membership is for one year at a time, up to four years. Through active participation in the FFA, students learn by doing. They take part in and run our FFA meetings, speak to other groups and in contests, participate in judging contests and earn awards at the local, state and national level.

Advisor: James Clendenin & Jason Frerichs

## **FORENSICS**

Forensics is the overall title that covers several competitive speech activities, which are enumerated below. Forensics is a major academic activity for students in Watertown High School. The College Board Organization, which administers the Scholastic Aptitude Test that is used for college admission, has concluded that active participation in forensic activities is the best predictor for success in college. Competition begins in October and runs into February. Based upon preparation, practice attitude and responsibility, many students will have the opportunity to compete in two-day tournaments where the squad stays overnight.

### **Oral Interpretation**

Oral Interpretation is a term that covers several separate categories. Unlike the other forensic events, interp is not self-originated for content but rather relies upon literature written by other people. Interp selections should be between 8 and 10 minutes in length, whatever the category; dramatic, humorous, poetry, pros, duet or oratorical. Contests are judged by experienced coaches or college students. It is not necessary to take 9<sup>th</sup> grade debate class or English 10D to interp, but most interpers do take these classes. Practice for interp commences immediately after the start of school. At the end of November, the interp events centralize to dramatic and humorous.

Advisor: Elizabeth Werness

### **Team Debate**

Two students compete on a team. Each year a new topic of national or international significance is debated. Students compete against teams from other schools across the Upper Plains. Debates are judged by experienced coaches on the varsity level, college students, or by experienced students on the novice level. Students interested in this rewarding activity should take the semester debate option on the 9<sup>th</sup> grade level, followed by English 10D on the 10<sup>th</sup> grade level. It is possible to start team debate on the 10<sup>th</sup> grade level. Students prepare and practice regularly, commencing with the start of school in September.

Advisor: Scott Walker

### **Lincoln-Douglas Debate**

Each student is an individual team, competing against students from other schools across the Upper Plains. These debaters are judged by experienced coaches or college students, so students interested in Lincoln-Douglas debate should have a background in team debate because the fundamental skills are the same. Competition in Lincoln-Douglas debate begins in 10<sup>th</sup> grade. Students prepare and practice regularly, commencing soon after the start of school in September.

Advisor: Scott Walker

### **Extemp**

A shortened term for extemporaneous speaking, Extemp is an individual speaking activity that utilizes major national and international events as its subject matter. Students draw three topics, choose one of the three, and have approximately 30 minutes to prepare a 4-7 minute speech that answers the topic. Files of information are accumulated by the squad and used in preparation. Students compete against other students from schools across the Great Plains. Contests are judged by experienced coaches or college students. On the inexperienced level, extemp preparation, practice and competition are a part of 9<sup>th</sup> grade debate class or English 10D. Students prepare and practice regularly, commencing soon after the start of school in September.

Advisor: Scott Walker

### **Original Oratory**

Original Oratory is an individual speaking activity that requires a polished written speech that is memorized. The speech should be between 8 and 10 minutes in length, on a socially significant subject. Students compete against other students from schools across the Great Plains. Contests are judged by experienced coaches or college students. On the inexperienced level, oratory preparation, practice and competition are a part of 9<sup>th</sup> grade debate class or English 10D. Students write their speeches in September or October and commence competition in November.

Advisor: Scott Walker

### **National Forensic League (NFL)**

The National Forensic League is a national organization that provides degrees and awards for excellence in forensic events, including the national tournament. Students earn points, related to performance, by competing in the forensic events. Virtually all active students join the National Forensic League because of the degrees available, because each membership helps the overall team, and because the National Forensic League is a highly regarded addition to the permanent record.

Advisor: Scott Walker

## **HONOR CLUBS OR ORGANIZATIONS**

### **National Honor Society**

The National Honor Society was established 66 years ago to promote and emphasize scholarship leadership, character and service. The intent is to recognize and foster academic excellence while developing the other characteristics so essential to citizenship in a democracy. Academic achievement needs to be the forefront of any educational system, not to be overshadowed by other activities. The National Honor Society is an organization that recognizes those who strive for academic excellence. The criteria for membership includes: a grade point average of 3.5 or higher; enrollment in two honors level classes; demonstration of good character; participation in community service; involvement in at least two extracurricular activities; and demonstration of leadership.

Advisor: Scott Shephard

### **Spanish National Honor Society**

Juniors and seniors are eligible to be members of the Spanish National Honor Society. As a member of the nucleus, a junior must have a 4.0 (all A's) in each quarter of study through the third quarter of their junior year. As a senior member, the grade requirement is a 3.5.

Advisor: Brenda Kolb

### **German National Honor Society**

The German National Honor Society serves to honor students for excellence in high school study of German. To be selected as a junior, a student must have completed eleven quarters of German in Watertown with a straight A average. They must also have a 3.0 overall GPA and the recommendation of the German teachers. For selection of seniors, the above requirements apply, except that a student may have two B grades among the 15 quarters which are considered. The selection of juniors and seniors (German I, II, and IV students) is made in the final quarter of each school year and announced in the Awards Assembly program.

Advisors: Cal Hillesland & Rich Thomas

## **JOURNALISM**

### **Arrow Yearbook**

The Arrow Yearbook is produced by the Arrow Staff, which consists of 16 students of all grade levels. Additionally, the Arrow Editor is the individual (s) who presides over the production of the yearbook. Selection of these positions is made by the advisor. Interested students should contact the Arrow Yearbook Advisor during September.

Advisor: Dodie Bemis

### **Purple and Gold Staff**

The support staff of the Watertown High School Newspaper, including staff writers, photographers and page editors, is supplied by the Journalism II class. Students must take Journalism I and earn an A or B or get the teacher's permission to be on the staff. It is a class which is also extra-curricular in that it often entails long hours during deadline week. Students who are looking to improve writing skills and learn about computer design will be well suited to choose to pursue it after taking Journalism II. At this time, they can apply for editorial board positions (see editorial board description).

Advisor: Shanon Manley

### **Editor in Chief and Editorial Board Positions**

Students applying for the entirely extra-curricular and very demanding position of Editor in Chief must meet the following criteria: senior year in high school, attend journalism camp, and complete Journalism I and II. Applicants should be strong leaders, good organizers and have solid writing and editing skills. Generally, there are 1-3 Editors in Chief chosen each year. The editorial board also has positions available in the areas of Production Editor, Managing Editor and Photo Editor.

Advisor: Shanon Manley

### **All-State Journalism**

The title "All-State Journalist" is earned by attending the South Dakota Press Association camp in Brookings each summer. Students attending the 5 day camp write many stories, work on editing skills and learn layout and design. They earn ratings and points for each assignment, and the 5 day total determines their All-State rank. All-State Journalists are often chosen for the Editor in Chief position. Camp applicants must take Journalism I and be a junior or senior for the upcoming year. Focus of the camp can be in areas of writing, layout or photography.

Advisor: Shanon Manley

## MUSIC

### All-State Band

All Watertown High School band members may audition for All-State Band. Band students compete with musicians from across the state of South Dakota by auditioning with prepared solos and scales, taking a written test of musical terms and playing a sight reading exam. Musicians chosen for All-State Band receive the honor of performing for the annual All-Dakota and a guest conductor of renown. All-State Band rehearses during late March or early April at different locations each year in South Dakota. Advisors: Jackie Stacey

### All-State Chorus

All-State Chorus provides an opportunity for students to sing with 900 of the best voices in South Dakota as well as the opportunity to work with some of the best directors in the country. Students participating in All-State Chorus are selected by audition and placed in quartets. Students participating in All-State Chorus must be registered in a high school chorus class. Because of its size, Watertown is now fortunate to be allowed up to 20 students participating in this event. All-State Chorus is held annually the first weekend in November, rotating between Rapid City, Sioux Falls, Aberdeen and Watertown. Advisor: Burdell Gauger

### All-State Orchestra

All-State Orchestra is comprised of approximately 150 of the best high school string and wind players in the state. These musicians have the opportunity to work with some of the best directors in the country. To be eligible for All-State Orchestra, you must be a member of a high school orchestra or band. Students must audition on the selected orchestra music and etudes, along with taking a written term test. Membership is determined by the scores of the performed music and written test. Auditions usually take place on the third Wednesday in October. All-State Orchestra is held annually the first weekend of November, rotating between Rapid City, Sioux Falls, Aberdeen and Watertown. Advisor: Corby Shelsta

### Regional Music Contest

The Region III Solo and Ensemble Music Contest is held in Watertown during early April. All students in band, chorus or orchestra are eligible to participate by performing prepared solos or by performing in ensembles with their peers. The students play for judges and receive a rating of I, II, III or IV based upon the quality of their performance. Awards are given for a I or II rating. Advisors: Jackie Stacey

### Show Choir/Vocal Jazz

Show Choir/Vocal Jazz is the “umbrella” title given to the pop vocal performance groups at WHS. “Top 40”, Broadway and some Jazz literature combined with staged choreography are the focuses of these groups. Once a “show” is put together, the groups are scheduled for performances in school concerts and for community functions. The groups will also be entered in region and state competitions. Rehearsal schedules are set in the fall to fit each group’s particular needs (approximately 2 hours each week). Students participating in the show choirs must do a singing/simple dance audition and also be registered in one of the academic choruses. The current groups are:  
SPECTRUM: Mixed vocal ensemble of 12-16 students. This group is developing a reputation for its quality vocal performance and entertainment value. They are frequently asked to perform for community clubs/functions.  
ARROW EXPRESS: A new ensemble added to accommodate the growing interest in show choir. This group consists of approximately 18 students (grades 9-12) performing music from the 20’s to the 80’s. Advisor: Burdell Gauger



## **Honors Choirs**

Honors Choirs are designed to provide exceptional choral students with an opportunity to sing in smaller, more select choirs. Presently, there are two that are available:

SD HONORS CHOIR: Students, who are currently sophomores or juniors, enrolled in an academic chorus may audition in the spring of the year for this prestigious choir. Each year, approximately 700 students audition and only 150 are selected. If selected, the students will spend one week on a SD College campus preparing for a finale concert consisting of fun, unique and challenging music. It is a great opportunity to sing with the “best of the best” in South Dakota and to work with some of the finest choral directors in the country. Many lasting friendships are developed during this great week.

JUNIOR HONORS CHOIR: This select choir was designed to challenge students in grades 7-9. The first choir was organized in the fall of 1992. Approximately 700 students auditioned and 90 were selected to be part of the choir (one student was from WHS). The format for this event consists of learning all of the music in advance (six memorized pieces), spending one and a half days in rehearsal and presenting a Saturday afternoon concert in the Capitol Rotunda in Pierre.

Advisor: Burdell Gauger

## **Jazz Ensemble**

Students who play trumpet, saxophone, trombone, piano, bass guitar and drum set may audition for jazz ensemble. The group rehearses before school and performs in concerts and for groups and clubs in the Watertown area. Each year, the Jazz Ensemble performs at various jazz festivals across the state. Depending on student interest, two groups are sometimes formed.

Advisor: Jackie Stacey & Melissa Vandestroet

## **Wire Choir**

Wire Choir is a small ensemble of 14-20 members, consisting of string players, pianist and occasionally a set drummer. This group provides entertainment for local service clubs, conventions, holiday festivities, dinner music, etc. Light classical, pop, country, Broadway musicals and holiday music are performed. Members of Wire Choir must be director approved. Rehearsal schedules are set.

Advisor: Corby Shelsta

## **Flag Corps**

Flag Corps is a unit of high school woodwind or percussion girls who perform with the marching band in the fall. Students enrolled in band are eligible to audition for this activity. Band members interested in participating in the flag corps should contact the band director.

Advisor: Jennifer Pendley

## **SERVICE CLUBS**

### **Key Club**

Key Club is an organization that provides service to the Watertown community. Some projects include helping Habitat For Humanity, serving the banquet at the Salvation Army and Adopt-A-Highway. Key Club is a branch of the local Kiwanis Club. Key Club offers a chance to give back to the community with fiends and fun.

Advisor: Jeanne Hansen

### **Tuckabatchie (TUCKS)**

TUCKS is an organization for junior and senior women. Its purpose is to recognize academic excellence and provide service for our school and community. To be a member of TUCKS, juniors must have a GPA of 3.25 and seniors a 3.0.

Advisor: Shelley Gauer & Joan VanMeter

## **Peer Helpers**

Caring for Self... Caring for Others... Caring for School... Caring for Community! Peer Helpers are a group of students from grades 9-12 and a faculty advisor who have gone through extensive training to learn how to help their fellow students be successful. Peer Helper training teaches the basic helping skill which allows the Peer Helper to deal with a wide variety of issues facing students such as school and academic concerns, eating disorders, substance abuse, depression, suicide, physical and sexual abuse, peer pressure, family issues, and so on. Peer Helpers are involved in activities that support their own mental wellness as well as to educate others in healthy lifestyles, and to help students through times of need. Peer Helpers support their school and community through a wide variety of projects and activities designed to accentuate the positive qualities of their fellow citizens. The Peer Helpers, as their name says are here to help everyone work through to solve their problems, regardless of how big or small the problem may be.

Remember, if you need help with a problem... the Peer Helpers are here for you!

Advisor: Julie Gonsor

## **STUDENT GOVERNMENT**

### **Class Officers**

Class Officers are elected to lead and organize class projects. Elections for the offices of president, vice-president, secretary and treasurer are held for the senior and junior class in the spring. Students must petition and interview to place their name on the ballot for election. Class Officers automatically become members of the Student Senate.

Advisor: Brad Brandsrud, Brad Heesch & Troy Terronez

### **Student Senate**

The Student Senate exists to lead and organize school projects, represent the student voice, assist with school-wide decision-making processes, and generally make WHS a more enjoyable place to attend. The Student Senate consists of 28 members who have been elected by the class they represent. Class Officers account for 8 positions on the Senate. In addition the seniors have 5 representatives, juniors have 3 representatives, and the sophomores and freshman each have 6 representatives. Students must petition and interview to place their name on the ballot for election each spring. Freshmen candidates are added to the Senate during the first two weeks of school in the fall.

Advisor: Brad Brandsrud, Brad Heesch & Troy Terronez

## **ELIGIBILITY RULES TO PARTICIPATE IN EXTRA-CURRICULAR ACTIVITIES**

In order for a student to be eligible to participate in school activities he/she must meet the following eligibility rules as set forth by the SD High School Activities Association.

1. The student must be under 20 years of age at the time of participation.
2. The students must have enrolled no later than the 16<sup>th</sup> day of school of the current semester.
3. The student shall be eligible for only 8 semesters of high school participation. These semesters must be consecutive.
4. The student must be passing a minimum of 3 credits per semester to be eligible to compete. Eligibility is determined by the grades from the previous semester.

Students participating in school activities are required to conduct themselves with respect for self and others through their actions, language and dress. Students who choose to participate in school activities represent their community and school at public events and performances. Student activity participants are expected to demonstrate year-round behavior that reflects positively on the individual, the school and the community.

Students wishing to participate in activities sponsored by Watertown Public Schools shall not use alcoholic beverages regardless of percentage of content, any drug not prescribed by a physician to the student, or use any habituating and controlled substance, tobacco, or behave in a manner that will bring discredit to the student, team and school. This policy does not apply to consumption of legal drug prescribed for the student by a physician.

### **PENALTY FOR VIOLATION OF RULES – ATHLETICS**

1. Out-of-season violation
  - a. First violation will be cause for the athlete to miss inter-school competition at the start of the next sport he/she participates in.
  - b. Second violation will be cause for the athlete to be eliminated from inter-school competition for the next sport he/she participates in.
2. In-season violation  
First violation will be cause for the athlete to be eliminated for the remainder of the season of the sport in season.

### **PENALTY FOR VIOLATION OF RULES – FINE ARTS**

In this portion of the policy, the following definitions apply:

1. Extracurricular activities include, but are not limited to, band, debate, drama, oral interpretation, orchestra, vocal music and journalism.
2. Activity season: Unless designated by the SDHSAA the beginning and ending time of a particular Fine Arts activity will be determined by the director of that activity. As a general rule the season of the activity will begin when students begin to practice, try-out, or participate in organized preparation for performances.

For any violation of this policy involving a fine arts participant, the student will be removed from the extracurricular activity he/she is currently participating in and will not be allowed to perform or compete in that activity for the remainder of the school year.