

WELCOME TO WATERTOWN MIDDLE SCHOOL

Dear Families,

Welcome to Watertown Middle School! On behalf of our faculty and staff, I am very enthusiastic about beginning a new school year. I will continue to work with staff, parents, and students to create a positive and productive learning environment that supports the growth and success of all students in all areas of their development.

We have been working very hard over the summer to make this year our best ever. We have even updated this handbook to make it more comprehensive than ever. Although it is filled with many rules, procedures, and policies, I hope you see that much of it revolves around the SOARS principles: Success, Ownership, Achievement, Respect, and Service. SOARS is the Watertown Middle School student recipe for success.

We must all work collaboratively to support everyone's success and promote a vision of excellence at Watertown Middle School. Our partnership with families is crucial. Together, we can make a difference for children, remembering that it takes an entire community to educate every one of them.

I look forward to sharing many exciting and memorable school experiences with you and your family. Best wishes to each and every one of you in the upcoming year, as we work together to continue our commitment to excellence at Watertown Middle School.

Sincerely,

A handwritten signature in black ink, appearing to read 'J. Kimo Carter', written in a cursive style.

J. Kimo Carter, Principal

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GENERAL INFORMATION

Mission

The Watertown Middle School, in partnership with families and the community, provides a supportive and challenging learning environment where every student feels safe, respected, and valued. As a place for transition, the Middle School nurtures the development of self-esteem and the unique emotional, social, ethical and academic growth of each student.

Contact Information

Principal: Mr. J. Kimo Carter

Assistant Principal: Mr. Jason Del Porto

Address: 68 Waverley Avenue, Watertown, MA 02472

Main Office Telephone Number: 617-926-7783

Watertown Public Schools Website: www.watertown.k12.ma.us

Hotline Telephone Number (for absentee notification): 617-926-7783 ext 2501

Call before 7:30 a.m. if your child will be absent that day.

School is in Session: 7:40 a.m. - 2:10 p.m.

Children must arrive by 7:30 to appropriately prepare for the day.

School Nurse: Lillian Brooks R.N,

Direct Line: 617-926-7783, (Fax): 617-924-4125

Changes in Emergency Contact Information

Please notify the main office immediately whenever there is any change in your child's emergency contact information. This includes:

- Change of address
- Change of home phone number/email
- Change in parent/guardian work or cell phone number
- Changes in emergency contact person and/or phone number
- Change in parent's email address

We use this information to release your child and in the event of an evacuation or crisis.

Bus Transportation

Students may take the bus to school only if a parent/guardian has signed up and paid for a bus pass at the Central Office. Only those students who have a bus pass will be permitted to board the bus. For questions about the bus, contact the Central Office at 617-926-7716.

THE SCHOOL DAY

Start of School

- The day begins at 7:15 a.m. for students who eat breakfast in school. These students enter through the main door and proceed to the cafeteria.
- Students who wish to be in the building from 7:15 to 7:30 must be in the cafeteria under faculty supervision.
- At 7:30 students enter from either the Waverly Avenue or Bemis Street entrances.
- If you are driving your child to school: **Please consider the safety of our children who are walking nearby. DROP STUDENTS OFF ON BEMIS ST. ONLY. Please do not block traffic, and pull your car clear of others before pulling away.** To avoid traffic tie-ups, consider dropping your child off a block away and letting him/her walk the rest of the way.
- We expect all students to adhere to pedestrian laws and cross on the crosswalks.

Homeroom

- All students must be in their homeroom by 7:40 or they will be marked tardy.
- In homeroom, students will hear the day's announcements.
- On most days homeroom is approximately 15 minutes in length.
- On a few days homeroom is 35 minutes to allow band, orchestra, and chorus to have common practice time. During this extended homeroom, students are required to read unless given specific permission from a teacher to do an alternative assignment.

Class Schedules

- Each grade is split into two clusters, and students in each cluster attend classes together. The 6th grade has clusters 1 and 2, the 7th grade clusters 3 and 4, and the 8th grade clusters 5 and 6. Specialist teachers will work with all students over the course of the year.
- All students have classes in English Language Arts, Math, Science, Social Studies and Academic Assistance or Enrichment. Students also take classes in a foreign language (Spanish or Italian) or reading, and specials.
- Specials consist of Music, Art, Technology Education, Physical Education, Health, Drama, and Information Technology. Specials and enrichment courses rotate by term.
- All periods are approximately 50 minutes in length.

Lunch

- The Middle School has three lunch periods each day, one per grade. Lunch is 30 minutes long.
- Students can bring lunch from home or purchase it at school. The cafeteria provides a nutritious menu that includes a variety of hot entrees prepared each day, sandwiches, salads, snacks, and drinks.
- Each student is given a lunch account and a Personal Identification Number (PIN) to use when paying for lunch. Students deposit money in their accounts and withdraw funds to pay for food, to avoid money transactions and expedite the process of lunch service.
- Free and reduced priced meals are provided for those who qualify. Forms are available in the school office at any time. They are sent home at the beginning of each school year. Families must re-apply each year for eligibility.
- Lunch costs \$3.50. Reduced price lunch is \$.40.
- Breakfast costs \$1.25. Reduced price breakfast is \$.30.

End of school

- School ends each day at 2:10. Students are dismissed and are required to leave the building unless they are involved in an after-school activity supervised by an adult. We encourage all students to take part in our after-school programs.
- All students in after-school activities must report to the cafeteria and sign in.
- Supervised activities include Library Learning Lab, extra work with a specific teacher, After School Enrichment Classes, and Watertown Middle School athletic teams.
- Watertown Middle School offers a wide variety of seasonal sports. Please refer to the athletic section for more information.
- If you are picking up your child at the close of school, **please consider the safety of our children who are walking nearby. PICK UP STUDENTS ON BEMIS ST. ONLY. Please do not block traffic, and pull your car clear of others before stopping.** To avoid traffic tie-ups, consider picking up your child a block away from school at a pre-arranged spot.
- The late bus departs at 3:45 p.m. to allow students to take part in after-school activities.
- Students who take the late bus must have a bus pass.
- If you are picking up your child after 2:30 p.m., please use the Waverly Ave. entrance.

ACADEMICS

Grading and Report Cards

Grades are based on student performance in class as well as homework and project completion outside the classroom. Circumstances may require that a student be graded on an individual basis. This will be agreed upon ahead of time for students with Individualized Educational Plans.

Report Cards: Report cards are issued three times per year. Report cards are mailed home to students and must be signed by a parent/guardian and returned to the teacher.

Grades:	A	100 - 93	C+	79 - 77
	A-	92 - 90	C	76 - 73
	B+	89 - 87	C-	72 - 70
	B	86 - 83	D+	69 - 67
	B-	82 - 80	D	66 - 63
			D-	62 - 60
			F	Below 60

Incomplete (INC) is given when requirements for the term have not been completed. Students may be given up to two weeks to complete the missing work. A letter grade is issued at the end of the two-week period.

High Honor Roll: A- and above in all subjects taken in a term. Students receiving an S are not eligible for high honor roll.

Honor Roll: B- and above in all subjects taken in a term. At least one subject must have an A or A-. Students receiving an S are eligible for honor roll.

Honorable Mention: B- and above in all subjects. Students receiving an S are eligible for honorable mention.

Conduct Report: Two negative behavior comments on the report card from two different teachers constitute ineligibility for any Honors for the particular term in which they occur. Negative behavior includes:

- Disrespect to teachers
- Keeping others from learning
- Behavior affecting achievement
- Frequent disruption
- Any major discipline issue may also affect Honor Roll status

Parent-Teacher Conferences

In the late fall, a Parent-Teacher conference is scheduled with to discuss the progress of each student. It is very important that you attend. The format varies by cluster, but parents will have the opportunity to meet all of the child's teachers. Throughout the year, parents or teachers may schedule additional conferences as needed. This is generally set up through the Guidance Department. Another round of conferences is scheduled in March for students having difficulties.

Progress Reports

Progress reports are issued by each of your child's teachers at least every 4 weeks. These reports are useful tools that allow you to check your child's progress in each subject, and focus on specific areas that need improvement.

Open House

In September, the Watertown Middle School hosts an Open House for parents and guardians. The purpose of the open house is for you to meet each of your child's teachers, and have them provide a brief explanation about what will be taught during the year. Parents and guardians are strongly urged to attend this important event, as it will give you a first-hand opportunity to see what your child will be learning during the upcoming year.

Clusters

All students in a cluster are taught by the same team of teachers: English, social studies, math and science. These core subject teachers are supported by special education and English language education teachers and the grade level guidance counselor. Cluster students are assigned to small homerooms run by their cluster teachers and by other Watertown Middle School staff. Clusters allow Watertown Middle School students to be part of a small, more intimate group within the larger school. The teachers and homerooms within a cluster are all located near each other, reducing student travel time between classes. Cluster teachers, along with the guidance counselor for the grade, meet regularly to discuss the progress of their students.

Grade 6	Clusters 1 & 2
Grade 7	Clusters 3 & 4
Grade 8	Clusters 5 & 6

Specials

While your child will have the core subjects every day, Specials follow an alternating day schedule. Specials include Art, Music (General, Band, Chorus, Orchestra), Drama, Technology Education, Health and Information Technology.

Physical Education

Every student at Watertown Middle School will have physical education or health every other day. You will need to purchase, from the school, a Watertown Middle School physical education T-shirt that students are required to wear. You will also need to provide your child with appropriate gym clothes such as gym shorts, sweatpants, and sneakers. Please ensure that your child brings clean gym clothes to school on the days he/she has physical education.

Academic Assistance/Enrichment/Directed Study

It is the philosophy of Watertown Middle School that all students need to be stretched to meet their potential. Whether that entails additional academic support or enrichment, we will raise the expectations so students will experience increased academic success and satisfaction. In Academic Assistance classes regular and special education teachers work in small groups to preview difficult concepts that are about to be taught or to reteach content and skills that students did not master.

Students will be assigned to academic assistance classes if they:

- have academic support written in their IEPs
- have received Cs in the majority of their core classes
- have received a D or below in any one of their core classes

Directed study classes are for those students who do not necessarily need extra instruction but need extra structured time to organize themselves and complete assignments.

Students who are making effective progress in their core subjects will be given enrichment classes designed to challenge them and enhance their core class curriculum. Within their cluster, students will take a different enrichment class each term. Students may take elective enrichment courses for the whole year. These include band, chorus, orchestra, advanced art, advanced robotics, newspaper, theatre production and video production.

Community Service

The Watertown Middle School tries to foster in its students a commitment to service for others – the final “S” in our “SOARS” recipe for success. Students are encouraged to complete a suggested number of hours of community service according to grade level. Homeroom advisors will assist students in finding appropriate programs in which to complete the service. In addition, a staff member will serve as the Community Service Coordinator for the school. Outside agencies will request volunteers through the coordinator, who will inform students of these opportunities. In addition, the coordinator will organize school-based community service opportunities and will advertise these to the students.

The purpose of community service is to assist those in need in the community. Community service is not completing household chores or fulfilling responsibilities within one's immediate family. Students often volunteer in after-school programs, work with

younger children through scouts or sports, assist the elderly with shopping, snow removal or yard work, or help at local food pantries, nursing homes or assisted living facilities. The list is endless. A ceremony is held each spring to recognize all students who have completed their recommended hours and submitted signed Community Service Logs, which are included in the agenda book provided at the beginning of the year.

Recommended Community Service hours are: Grade 6, 10 hours; Grade 7, 15 hours; Grade 8, 20 hours.

Homework

Homework is given to reinforce skills taught in class and to encourage the development of good study habits. Your child can expect daily homework.

Why Do We Need Homework?

- Homework provides extra practice on skills learned during class.
- Homework offers more in-depth learning which complements class work.
- Homework establishes good work habits that will make the transition to high school and beyond easier.
- Homework allows parents to see what their child is learning and the progress that he/she is making.

Homework Hotline/Website: Each teacher posts homework on the website. Information may be accessed in the following way:

- Go to www.watertown.k12.ma.us click "Middle School" to get to the Middle School webpage. On the right, click "Classroom Sites". On the right side of the Classroom Sites page are the homework pages by cluster.

If Your Child is Absent: Be sure your child sees each of her/his teachers when returning from an absence, in order to make up missed work and assignments. A reasonable amount of time will be given for returning students to complete the missed work.

Helping Your Child with Homework:

- Encourage your child to clarify assignments with teachers whenever he/she is confused.
- Encourage your child to read and reread directions for written homework before starting.
- Remember: STUDYING is a real homework assignment. Encourage your child to spend time preparing for upcoming quizzes and tests.
- You or another family member should quiz your child on the subject matter to help him/her prepare for upcoming quizzes and tests.
- Consider having your child attend the Library Learning Lab, especially if he/she needs help becoming more organized or more consistent in completing homework successfully.
- If your child left his or her assignment(s) at home, please feel free to come to the office and place it in the grade level baskets. To avoid frequent class disruption, we will not call students from classes to pick up late work. Students are allowed to pick up the materials between classes, or it will be given to them at the grade level lunch session.

Effective Home Study Habits

In an effort to assist students in transitioning to the rigors of middle school academics, the following are recommendations to help with homework assignments:

- Decide with your child, on the best time for homework completion.
- Help your child choose a place where he/she can accomplish homework with no disruptions or distractions.
- Make sure your child writes down all assignments in the agenda book provided by the school.
- Encourage your child to check before leaving school if he/she has all the books/materials needed to do their assignments.
- Check the homework website if you or your child has any questions.
- Make sure your child has the phone number of a reliable classmate for the times he/she is absent or has a question regarding an assignment.
- Help your child focus solely on the task at hand. TV, email, and phones distract students and prolong the time needed to accomplish the assignments.
- Make sure your child has everything ready to go in the morning.

Student Agenda Books

All students will be given a student agenda book at the beginning of the school year. Students must use the agenda book to record all daily homework and long-term assignments. The agenda book is a good communication tool between home and school. If a student loses his/her agenda book, he/she will be expected to pay for a replacement. The agenda book is a key to organization and success in school.

Textbooks and other borrowed Materials

During the year, students will be given textbooks and other materials. These items should be cared for and returned at the end of the school year in good condition. Students will need to pay for books and other materials that have been lost or damaged. The school will withhold new schedules if students have outstanding fees.

Extra Help

Teachers are available after school to help students. Students should check with teachers to see which days they are available. The Library Learning Lab is available for students who need structured help after school Monday through Thursday.

Access to Library

Library Hours are: 7:40 a.m. to 3:45 p.m. Monday through Thursday and 7:40 a.m. to 2:30 p.m. on Friday. Students must have a pass from a teacher to work in the library during classes. Computers are available for students to use throughout the day.

Students may check out books for a period of three weeks. If a book is not returned or renewed, it is considered overdue. Notices are given out in homeroom. Students are required to replace lost books. The Librarian will determine replacement cost. Students will not receive report cards or completion certificates if books have not been returned or replaced at the end of the school year.

Guidance and Student Support

Each student is assigned to a guidance counselor whose role is to provide overall support. The counselor is available to meet with students individually, as needed, to help with issues and concerns that may arise in the course of the year. The counselors meet regularly with teachers to exchange information and discuss student progress. Counselors are also available to meet with parents. If desired, appointments may be made by calling the school and asking to be connected to the counselor's office. Students may make appointments with their counselors by requesting a pass from the teacher. Guidance counselors are a wonderful resource when a student or parent needs advice.

For the 2010-2011 school year, the guidance counselors are:

Grade 6	Ms. Stern
Grade 7	Mrs. Carolan
Grade 8	Mr. Rademacher

Standardized Testing

Watertown Middle School uses standardized testing to assess the performance of each student compared to the overall performance of students in Watertown, Massachusetts, and the United States. Standardized testing is required by state law (1993 Education Reform Act) and federal law (No Child Left Behind Act). A student's successful performance on the MCAS is a high school graduation requirement.

The MCAS tests take place over the course of several weeks in March, April, and May.

Grade 6	Reading/Literature and Math
Grade 7	Reading/Literature, English Composition, and Math
Grade 8	Reading/Literature, Math, and Science/Engineering

In addition, ESL students are tested annually for both written and oral English proficiency. We also utilize nationally recognized and approved assessment tools when needed in other subjects. For all standardized tests, accommodations are made as required by a student's IEP. Your child's MCAS results will be mailed home, along with explanatory material.

SPECIALIZED SERVICES & PROGRAMMING

504 Accommodation Plans

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

A student with disabilities has the same legal rights as "a handicapped person." As stated under the federal law, the definition is as follows:

Handicapped person means any person who (i) has a physical or mental impairment, which substantially limits one or more major life activities (ii) has a record of such impairment, or (iii) is regarded as having such impairment.

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

Special Education Services

Under Chapter 766 of the Acts of 1972, the Massachusetts Special Education Law (603 CMR 28.00), a student identified with a disability that impacts upon his or her education must be provided with a free, adequate and appropriate public education in the least restrictive environment that includes specially designed services and/or programs that meet his or her individualized educational needs. A student is entitled to special education services if he or she meets all three of the criteria listed below:

- The student has an identified disability.
- The student is unable to progress effectively in the general education program without the provision of specially designed instruction.
- The student requires specially designed instruction and/or services to make effective progress.

Special education laws are grounded in six basic principles: parent and student participation; free and appropriate public education; appropriate evaluation; Individualized Education Plan (IEP); least restrictive environment; and procedural safeguards.

In accordance with Public Law 94-142, special education co-teachers work as part of a team to develop Individualized Education Plans (IEPs) for children when eligible. The team may consist of the classroom teacher, parents, principal, guidance counselor, psychologist, school nurse, and special education administrator. To deliver services, the special education co-teachers work with classroom teachers within the classroom. There they help students strengthen reading, writing, math, and organizational skills.

If you believe your child may be in need of special education services please contact the Principal, Special Education Coordinator or counselor to assist you with the process. State regulations governing the Chapter 766 process and the "Notice of Procedural Safeguards" brochure are available in all schools for review. For more information about special education please feel free to contact the Director of Student Services at the Central Office.

Academic Resource Classes

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

Language-based Instruction

We can provide language-based instruction and services to those students who have been identified as having a language based learning disability or whose IEP specifies alternative instruction. In English, math, and reading, students will be in small structured classes that deliver modified instruction using a variety of teaching strategies designed to meet the student where they are and create successful academic experiences. In addition to the classes, students may participate in group counseling to work on communication and social skills.

Learning Support Classroom

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

Integrated Emotional Support Services

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

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

Connections

Watertown Public Schools > Departments > FAPA

What is Connections?

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

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

What is the Connections Leadership Council?

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

Alternative Education: Home and Hospital Instruction

The Watertown Public Schools provides home and hospital tutoring to students who "in the judgment of their physician, should remain at home or in the hospital on day or overnight basis, or any combination of both, for a period of at least fourteen school

days in any school year.” Before a student can receive these services, a licensed physician must complete a state-required form. Forms are available at your child’s school or through the Office of Student Services.

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

English as a Second Language (ESL)

ESL support is provided at three levels for students who do not speak English as their primary language – beginning, intermediate, and advanced. Needs are determined according to the student’s English ability. ESL support provides instruction in speaking, reading, and writing as well as course content support. Intermediate and advanced students are integrated into mainstream classrooms, accompanied by an ESL teacher. The five largest ESL groups at Watertown Middle School are Armenian, Brazilian, Portuguese, Spanish (from Central and South America), Russian, and Pakistani (Urdu).

ATTENDANCE PROCEDURES

As you can imagine, attendance is the most important aspect of educating our students. When students are not here, they do not have access to instruction. At Watertown Middle School, we pride ourselves in maintaining a very high attendance rate throughout the year. Understandably, there will be times when our students will need to take time away from school for a variety of excused reasons. The following procedure is in place to ensure good attendance, support our families, and follow state and federal laws.

Students are expected to be present and punctual for all classes. All students must be in homeroom by 7:40 a.m. The school doors open at 7:15 a.m. for students participating in the breakfast program, and at 7:30 a.m. for all others. Students are expected to arrive at school at 7:30 a.m. to be ready for the school day.

Tardiness

A student is considered tardy if he or she is not in homeroom by 7:40 a.m. Students who are tardy must sign in at the front door and report to the office before going to class.

- Students may not participate in extra-curricular activities if tardy.
- Coaches may exclude students from practices on the day(s) that they are tardy.
- After being tardy five times, students will make up the time in after-school detention.
- Chronic tardiness may effect student's ability to take advantage of extracurricular activity, i.e. dances, field trips.

Absences

In the event that a student is absent, a parent or guardian must call the absence hotline at 617-926-7783 x 2501 before 7:30 a.m. Please state the name, grade and homeroom of the student. In the event that the absence is not reported, the school will call the student's home or the place of employment of the parent or guardian to verify the absence.

Excused Absences may include:

- an illness or injury that prevents the student from attending school (The illness or injury must be verified by a health care provider, school nurse, or parent.)
- a death in the immediate family (parent, sibling, grandparent, aunt, uncle, cousin) or other significant personal or family crisis
- court appearances
- school sponsored field trips
- medical or psychological tests during the school day (The parent must show evidence (such as a note from the health center) that the tests could not be scheduled after school)
- religious holidays

A parent's note must accompany the student upon return to school, to be collected by the homeroom teacher. Students who are absent may not participate in any extra-curricular school activities or events on the day of the absence, including games and dances. The note must include the date absent, the reason for the absence, a phone number for the parent or guardian, and the parent or guardian's signature. Students must make up missed work during excused absences.

Unexcused Absence: Some parents think that any absence will be excused as long as the parent sends a note. **This is not true.** Here are a few examples of unexcused absences—even if the parent sends a note:

- repetitive and chronic absence due to illness or injury (In these cases, for the absence to be excused, the parent must submit a letter from a physician verifying that the student was too sick or injured to go to school.)
- student needed to baby-sit
- cutting class
- family vacation
- extension of a religious or cultural holiday beyond the designated day or days on the school calendar

Resulting Actions:

- After 3 days of unexcused absences with no contact to the school from the parent, the Assistant Principal will be notified.
- After 5 days of absences (both excused & unexcused) per trimester, a letter of concern will be sent to parents, and a support meeting will be scheduled with parents. If absenteeism continues, further action will be taken, up to and including petitioning the Juvenile Courts with a Child In Need of Services (C.H.I.N.S.)
- Truancy first offense/one day = in-school suspension.
- Truancy second and third offense = Further disciplinary action to be discussed in a meeting with family, Assistant Principal, and Guidance.

Dismissal

Please excuse our formality and strict guidelines regarding dismissal. It is solely intended to protect your children and the privacy of your family. If you would like your child to be excused from school, please provide your son/daughter with a note including the reason, date, time of dismissal and parent signature. Students will be dismissed to the office when presenting the note to their teacher.

- All students will be dismissed from the main office.
- Unless approved by administration, no child will be dismissed to people not on the official contact list.
- All people picking up children must show legal identification and sign-out before leaving.
- Student will not be dismissed unless accompanied by an adult.
- On the first day of school, students will bring home a student information form that parents need to fill out. Please fill out the emergency contact list carefully. Unless approved by administration no child will be dismissed to people not on the official contact list. This includes times when we may have to dismiss students in an emergency.

Snow Days and Delayed Openings

State law requires 180 days of instruction, and also requires that any snow days be made up before June 30th. Snow days and delayed openings are listed on the website www.watertown.k12.ma.us, and also broadcast on the following radio and television stations:

WCVB Television (Channel 5)
WHDH Television (Channel 7)
WBZ Television (Channel 4) and Radio (AM 1030)
Cable Television Service - If available, check the local community channel.
WBUR web site - part of National Public Broadcasting (Radio - FM 90.9).

In addition to the above media, households will receive an automated phone message from the district. Announcements usually begin between 6:00 a.m. and 6:30 a.m. All parents and students are urged to depend on the above communication services. PLEASE DO NOT CALL the School Department, Police Department, or Fire Department for school cancellation information, as these lines must remain open for emergency situations

On days of delayed opening, school will open up to two hours after the regularly scheduled time. All students should report to homeroom for attendance and announcements. Lunch will be served at the regular time, and school will close at the regular time.

Emergency Situations

In an emergency, we will attempt to contact parents and then people on a child's emergency contact list. It is very important that you fill out your child's emergency contact list as thoroughly as possible. It is also important to keep contact lists updated at all times. If you need to make a change, contact the main office.

Parents should develop a contingency plan in the event of an unscheduled early dismissal in which case no parent might be at home. An example might be having your child go to the home of a relative or neighbor.

Visitors

Visitors to the building must sign in at the front desk or at the main office. All doors are locked at 8:00 a.m. Visits by Watertown Middle School graduates whose regular school is in session are not permitted in the building. The administration reserves the right to refuse permission for students from other schools to visit Watertown Middle School.

Professional Development Days

The Watertown Middle School has certain times set aside for teacher professional development and curriculum planning. With the continuous changes to improve curricula, it is important for teachers to have dedicated time set aside to learn the new topics they are required to teach. These days are shown on the school calendar.

Half Days: Students are dismissed right after lunch at 11:45 am.

Full Days: There is no school on these days. Usually there are three full professional days per year.

BEHAVIOR PROCEDURES

Watertown Middle School Recipe for Success

A Watertown Middle School Eagle **SOARS!**

Success: Support the **SUCCESS** of others and the school community!

Ownership: Take responsibility and **OWN** your actions!

Achievement: Set challenging goals and strive to **ACHIEVE** them!

Respect: **RESPECT** yourself and the differences around you!

Service: **SERVE** your school, community, and country!

Until you spread your wings, you have no idea how far you can fly!

Code of Conduct

At Watertown Middle School, we respect the need for a balanced approach towards discipline and character development. It is critical that students are both celebrated when following our high standards and also given natural consequences when they make mistakes. In addition, we appreciate that in order for our students to be successful, they need to feel safe to take risks. At Watertown Middle School, creating a safe and nurturing environment to accomplish this is our top priority. The SOARS tenets listed above are the pillars of the Watertown Middle School community.

The following sections describe our policies and protocols around student conduct.

Prevention

Here at Watertown Middle School, we pride ourselves in creating a secure and caring learning community that fosters success. Providing opportunities for students to create meaningful and supportive relationships with their teachers is an essential part of establishing a safe environment that prevents students from making poor choices. We offer a wide spectrum of services that support these endeavors. The following is a partial list of some of the supportive programming that takes place here:

- Guidance
- Counseling Services
- Peer Mediation
- Small Advisory groups
- School-wide Celebration Program

School-Wide Celebration Program

In order for students to recognize their achievement and strive to take further risks towards success, it is critical that we celebrate those moments when they are taking the steps we ask of them as students and responsible citizens. The following outline describes the celebratory programming at Watertown Middle School.

Tokens of Success:

- When a teacher recognizes a moment or series of moments where a student has succeeded, e.g. followed expectations, put in extra effort, acted responsibly, or helped a community member, the teacher may issue a “Token of Success.”
- In order for the token to be valid, it must have the teacher’s and parent’s signature.
- After a student has received a number of tokens, she/he may redeem them for a variety of prizes or enter them in the raffles held every quarter.
- Students will be able to redeem their tokens only during homeroom time with permission from their teacher.

Eagle Liberties

Select 8th grade students who have made the High Honor Roll may apply to the faculty for increased liberties/privileges to celebrate their accomplishments. 7th graders will be eligible for Eagle Liberties during the second semester.

The following guidelines apply for all students who are granted the Scholarly Eagle Liberties:

1. Liberties:
 - a. During homeroom and lunch times, they may ask to go to the library

- b. They may ask to spend your lunchtime in the courtyard or lower gym
- c. No need to use hall passes
- d. One group field trip per semester
- e. Open art studio during scheduled times

When taking advantage of liberties, students must wear the Scholarly Eagle ID to inform other faculty and staff of their status.

- 2. In order to keep the privileges students must maintain high academic standing, be free of any disciplinary actions and participate in goal-setting exercises.
- 3. We acknowledge that some students who work extremely hard may not achieve High Honors under the current grading guidelines. With this consideration, students may appeal to their cluster teachers and school administration for Scholarly Eagle Liberties. The appeal will be in the form of a letter with the following expectations:
 - 1. *Typed & double spaced*
 - 2. *12 pt Times font*
 - 3. *One full page*
 - 4. *Proper letter formatting*
 - 5. *Proofread by a teacher*

The letter must answer the question:

Describe why you represent the best of Watertown Middle School students and why you deserve to be granted the Scholarly Eagle Liberties.

In order to be granted the liberties, all teachers and school administrators must approve. If the appeal does not go through the student will be told how he/she needs to improve before applying again.

Redirection

During class time, teachers practice a variety of redirection techniques before students are referred out of the class. The following are some of the strategies teachers may use to redirect students within the class if they are disrupting the success of others:

- Non-verbal redirection
- Verbal redirection
- Providing options/choices
- Formal warning
- Changing seating
- Time-out

If a student has not redirected him/herself after the teacher has attempted a number of strategies, the student will be formally asked to leave the class and walk to the Support Room in hopes of refocusing and returning as soon as possible to his/her schedule. There the student will meet with a teacher, who will help to process the incident, determine administrative involvement, and strategize reintegration back to class.

The following is an outline of the protocol for referring a student to the Support Room:

- Teacher sends student (with hall pass) to the Support Room with academic work.
- Parent is notified that day.
- Teacher calls down to report incident to Support Teacher.
- Teacher will deliver written referral to Assistant Principal.
- Support Teacher will process incident, and determine administrative involvement.
- If able, student will return to next period.
- Teachers will be responsible to check IPASS to review disciplinary records.

Anti-Bullying Procedures

The Watertown School Committee policy and procedures are compliant with MGL c 71, Section 370, An Act Relative to Bullying in Schools, which was enacted May 3, 2010.

All schools, under the direction of the principal and the guidance department, provide ongoing professional development and training to the staff throughout the school year. Additionally, faculty meetings and other professional time will be devoted to ensure that our schools are bully free zones and that they optimize learning in a safe and caring environment.

A quick response and investigation of any alleged bullying incident will be conducted. This will include notification, resolution, consequences and other necessary steps depending on the exact nature of the situation. It is important that our children and staff work to create a school where all children are respected, cared for and encouraged, and capable of achieving their fullest potential.

The complete text of the Watertown Bullying Prevention and Intervention plan may be found on the District's website.

Definition and Prohibition of Bullying

Bullying is defined as **repeated** use of written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, by one or more students directed at another student that has the effect of:

- causing physical or emotional harm to the other student or damage to his or her property;
- placing the other student in reasonable fear of harm to him or herself or of damage to his or her property;
- creating a hostile environment at school for the bullied student;
- infringing on the rights of the other student at school; or
- materially and substantially disrupting the education process or the orderly operation of a school.

This law further specifies a prohibition against bullying:

- At school and at all school facilities;
- At school-sponsored or school-related functions, whether on or off school grounds;
- On school buses and school bus stops;
- Through the use of technology or an electronic device;
- At non-school-related locations if the bullying affects the school environment.

Cyber-bullying is defined as bullying through the use of technology or any electronic means.

Procedures for reporting

Teachers and staff are now **required** by law to report incidences of bullying to the principal in their building. The principal will establish a procedure which will include the following steps:

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

The law specifically prohibits retaliation for reporting an incident of bullying.

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

Bullying Prevention and Intervention Plans

A Bullying Prevention and Intervention Plan will be developed to help both the target and aggressor. These will be individualized to the students with the goal of preventing further bullying.

Communication with Parents

Educational programs will be offered to parents about MGL c. 71, Section 370, "An Act Relative to Bullying in Schools" during the school year. Information on these programs will be posted on the district's website and in school newsletters.

Peer Mediation

Peer mediation provides for voluntary, peaceful resolution of disputes or conflicts in which one or more neutral parties (students who are trained in peer mediating) act as mediators. Watertown Middle School offers a Peer Mediation Program and trains volunteers.

What is a Peer Mediator? A Peer Mediator is a student who is trained to provide a safe, scripted, confidential, and structured process to assist other students to end disputes peacefully by reaching mutually acceptable agreements.

What does Peer Mediation do? It provides students with a positive alternative to conflict. Peers Making Peace is a research-based, educator-created program. It is also the only conflict resolution program in the United States to be recognized by the U.S. Dept. of Education, Safe & Drug Free School & Communities, The Center for Substance Abuse Prevention, and the Office of Juvenile Justice and Delinquency Prevention.

What are the benefits of Peer Mediation?

- Peer mediation makes school a safer place to be and learn.
- Peer mediation increases academic performance.
- Peer mediation decreases disciplinary referrals.
- Peer mediation decreases assaults.
- Peer mediation decreases expulsions.

Consequences

Cluster Sessions: Cluster sessions are an after-school detention that may occur when a student has broken a rule within the cluster, and the teacher feels it necessary for the student to stay after. Parents will always be contacted to schedule this time.

Administrative After-School Sessions: We will hold after-school sessions/detention for those students who are required to attend by an administrator. This will be a supervised 50 minute period of time where students should take the opportunity to reflect or complete academic work. Parents will always be notified when a student has been given an after-school session. If a student receives numerous after-school sessions, further disciplinary action may result.

Academic Probation: When a student has shown consistent loss in motivation (grades dropping), has regular behavioral issues interfering with success or has not passed summer school, the team may place the student on academic probation, which includes contracting with the student and family about interventions necessary to further support the student. Students on academic probation may:

- have a mandatory after-school schedule to meet with teachers
- be taken off athletic teams until they meet the schools athletic requirements
- have additional study hours during school

Suspension

Any student, who has committed a severe infraction or repeatedly failed to follow the school's rules and expectations for proper student behavior, may be suspended by the Principal or expelled by the School Committee. The following procedure is enacted through the 1993 Massachusetts Education Reform Act. A copy of these laws is available through the Principal, Superintendent and the Department of Education.

Students who repeatedly break school rules may be subject to the C.H.I.N.S. process within the juvenile courts.

In-School Suspension: Students are removed from their regular class and assigned to a location in the school where there is adult supervision. It is a severe punishment in many ways, but it is less punitive than an out-of-school suspension. Students are expected to work during the day and will be allowed the same number of days to make up class work as the number of days they were out of class. Students separated from classes because of school infractions may earn class credit for the successful completion of any required assignments.

Out-of-School Suspension: Students will be subject to out-of-school suspension for a period of 1 to 10 days when involved in incidents of severe misbehavior. Out-of-school suspensions are considered a last resort. Parents will be notified of the suspension and their responsibility to pick up their child from school. A student will not be readmitted to school until the Principal or designee, parents, and student meet to determine if the student is ready to follow the school rules. Suspended students may not take part in any school activities, attend evening functions at school, or take part in any school-sponsored event held on or off school premises. Academic work missed during school suspension may be made up according to the schedule established by the classroom teacher.

Due Process for Out-of-School Suspension: A student is entitled to a meeting with the Principal or designee prior to out-of-school suspension period. This meeting will include: verbal notification of the reason for suspension, an opportunity for the student to present his/her side of the story and an explanation of the evidence and basis for the suspension.

Students who are suspended may risk the loss of school privileges, i.e. trips, dances, etc.

Expulsion

Any student who is found on school premises or at a school-sponsored or school-related event in possession of a dangerous weapon or a controlled substance, or who assaults school personnel, is subject to expulsion. In such cases, the police will be called. Students are entitled to a School Committee hearing and may be recommended to be permanently removed from the school and school district.

An expulsion hearing with the School Committee will contain the following due process rights:

- Written notice of the charges
- The right to be represented by an attorney or advocate at the student's expense
- Adequate time to prepare for the hearing
- Access to documented evidence prior to the hearing
- The right to request that witnesses attend the hearing and the right to question them
- A reasonably prompt written decision including the specific grounds for the decision

Discipline of Students with Special Needs

All students are expected to meet the requirements for behavior outlined in this handbook; however, students with special needs demand a greater degree of flexibility and understanding when applying the rules and considering the consequences. In addition, Chapter 766 of the Massachusetts General Laws requires that additional provisions be made for students with an Individual Education Plan (IEP). The following procedure is enacted through those laws:

- The IEP for every student may indicate whether the student can be expected to meet the school's discipline code. If the student's needs prevent him or her from meeting the code, a modified behavior program must be described in the IEP.
- All educational personnel in regular contact with the student will be informed of the modified program.
- A student whose misbehavior is not the result of his special needs as defined in the IEP is subject to all consequences of misconduct, including suspension from school. A student whose misbehavior is a manifestation of his special needs may be exempt from suspension except in an emergency situation.
- The principal will notify the Special Education Office of the length and reason for each suspension. A record of such notices will be kept at the school.
- If the suspension exceeds ten days (cumulative) in one school year or the student's misconduct is serious enough to warrant expulsion, an emergency team meeting will be held to review and determine the appropriateness of the student's placement and IEP.

PLEASE REVIEW THE ADDITIONAL LAWS AND REGULATIONS REGARDING DISCIPLINARY PROCESS INCLUDED IN THE APPENDICES OF THIS HANDBOOK.

Denial of Transportation

The Watertown Middle School considers the school bus to be an *extension of the classroom*. We have the same standards of behavior on the school bus as we do in school. For example, students should remain in their seats; they should not hang out of windows, harass, push, or fight with other students, throw things, or try to distract the driver.

Students who violate the Code of Conduct while on the bus may be disciplined and may be denied transportation. Some school buses are equipped with video cameras. The video may be used as evidence in disciplining students who misbehave on the bus.

Hall Passes

Students are only permitted in the halls during class periods when accompanied by a staff member or if they are carrying a pass issued by a faculty member.

Lockers

Each student is assigned a locker at the beginning of the school year. Students are responsible for providing a lock for their assigned lockers. He or she is responsible for keeping the locker in good condition. The school is not responsible for articles lost or stolen. Students should not give out their locker combinations.

Personal Electronic Devices

To better protect students from misuse of handheld devices the following guidelines have been established:

In the school building, personal electronic devices (PED) should be off, unless specified otherwise by the teacher. PEDs may be used during school hours under the supervision of the teacher only.

Any use of these PEDs outside of teacher supervision is strictly **prohibited**. Faculty or staff have the right to confiscate a PED and turn it into the principal's office. The device may be picked up at the office by the student at the end of the school day. Repeated offenses may require the parent to pick up the device.

PEDs should not be used during the school day for communication between students and parents. Urgent messages between parents and students must be communicated via the main office.

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

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

Bicycles, Skateboards, Scooters, etc

A rack is available outside to secure bicycles. Skateboards and scooters may not be used on school grounds and must be secured inside the locker.

Cafeteria

In order to maintain a safe and enjoyable environment for everyone, students are expected to follow the rules posted in the cafeteria. They are expected to:

- use a moderate tone of voice, no yelling or loud noise;
- remain in the cafeteria unless permitted to leave by a cafeteria supervisor;
- refrain from running, pushing, or cutting in the lunch line;
- refrain from throwing food or containers;
- clean up after themselves;
- stop talking immediately when asked, or when lights are turned off;
- remain at their table unless buying lunch or snacks;

Disciplinary action will occur for students not following expectations.

Conduct on Buses, Field Trips, and Events

Your child represents the Watertown Middle School during school-related activities outside the school building, whether on the school bus, a field trip, or attending a school sporting event as a participant or spectator. Misbehavior on a bus may result in suspension from the bus, suspension from field trip activities, and/or any other disciplinary actions.

Student Dress Code

Students clothing/dress should reflect the need to come to school ready to work hard, focused and free from distractions.

Student clothing should be neat, clean and worn in the manner for which it was designed.

If a students' clothing violates the dress code, a teacher, counselor, nurse or administrator will call home and ask the parent/guardian to bring an appropriate change of clothing to school. Students will receive a detention the second time they are unable to adhere to the policy. Further disciplinary action will take place if a pattern of inappropriate dress continues.

Students are expected to adhere to the following guidelines while in school, or while attending a school sponsored event or field trip:

1. No clothing or accessories with inappropriate or offensive symbols or statements shall be worn. Some examples include but are not limited to:
 - a. References to drugs, tobacco or alcohol
 - b. References to ethnic slurs or sexual connotations
 - c. References to violence
2. No head coverings except for religious or health reasons
3. No visible undergarments
4. Shorts, dresses and skirts must be at least mid-thigh in length (see measurement rule below)
5. If students are wearing skin tight or stretchy leggings, then shorts, dresses, long tops or skirts must be worn over them and adhere to the length rule (see below)
6. No halter-tops, spaghetti straps, backless tops or muscle shirts
 - a. Shoulders should not be completely bare
 - b. Shoulder straps should be at least 1 inch in width.
7. Pants/shorts must be appropriately worn around the waist and accompanied by a belt if necessary and not below the waistline
8. Shirts must reach the top of pants, shorts or skirts (no bare midriffs)
9. Clothing must be free of holes, rips and tears that are inappropriately located
10. Necklines should be appropriate in length as not to reveal cleavage
11. Night clothing, pajamas, etc. may not be worn
12. Non-prescriptive glasses may not be worn

MEASUREMENT RULE

To evaluate the appropriate length of shorts, skirts, dresses or long tops, students should measure the length between the knee and inseam and find the midpoint. If we need to evaluate the appropriate length it will be done in private and with a same sex staff member.

We will evaluate the dress code on an annual basis to adjust for cultural trends

HEALTH PROCEDURES

School Health Services

The school nurse is a vital part of the school community and is available during school hours to provide care to students and staff as needed. Student health services are designed to protect and support all students in the maintenance of good health. The direct telephone number to the nurse's office is 617-926-7787. The school nurse maintains all student health records in accordance with Massachusetts state laws. These laws require the following:

1. All students must have a physical exam by a Massachusetts primary care provider including evidence of the following immunizations before entering 7th grade:
 - Hepatitis B series, Tetanus booster (TD or DT)
 - Varicella vaccine or physician's report of chicken pox disease
2. Up-to-date health records including immunizations must be presented for anyone registering as a new student.
3. A current physical exam is required of all students participating in team sports.
4. Postural, vision and hearing screenings with recommendations to parents for follow-up when needed.

In accordance with Massachusetts state law, students must be properly immunized before entering school to protect the school community from disease. If parents/guardian do not submit up-to-date immunization records, students will not be permitted to attend school.

Illness or Injury

Students may request or be sent to see the nurse with a pass issued by a staff member. The nurse will make the determination about what treatment, if any, is needed. Parents are notified when necessary. Please be sure to update emergency information as it changes. In case of illness or injury, a student will be dismissed to a parent or guardian, or to a responsible adult designated by the parent or guardian.

Medications

Written authorization from the primary care physician is required for all medications given out during the school day. Medications must be brought to the school by the parent or guardian in the original container with the label intact. The parent or legal guardian must give written permission in order for the nurse to give medication to a student. Parents are asked to call and make an appointment to meet with the school nurse to discuss any medication issues or medical concerns.

When to Keep Your Child Home

Please keep your child at home if he or she has:

- **Cold with cough and fever:** If your child has a cold and cough symptoms with a fever or he/she does not seem to be getting better, call your doctor. Your child may not attend school with a fever over 100°.
- **Sore throat with fever and swollen glands:** These may be signs of strep throat. Call your doctor to have your child evaluated. Children are still contagious the first 24 hours on antibiotics and must remain home.
- **Red Eyes:** When the white part of the eye looks red and there is a yellow or green crusty discharge, call your doctor. Your child may have conjunctivitis, a common but troublesome condition that may be a contagious infection. Your child may need an eye ointment, and may attend school after 24 hours of treatment.
- **Rash:** A rash is usually a sign of a viral illness. It also may be a reaction to a medication or chemical (plants, detergents). If your child has an unusual rash or it is associated with a fever, contact your doctor. Keep your child home from school until you have discussed the rash with your doctor.
- **Stomach ache, vomiting, diarrhea:** A child with vomiting and/or diarrhea should be kept home until symptoms have resolved for approximately 12 hours and the child is able to keep down food and liquid. Consult your doctor if fever and stomach pains do not go away or your child is not eating well and appears dehydrated (dry mouth, no tears, sunken eyes, urinates less than 4 times in 24 hours).
- **Head Lice/Nits:** Students may not return to school until hair has been treated and all eggs/nits have been removed. If your child has lice, please contact the school nurse so she may check siblings and classmates. This is kept confidential.
- **Chicken Pox:** Students must remain out of school for at least 1 week from the appearance of eruptions. All lesions must be scabbed over with no new eruptions, and you must have a doctor's note or note from the Watertown Board of Health (617-972-6446) to return to school.

Since school health rooms are not equipped to accommodate sick children, and since crowded health rooms lead to further spread of disease, it is imperative that sick children be kept at home. It is also crucial that parents make every effort to pick up children as soon as possible when notified by the school of a child's illness.

EXTRA CURRICULAR ACTIVITIES

Student Council

The Student Council is made up of one representative from each homeroom, plus four officers: President, Vice President, Secretary and Treasurer. Homeroom representatives are elected in September for the current school year.

The election of officers takes place in May or June for the next school year. Students seeking nomination for officer positions must be in 7th grade, planning to serve in their 8th grade school year. All candidates must attend an election workshop. Candidates must adhere to all election regulations, which are explained at the workshop, especially the deadline for submitting nomination papers. Candidates must get signatures from 20 seventh grade students. In addition, they must have signatures from one sixth grade cluster teacher, three seventh grade cluster teachers and a seventh grade specialist. An administrator must also sign the nomination papers. Candidates for office must have a C or better average in all subjects and they must have no major discipline infractions. No candidate may have any suspensions during the present school year and they may not have excessive after-school sessions. More than 5 unexcused absences a year and more than 5 tardy days per term will also disqualify candidates. A 7th grade assembly will be held and all candidates will give a speech. The election will be held the following day.

The Student Council meets on a regular basis and plans activities such as the school dances, student/staff basketball games, community service fundraisers, and projects. The Executive Board of the Student Council consists of the four officers and a male and female student chosen by the homeroom representatives to represent each grade level. These students meet every Tuesday. The Student Council affords students the opportunity to develop leadership skills, and they are often called upon to represent the school. Academic or behavior issues sometimes make it necessary to suspend a student councilor from office, either temporarily or permanently

School Dances

The Student Council sponsors several dances throughout the year. Dances take place on Friday evenings from 7-10:00 p.m., with admission by prior ticket sale only. Only Watertown Middle School students may attend. Students will not be allowed into the dance after 7:20 p.m. unless by prior arrangement with the administration. Students are expected to dress and behave in a manner consistent with school procedure.

Students who have any of the following will not be eligible to attend the next dance: six lunch or three office sessions, one suspension, five unexcused absences, or ten unexcused tardies.

Students should be picked up promptly at 10:00 PM at the Waverley Avenue door. A parent or designated adult must pick up their child. Students will not be allowed to walk home. If a parent or guardian fails to pick a student up from the dance within a reasonable amount of time, a student may not be eligible to attend the next dance.

Sports

Fall	Winter	Spring
Field Hockey	Boys Basketball	Baseball
Football	Girls Basketball	Softball
Boys Soccer	Hockey	Boys Track
Girls Soccer	Wrestling	Girls track

At the Watertown Middle School, we take pride in having developed over the years a rich and successful Athletic Program. We understand that athletics is an integral part of the school culture, providing our students with invaluable experiences throughout the year. While providing our students with these opportunities, we adhere to strict guidelines to keep our students focused on their academics and to provide accountability when they make mistakes. The following guidelines will apply to all students who are involved in the Watertown Middle School Athletics' Program.

1. Students are required to maintain a C- (70%) average to participate.
If students are not academically eligible to start or continue a season, students will be placed on academic probation for a period of three weeks to bring their grades up. The Watertown Middle School guidance team will manage the eligibility issues throughout the school year.
2. If a student has received an office detention or suspension the following guidelines will apply.
 - Suspension – three weeks suspension from athletics
 - Office detention – suspension from one game and two practices*If disciplinary events continue, the Principal/Assistant Principal may restrict a student from further athletic activities.*

3. If a student is absent from school, she/he will be ineligible to play that day.
4. If a student has an unexcused tardy, she/he will be ineligible to play that day.

Students will be notified when team try-outs or sign-ups take place, or information may be obtained from the Watertown Middle School website.

After School Program

Watertown Middle School offers a number of after-school activities located within the building and outside in the community. Throughout the year, there will be opportunities for students to sign up for after school activities. On the days when the student is scheduled to participate in a club, team, or activity, he or she should check in at the cafeteria, have a snack, and go directly to the room or area where the activity will take place. A full schedule of after school activities will be sent home in the summer mailing and will be posted again in the fall on the school's website and in the Eagle's Nest newsletter

For more details and questions regarding after school programming, please call Rita Foglia at 617-926-7764 or email rfoglia@watertown.k12.ma.us

Working Papers

We recommend that middle school students not work at a job during the school week (i.e., Sunday evening through Thursday evening). If a student needs to work, we recommend that he/she does not work for more than ten hours per week.

Students who have reached the eligible age of 14 for working papers should first be hired and then procure a yellow card from the main office at the High School for the employer and doctor to sign. Students must present a birth certificate and student identification. Upon completion of this card, students should return the yellow card in order to get the official working papers. Students are reminded that working papers are available Monday – Friday in the Main Office at the High School from 8:00 a.m. – 3:00 p.m.

PARENT CONTACT PROCEDURE

The communication guidelines delineated below are designed to provide an efficient and effective process for parents to access information about all aspects of their child's school experience. We define a "chain of communication" because we feel that the

most effective way to obtain accurate responses to inquiries or lasting solutions to concerns is at the level closest to the issue or concern.

The following chart identifies the individual who should be contacted initially, depending upon the nature of the question or concern. The Personnel Directory lists positions and phone extensions. If parents remain uncertain about where to make a call, they should feel free to contact any member of the school community who will refer the inquiry to the appropriate person. We understand that there are times when a parent feels the need to start with a specific individual. We defer to parents' judgment in this matter.

Classroom Concerns

- a. Any questions related to classroom issues should be referred to the teacher. Most concerns are resolved when parents take this initial step. Teachers are interested in the concerns of parents and want to address those concerns in an open and professional manner. Parent/teacher conferences make a positive contribution to student achievement.
- b. Supervisors and administrators are willing to listen to questions and concerns related to classroom issues and will provide procedure-related information, but they will ask the parent to contact the teacher if a parent/teacher dialogue has not already begun.
- c. Parents who feel that an issue is unresolved after having consulted with the teacher should contact the individual listed in the "referral" column.

Other Concerns

The chart on the next page assists parents in directing their questions to other members of the school community. If an issue is unresolved after the initial contact, parents may then address their concern to the person listed in the "referral" column.

Anonymous Calls or Complaints

There will be no response within the School Department to anonymous calls, letters, or complaints.

QUESTIONS & CONERNS CHART

NATURE OF CONCERN	INITIAL CONTACT	REFERRAL
Academic Progress or Discipline	Teacher	Assistant Principal and/or Curriculum Coordinator or Director
Teaching Methods & Curriculum	Teacher	Department Head and Principal
Counseling/Student Adjustment	Counselor	Principal/ Assistant Principal
Special Needs Referral	Teacher or Counselor	Special Education Coordinator 617-926-7766 or Principal
School Traffic Guards	Principal	Watertown Police Department 617-972-6500
Transportation	Principal	Director of Business Services 617-926-7716
Special Needs Transportation	Director of Student Services 617-926-7766	Director of Business Services 617-926-7716
Title I Program	Title I Tutor/Teacher	Principal/Assistant Principal
Policy – District	Superintendent 617-926-7700	School Committee 617-926-7700
School Lunch Program	Principal	Director of Food Services 617-926-7756
Community Education Programs (Adult Ed/Summer School/Before and After School Programs)	Director of Community Education 617-923-7653	Director of Student Services 617-926-7700

***Unless otherwise noted please call the Middle School 617-926-7783**

GETTING INVOLVED

Parent-Teacher Organization

The Watertown Middle School Parent Teacher Organization (PTO) is a voluntary group of parents, teachers and administrators, who meet to discuss and organize activities and events. The PTO supports the school in many ways. Dues for the year are \$10.00 per family, which go right back to the classroom and support your child in many ways.

Fundraising efforts include:

- Magazine Drive
- Turkey Shoot
- Holiday Shopping Night
- Pie Sales
- Bake Sales

PTO fundraisers finance activities and programs essential to our school's academic, social, and cultural life:

- Student and Teacher Agenda Books
- Honor Roll Breakfasts for each grade
- Scholarships
- 8th Grade Washington D.C. Trip
- 8th Grade Career Day refreshments
- 8th Grade Graduation
- Principal's Fund
- Money for each Cluster
- Field Trips such as the Science Museum and Museum of Fine Arts
- In house performances such as Shakespeare and Greek Mythology
- Ice Cream Social
- Scavenger Hunt for incoming 6th graders
- Scholastic Book Fair
- Teacher Appreciation Luncheon
- Pizza Parties

The PTO meets once a month. A schedule of meetings will be posted in the main office in September.

How to Contact the PTO:

- PTO mailbox in the main office
- Lisa Tardiff @ 617-489-4887
- Lisa D'Amico @ 617-924-1706

The PTO welcomes anyone who would like to be a part of this terrific organization.

School Site Council

The Watertown Middle School Council consists of parents, teachers, the principal, and community members. School Councils were created in every district by the 1993 Education Reform Act (M.G.L. Chapter 71, Section 59C). They provide input to the principal regarding student, parent, and community needs. Parent and teacher representatives are elected by parents and teachers respectively to serve staggered three-year terms. The School Council meets monthly. Duties and responsibilities include:

- adopting educational goals for the school.
- identifying the educational needs of students attending the school.
- reviewing the school building's annual budget.
- formulating a school improvement plan.

Parent Volunteers

Parent volunteers are encouraged to help in school. The assistance of parents is greatly valued. We believe that children who see their parents working in school will better recognize the importance of school in their lives. Volunteer positions will be announced at the beginning of school.

NOTES