

OCTOBER 2022



9th grade
parent/caregiver

PRESENTATION

WESTFORD ACADEMY



tonight's agenda

LAUREN CLARK, *DIRECTOR OF SCHOOL COUNSELING*

- HOW DO WE SUPPORT STUDENTS?
- ACADEMIC PLANNING TOOLS
- HELPING YOUR CHILD THRIVE
- PREVIEW OF STUDENT PRESENTATION
- STAYING INFORMED

DAN TWOMEY, *DEAN OF STUDENTS*

- HANDBOOK PROCEDURES, SCHOOL INFORMATION AND POLICIES
 - OFF TO CLASSES!
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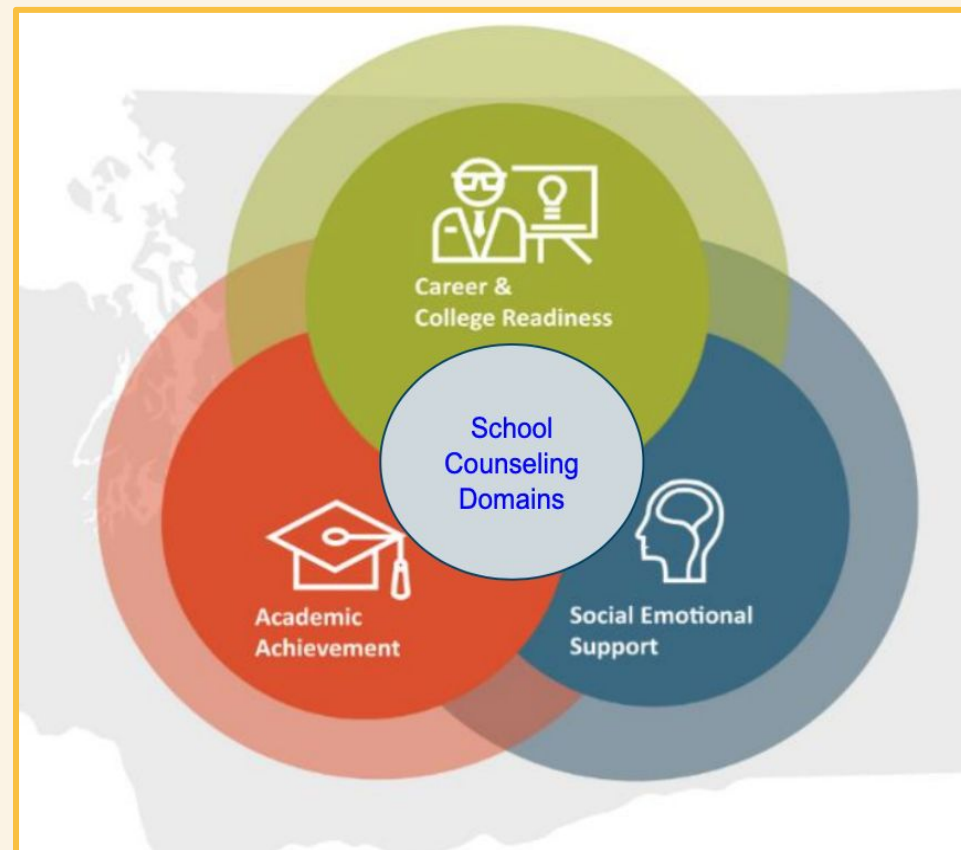
meet the **COUNSELORS**



Counselor Assignments

Counselor	Class of 2026 FRESHMEN
Leah Birnkrant lbirnkrant@westfordk12.us	A - Call
Karen Halloran khalloran@westfordk12.us	Cam - Dul
Susan Lynch slynch@westfordk12.us	Dun - Hoa
Brian Doherty bdoherty@westfordk12.us	Hol - Kuc
Samantha DeMagistris sdemagistris@westfordk12.us	Kuk -Murp
Tracy McLaughlin tmclaughlin@westfordk12.us	Murr - Sha, R
Heidi Hider hhider@westfordk12.us	Sha, S - Wills
Lauren Clark laurenclark@westfordk12.us	Wit - Z

HOW DO WE SUPPORT STUDENTS?



- **ACADEMIC MONITORING AND SUPPORT**
- **DELIVERY OF DEVELOPMENTAL COUNSELING CURRICULUM THROUGH ADVISORY OR CLASSROOM**
- **CRISIS AND ONGOING COUNSELING SUPPORT**
- **TRANSITION PLANNING AND SCHEDULING INCLUDING CAREER EXPLORATION ACTIVITIES**
- **GUIDING STUDENTS AND FAMILIES THROUGH PLANNING FOR LIFE AFTER HIGH SCHOOL**
- **AND MORE!**



back to **BASICS**

- **ACADEMIC PLANNING TOOLS**
 - **TIME MANAGEMENT**
 - **GRAD REQUIREMENTS**
- **WA GRADUATION REQUIREMENTS**

ACADEMIC PLANNING TOOLS

TIME MANAGEMENT



TIME MANAGEMENT ACTIVITY

This activity is intended to help students anticipate the time they will need to remain balanced, healthy, happy and engaged learners.

Fill out for your BUSIEST Term:

School Day (5 Days x 7 Hours)	35
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Anticipated Hours of Homework*	Average Hours/Week
Honors, CP1, CP2: .5 Hours x 5 nights weekly x # courses	
AP: 4 – 5 hours weekly x # courses	
Total School Hours:	

Extra-Curricular Activities	Average Hours/Week
Clubs/Interests/Hobbies	
Paid Job	
Community Service	
Sports/Physical Activity	
Music/Theater/Performance	
Other (Driver's Ed, SAT Prep, College Apps, etc)	
Total Extra-Curricular Hours:	

Daily Living Activities	Average Hours/Week
Sleep (7 days x 9 Recommended Hours)	
Necessities (Eating, Showering, Chores, etc)	
Travel to and from School	
Family Time	
Free Time (Friends, TV, Phone, Internet, etc)	
Total Daily Living Hours:	

School Day Hours	=	35	Available Hours/Week
Homework Hours	=		
Extra-Curricular Hours	=		
Daily Living Hours	=		
YOUR TOTAL HOURS		VS.	168

Based on the information above we acknowledge the workload we are going to undertake with this schedule:

Student Name _____ Signature _____

Parent/Guardian signature _____

4-YEAR ACADEMIC PLANNING



Westford Academy 4-Year Academic Plan				
Content Area/ Required Credits	Grade 9	Grade 10	Grade 11	Grade 12
English/20				
Math/20				
Science/15				
Social Studies/15 5 WH II and 10 US (I and II)				
World Lang/10				
Health/2.5				
PE/10				
Technology/2.5				
Visual/Performing Arts/2.5				
Electives/25				
117.5 Total required credits to graduate				

COURSE SEQUENCE



WA graduation REQUIREMENTS

Westford Academy Graduation Requirements					
Name _____ YOG _____					
Subject	Credits	Grade 9	Grade 10	Grade 11	Grade 12
English	20				
Math	20				
Science	15				
Social Studies	15				
Foreign Lang*	10				
P.E.	10				
Fine/Performing Arts*	2.5				
Technology	2.5				
Health	2.5				
Electives	20				
Total	117.5				

- Total Credits for 4 years- (minimum requirement 117.5 total) _____
- Pass MCAS in Science, ELA, Math
 - Math - 20 Credits
 - Foreign Language – 10 Credits Required beginning with the Class of 2020
 - Fine Arts – 2.5 Credits Required beginning with the Class of 2020
 - PE – 10 Credits Required beginning with the Class of 2020 – unless medically excused

- ENGLISH: 20 CREDITS
- MATH: 20 CREDITS
- SCIENCE: 15 CREDITS
- HISTORY/SS: 15 CREDITS
- WORLD LANGUAGES: 10 CREDITS (SAME LANGUAGE)
- PE: 10 CREDITS (4 SEMESTERS)
- VISUAL AND PERFORMING ARTS: 2.5 CREDITS
- HEALTH: 2.5 CREDITS
- ELECTIVES: 20 CREDITS
- 117.5 CREDITS TOTAL
- PASSING MCAS GRADE 9 (SCIENCE) AND MCAS GRADE 10 (ENGLISH, MATH)

BACK TO SCHOOL TIPS TO HELP YOUR CHILD THRIVE

- MAKE TIME FOR PDF. PDF IS CRITICAL FOR OVERALL WELL-BEING.
- CREATE A TECH-FREE ENVIRONMENT DURING MEALTIMES.
- COLLABORATE WITH YOUR CHILD'S TEACHERS.
- AN EXTRA HOUR OF SLEEP > AN EXTRA HOUR OF STUDYING.
- HELP YOUR CHILD DEVELOP HIS OR HER INTERESTS AND STRENGTHS. DISCOVER WHAT YOUR CHILD REALLY LOVES TO DO OUTSIDE OF SCHOOL, NOT WHAT YOU THINK A COLLEGE ADMISSIONS OFFICER WOULD LIKE TO SEE ON AN APPLICATION.

MENTAL HEALTH AND WELLBEING ARE ESSENTIAL FOR TEENS (AND FOR PARENTS!)



preview of the **STUDENT PRESENTATION**



What will be discussed during advisory on October 12th?

YOUR COUNSELOR

DEFINING SUCCESS

GETTING TO KNOW YOURSELF

GRAD REQUIREMENTS

HEALTHY BALANCE

RESOURCES TO HELP

Tips for **FRESHMEN**

- ❑ **GET TO KNOW YOURSELF AS A STUDENT AND A PERSON**
- ❑ **DEVELOP YOUR STUDY SKILLS**
 - ❑ **PRACTICE GOOD TIME MANAGEMENT**
 - ❑ **IDENTIFY AND UTILIZE EFFICIENT STUDY METHODS THAT WORK FOR YOU**
- ❑ **MONITOR/MAINTAIN YOUR GRADES**
 - ❑ **COMMUNICATE WITH YOUR TEACHERS & SEEK HELP WHEN NEEDED**
 - ❑ **REGULARLY CHECK YOUR GRADES**
 - ❑ **YOUR GRADES SHOULD BE AN ACCURATE REFLECTION OF YOUR ABILITIES.**
- ❑ **MAINTAIN A HEALTHY LIFESTYLE**
 - ❑ **GET INVOLVED IN SCHOOL ACTIVITIES**
 - ❑ **FIND A BALANCE... SELF-CARE AND SLEEP!**

Stay INFORMED

- [COUNSELING DEPARTMENT WEBSITE](#)
- [ACADEMIC PLANNING TOOLS](#)
- [FRESHMEN TIMELINE](#)
- [COUNSELING NEWSLETTER](#)
- [PRINCIPAL'S FRIDAY EMAIL](#)
- INSTAGRAM (WA_COUNSELING)
- REGISTERING FOR SCOIR (COUNSELING DEPT EMAILS)

meet the
**WESTFORD
ACADEMY
ADMINISTRATION**



**DEAN MURPHY, DEAN TWOMEY, DEAN WARE,
DIRECTOR OF SCHOOL COUNSELING LAUREN
CLARK, PRINCIPAL ANTONELLI**



Dean Assignments

SCHOOL YEAR 2022-2023

A-F MR. WARE

G-M MR. TWOMEY

N-Z MS. MURPHY

SCHOOL YEARS 2023-2026

MR. TWOMEY

COMMUNICATION PROTOCOL

FIRST STEP:

TEACHER WORKS WITH INDIVIDUAL STUDENT

SECOND STEP:

TEACHER COMMUNICATES WITH PARENT VIA
PHONE AND/OR EMAIL

THIRD STEP:

TEACHER INITIATES MEETING WITH STUDENT,
PARENT,
CURRICULUM COORDINATOR AND SCHOOL
COUNSELOR

FOURTH STEP:

MEETING HELD BY DEAN WITH ALL PARTIES IN
STEP THREE

FIFTH STEP:

PRINCIPAL WILL CONSULT WITH ALL GROUPS,
THEN HOLD MEETING

clubs and **ACTIVITIES**



- STUDIES SHOW A POSITIVE RELATIONSHIP BETWEEN **EXTRACURRICULAR ACTIVITIES** AND IMPROVED GRADES AND WORK HABITS IN SCHOOL
- \$100 FEE FOR YEAR TO JOIN ALL CLUBS AND ACTIVITIES AT WA (ONLINE [MYSCHOOLBUCKS.COM](https://myschoolbucks.com))
- 75 CLUBS AND ORGANIZATIONS TO JOIN IN ADDITION TO ATHLETICS!
- WIDE RANGING OPPORTUNITIES
- GREAT WAY TO GET INVOLVED AND BE CONNECTED

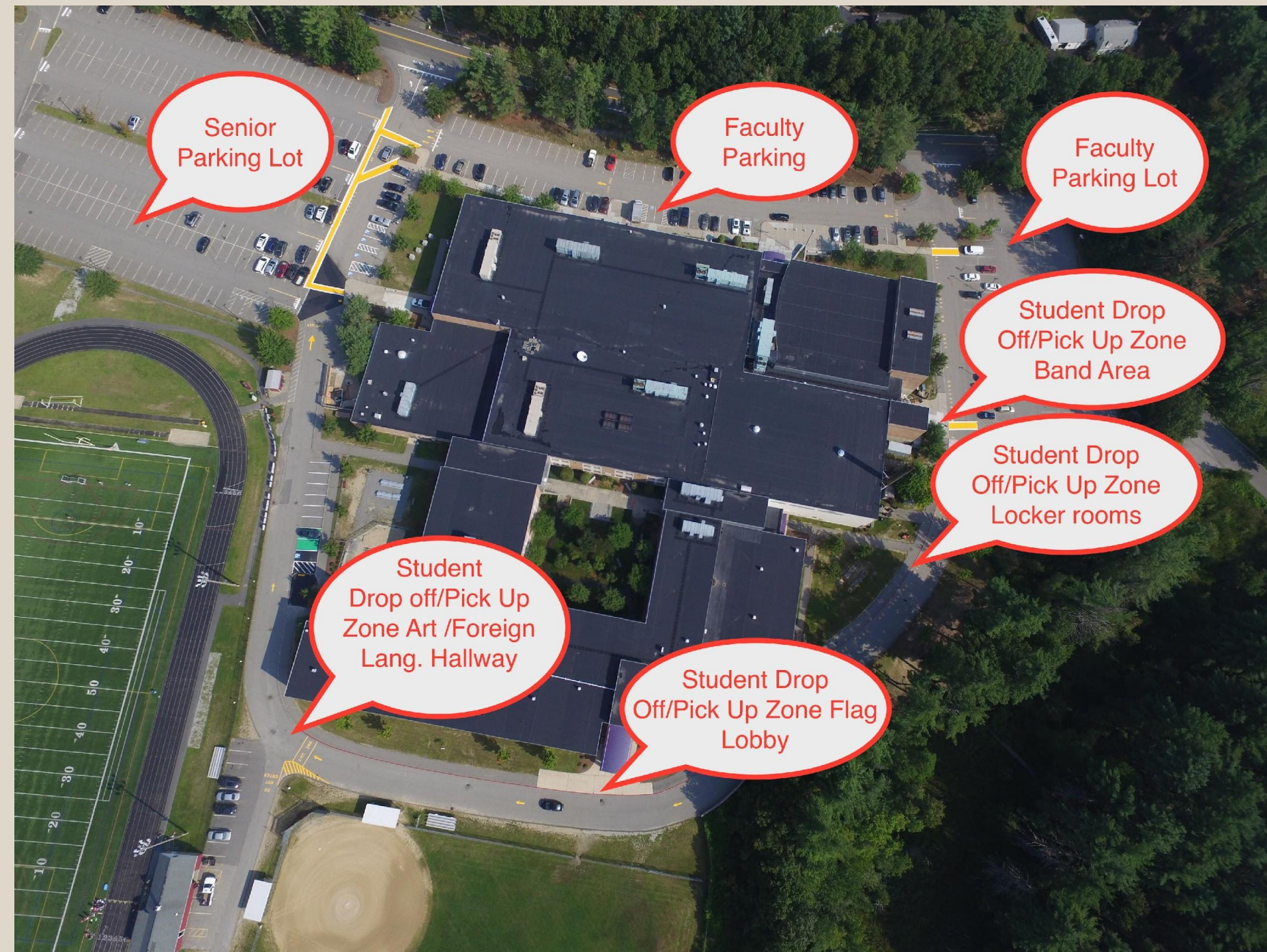
- ALL BYOD MUST BE REGISTERED
- SCHOOL PROPERTY- SCHOOL RULES APPLY
- ACCEPTABLE USE AGREEMENT IN HANDBOOK
- WESTFORD ACADEMY NETWORK USE
- STUDENTS ARE RESPONSIBLE TO HAVE CHROMEBOOKS READY EACH DAY
- BLOCKSI ALERTS

*One to
World*

**AND GOOGLE
CLASSROOM**



TRAFFIC PATTERNS





Westford Academy

HANDBOOK





TAUNTING POLICY

Taunting is prohibited during school and all school events.

Taunting includes any actions or comments by students which are intended to bait, anger, embarrass, ridicule, or demean others, whether or not the deeds or words are vulgar or racist. Included is conduct that berrates, needles, intimidates, or threatens, based on race, gender identity, ethnic origin or background, and conduct that attacks religious beliefs, size, economic status, speech, family, special needs or personal characteristics.

DIVERSITY, EQUITY, INCLUSION STATEMENT

**AT WESTFORD ACADEMY, WE STRIVE TO DEVELOP AN
INCLUSIVE AND EQUITABLE SCHOOL COMMUNITY WHERE
EVERY INDIVIDUAL IS WELCOMED, RESPECTED, VALUED,
AND SUPPORTED....**

**WHEN THIS STATEMENT MAY BE CHALLENGED OR
VIOLATED, WESTFORD ACADEMY WILL HOLD INDIVIDUALS
ACCOUNTABLE FOR THEIR ACTIONS OR CONDUCT AND SEEK
TO REPAIR HARM OR DAMAGE TO ANY INDIVIDUAL.**

Vaping



- **REVISED TOBACCO/ELECTRONIC CIGARETTE HANDBOOK POLICY TO NOW INCLUDE A EDUCATIONAL COMPONENT IN ADDITION TO THE TOWN OF WESTFORD FINE AND MIAA CHEMICAL HEALTH POLICY**
- **MGH/HARVARD MEDICAL SCHOOL STUDY AT WA OF STUDENTS VAPING AND/OR SUBSTANCE ABUSE**

ATTENDANCE

- **ONE OF THE TOP INDICATORS OF STUDENT SUCCESS!**
- **CHRONIC ABSENTEEISM RATES ARE UP**
- **ABSENCES MUST BE REPORTED BY PARENTS WITH A NOTE OR CALLING ATTENDANCE SECRETARY KARIN BROWN**
- **ABSENCES ARE EXCUSED FOR DOCTORS APPOINTMENTS, DENTIST APPOINTMENTS, RELIGIOUS HOLIDAYS, BEREAVEMENT, COVID**
- **VACATIONS- NOT EXCUSED**
- **LOSS OF CREDIT POLICY - 6 OR MORE ABSENCES IN A CLASS IN A QUARTER**

*tardy
to school*

AND

DISMISSALS

- OFFICE DETENTIONS ISSUED FOR 6 OR MORE TARDIES, 9 OR MORE, 12 OR MORE PER QUARTER
- STUDENTS MUST ATTEND THREE CONSECUTIVE PERIODS IN ORDER TO PARTICIPATE IN ACTIVITIES/ATHLETICS
- STUDENTS CANNOT BE EXCUSED AFTER THE FACT
- PLEASE EXCUSE STUDENTS BY CALLING MRS. BROWN AT EXT. 1
- MORE TIME NEEDED IN WINTER!
- SCHOOL STARTS AT 7:35AM

CHEATING AND PLAGIARISM

- **1ST OFFENSE: TEACHER NOTIFIES PARENT AND THE DEAN OF STUDENTS. THE STUDENT ALSO RECEIVES A GRADE PENALTY AT THE DISCRETION OF THE TEACHER**
- **2ND OFFENSE: IN-SCHOOL SUSPENSION AND A 0% ON ASSIGNMENT/ASSESSMENT**
- **3RD OFFENSE: OUT-OF-SCHOOL SUSPENSION**



Search/Seizure and Reasonable Suspicion

- **PROVIDED THERE IS REASONABLE SUSPICION, WESTFORD ACADEMY RESERVES THE RIGHT TO SEARCH STUDENTS, THEIR POSSESSIONS, LOCKERS AND VEHICLES ON SCHOOL PROPERTY**
- **SCHOOL OFFICIALS ARE NOT REQUIRED TO OBTAIN A WARRANT BEFORE SEARCHING A STUDENT UNDER THEIR AUTHORITY**

STUDENT PHONES AND SEARCHES

WESTFORD ACADEMY ADMINISTRATION RESERVES THE RIGHT TO SEIZE THE CELL PHONE OF A STUDENT BASED ON REASONABLE SUSPICION THAT THE POSSESSION OR USE OF THE CELL PHONE WAS IN VIOLATION OF THE LAW AND/OR SCHOOL RULES.

- **TAKING VIDEOS/PHOTOGRAPHS OF OTHER STUDENTS OR STAFF WITHOUT THEIR KNOWLEDGE AND/OR PERMISSION**
 - **ACADEMIC CHEATING**
 - **BULLYING/HARASSMENT**
- 

School Safety



- ❖ DOORS LOCKED DURING DAY/ BUZZER SYSTEM
- ❖ FRONT DOOR ENTRY AFTER SCHOOL STARTS
- ❖ ALICE PROGRAM
- ❖ SCHOOL SAFETY DRILLS (SEPT/OCT)
- ❖ SCHOOL RESOURCE OFFICER
- ❖ CRISIS RESPONSE TEAM
- ❖ HANDOUTS AT BEGINNING OF YEAR



bullying

AND

HARASSMENT

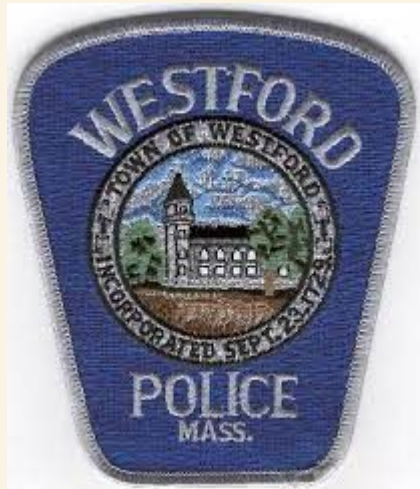
- ❖ **HARASSMENT** MEANS CONDUCT OF A VERBAL OR PHYSICAL NATURE WHICH IS DESIGNED TO EMBARRASS, DISTRESS, AGITATE, DISTURB, OR TROUBLE ANY PERSON
- ❖ **BULLYING** IS DEFINED AS THE REPEATED USE BY ONE OR MORE STUDENTS OF A WRITTEN, VERBAL OR ELECTRONIC EXPRESSION OR A PHYSICAL ACT OR GESTURE OR ANY COMBINATION THEREOF, DIRECTED AT A VICTIM



Food Delivery to WA

- **PLEASE NO FOOD DELIVERY BUSINESSES AT WA**
- **OK FOR PARENTS TO DROP OFF LUNCHES, ITEMS IN THE MAIN OFFICE**





Memorandum of Understanding



Mission Statement The SRO Program is based upon the fundamental premise that when schools, police, prosecutors, and other service agencies work collaboratively and proactively, the safety, mental health, and well-being of children and youth are best served. By working together to educate the school community, coordinate efforts, and share information, the Westford Public Schools and the Westford Police Department through the SRO Program strive to: (1) prevent violence involving the students of the Westford Public Schools; (2) prevent the use, abuse, and distribution of alcohol and other controlled substances involving students of Westford Public Schools, and (3) provide a safe, secure, violence-free, and nurturing school environment.

DON'T BLINK



Off to
class...

and thank
you!

BLOCK	Grade 9/12
A	5:50-6:00
B	6:05-6:15
C	6:20-6:30
D	6:35-6:45
E	6:50-7:00
F	7:05-7:15
G	7:20-7:30