



## **CAREER & TECHNICAL EDUCATION**

**Marie Hannon, Chair, mhannon@watertown.k12.ma.us  
(Business Education; Family & Consumer Science; Media, Video,  
and Film Production; and Industrial Technology)**

### **EXPECTATIONS**

**Positive attitude** (mindset to learn--student takes responsibility for learning)  
**Respectful to all in class; be an attentive listener to teacher and fellow students**  
**Proper social skills** (classroom/lab etiquette)  
**Respect for equipment--safety in operating same**  
**Proper dress**  
**Listen and participate**

### **EFFECTIVE ORGANIZATIONAL AIDES**

**Folder and/or notebook for specific class** (for important papers, handouts, instructions, notes)  
**Pen and pencil**  
**Highlighters**  
**Calculator**  
**Agenda for recording assignments and grades on tests/projects**

### **EFFECTIVE STUDY AIDES**

**Note taking**—take notes, date them, and ask questions if something is not understood  
**Review notes each day**  
**Handouts**—put date on handouts and keep with your notes; make comments or notes on handouts as needed for clarity  
**Calculator for accounting and economic/financial assignments**

### **MATERIALS TO USE AT HOME**

**Quiet area for school work/studying**  
**Access to computer (home/library)**  
**Parental help**

### **MATERIALS TO BRING TO CLASS**

**Textbook**

**Homework**  
**Notebook/folder**  
**Calculator**  
**Pen, pencil, highlighters**

## **ENGLISH LANGUAGE LEARNERS**

**Rob Stergis, Chair, [rstergis@watertown.k12.ma.us](mailto:rstergis@watertown.k12.ma.us)**

### **Supplies needed for home and school:**

- pens, pencils, highlighters, colored pens/pencils
- notebook for class notes and other information
- folder for completed homework, worksheets and corrected tests
- tissues
- foreign language dictionary
- agenda for recording homework and other assignments

### **Expectations & being prepared for class:**

- being on time
- bringing something with which to write
- bringing your covered textbook
- bringing your completed homework assignment to class
- being an active participant in class
- being a respectful listener
- being able to respond to the teacher's questions
- asking questions when you do not understand
- following the guidelines and school rules in the WHS Agenda
- having a good attitude and a commitment to learning

### **Helpful hints:**

- keep your returned papers and tests in a folder and leave it in the ESL classroom until you need it to study for exams
- copy the examples the teacher does on the board and write down the explanations given for problems or questions on homework which is reviewed
- put a question mark (?) next to items you do not understand and ask your teacher about them
- keep a vocabulary list for each section of words you did not know beforehand or make flashcards.

## **Outside classroom resources:**

### **ESL Practice**

- \* English Club  
<http://www.englishclub.com>
- \* English Page  
<http://www.englishpage.com>
- \* Study Zone  
<http://web2.uvcs.uvic.ca/elc/studyzone/>
- \* ESL Activities (TESOL)  
<http://a4esl.org/>

### **Reading Practice**

- \* Reading 200  
<http://web2.uvcs.uvic.ca/elc/studyzone/200/index.htm>
- \* Reading 330 (Nasreddin)  
<http://web2.uvcs.uvic.ca/elc/studyzone/330/index.htm>
- \* Reading 410  
<http://web2.uvcs.uvic.ca/elc/studyzone/410/index.htm>
- \* Reading 490  
<http://web2.uvcs.uvic.ca/elc/studyzone/490/index.htm>
- \* Reading 570  
<http://web2.uvcs.uvic.ca/elc/studyzone/570/index.htm>

### **Grammar Practice**

- \* English Club Grammar  
<http://www.englishclub.com/learn-english.htm>
- \* Study Zone Grammar  
<http://web2.uvcs.uvic.ca/elc/studyzone/grammar.htm>

### **Writing Practice**

- \* Writing Paragraphs  
[http://www2.actden.com/Writ\\_Den/Tips/paragrap/](http://www2.actden.com/Writ_Den/Tips/paragrap/)
- \* Resumes & Cover Letters  
<http://www.englishclub.com/business-english/resumes-cv.htm>
- \* Conversation Questions  
<http://iteslj.org/questions/>
- \* Idioms and Slang  
[http://iteslj.org/links/ESL/Idioms\\_and\\_Slang](http://iteslj.org/links/ESL/Idioms_and_Slang)

# ENGLISH

Jennifer Montgomer, Chair, [jmontgomery@watertown.k12.ma.us](mailto:jmontgomery@watertown.k12.ma.us)

## Required Materials

All freshmen need to bring the following items with them to English class on the first day of school:

1. Pens
2. Pencils
3. 3-ring binder with dividers and notebook paper
4. Titles, authors, and reading notes from completed summer reading books

In addition to the specific materials your English teacher requires, you must bring the following materials to English class every day:

1. The English book your class is studying
2. A pen or a pencil
3. A notebook in which to take English notes

## Expectations

1. Be prepared to do English homework every night. It will be an important part of your English grade.
2. Be in class, on time, ready to work, with all required materials every day.
3. Take notes in class every day.
4. Model respect by listening to your teacher and to your peers.
5. When you are absent, check the homework website or call a classmate to get the homework assignments.
6. Abide by all school rules. Pay particular attention to the WHS plagiarism policy.

## Building Successful Study Habits

1. Choose an appropriate, comfortable, well-lit place in which to study.
2. Put all of your English handouts in the proper place in your notebook so that you can find them easily.
3. Read actively by taking notes, writing down questions, and looking up unfamiliar vocabulary.
4. Arrive to class prepared to make comments and ask questions on the previous night's reading.

# FINE AND PERFORMING ARTS

Fred Schuetze, Chair, fschuetze@watertown.k12.ma.us

## **Drama**

### **Expectations**

You will be expected to attend class regularly. Participation is a substantial factor in the course grades for drama. Come to class on time, and actively participate in all class activities.

### **Effective Organizational Aids**

- Two pocket folder
- Notebook
- Agenda
- Pencil
- Highlighter
- Binder with loose-leaf paper for class journal

### **Effective Study Aids**

- Text, Theatre: Art in Action

### **Materials to Bring to Class**

- Text
- Two pocket folder
- Pencil
- Course journal

### **Material to Use at Home**

- Text
- Course journal
- Other materials as assigned

## **Music**

### **Expectations**

- Good attendance
- Come to class on time.
- Practice your instrument.
- Make good use of class time.

### **Effective Organizational Aids**

- Two pocket folder
- Notebook/ Agenda

### **Materials to Bring to Class**

- Instrument
- Guitar, piano, if you have one.

## **How to Study for a Test**

Review hand-outs.  
Ask questions in class.

## **Visual Art**

### **Expectations**

Learn appropriate vocabulary terms unique to specific disciplines taught within the visual arts department.

Learn appropriate skill sets and techniques unique to specific disciplines taught within the visual arts department.

Develop an understanding and appreciation for art history.

Understand and apply knowledge of composition (elements and principles of design).

Develop and evolve visual vocabulary.

Develop a portfolio of original art work.

### **Effective Organizational Aids**

For courses that involve technology, students will have their own digital folder/ or portfolio to store and organize projects that are completed and/or in progress.

For courses that focus on traditional media, a portfolio will be used to store and organize class projects.

### **Effective Study Aids**

Students in all subjects will receive handouts to help prepare for examinations.

The WHS homework link:

(<http://info.watertown.k12.ma.us:81/WHSHOMEWORKFAPA>) as well as the FAPA departmental web site

(<http://www.watertown.k12.ma.us/dept/fapa/index.html>)

## **FOREIGN LANGUAGE**

**Michael McDermott, Chair, [mmcdermott@watertown.k12.ma.us](mailto:mmcdermott@watertown.k12.ma.us)**

### **Supplies needed for home and school:**

**Pens**, pencils, highlighters, colored pens/pencils (In the foreign language lab only pencils are permitted for writing.)

A **notebook** for class notes and other information requested by the instructor.  
A **folder** or pocket in your notebook to keep completed homework, worksheets and corrected tests.

A foreign language **dictionary**, suggested by the teacher for use at home.

**Being prepared for class means:**

**Being** on time for class.

**Bringing** something with which to write.

**Bringing** your *covered* textbook, reader or workbook.

**Bringing** your completed homework assignment to class.

**Being** an active participant in the class.

**Being** a listener.

**Being** able to respond to questions.

**Asking** questions if you do not understand.

**Following** the guidelines and school rules stated in the **Watertown High School Agenda**.

**Helpful Hints:**

When the teacher explains the homework and does examples of the assignment, be sure to pay attention and copy them. It will make doing the homework easier.

**Keep** your corrected homework assignments and review them before a test.

When the teacher returns tests, save the test, unless the teacher keeps it, and record the score, along with all other class grades, in your notebook. If you dispute your grade at the end of the quarter, you will have valuable information to support your claim.

At the end of every quarter, clean out your text and notebook. Keep the papers in a safe place at home at least until the end of the school year.

**Foreign Language Department Policy For Online Translators**

Students may not use online translators to do their written and oral assignments.

If the teacher questions a student's written or oral work, the student must demonstrate that he/she has a command of the vocabulary, grammar and sentence structure.

Using an online translator and claiming that its information is a product authored by the student is a form of plagiarism.

A low cost, paperback, foreign language dictionary, will be recommended by the teacher. The dictionary will have vocabulary and idiomatic expressions that are language level appropriate for the student.

## **HEALTH AND PHYSICAL EDUCATION**

**Donna Ruseckas, Chair, [druseckas@watertown.k12.ma.us](mailto:druseckas@watertown.k12.ma.us)**

### **Health**

#### **Expectations:**

Students are expected to bring a notebook and pen to class each day. A text is not required for this course, so note taking is an important factor.

Class assignments and projects are assigned regularly as part of this curriculum. You are expected to be present and participate

Homework is assigned regularly. You are expected to do your homework

assignments on time. When absent, it is your responsibility to find out your homework via the homework web page.

A clear description of course grade level outcomes is available on line for your review. There, you can get a clear understanding of additional expectations from this course.

Grade for this course includes:

Attendance  
Student Work/Projects  
Class Participation  
Quizzes and Tests  
Homework Assignments  
Conduct

**Effective Organization:**

Notebook and Writing Instrument  
Folder to keep student work and handouts

This course includes short writing assignments pending Health articles selected from the Boston Globe. You are required to have access either on line or newspaper to complete the assignments.

**PHYSICAL EDUCATION STUDENT POLICY**

1. All students grades 9-11 are required to attend physical education. The School Attendance Policy can be found in your Student Handbook.
2. Proper dress is required for all classes. If not properly dressed, a student will stay in class, but will not receive credit for participating. Proper dress includes appropriate gym shorts, T-shirt, sneakers, and no jeans.
3. It is strongly suggested to use your own paddle lock on the gym locker which has been assigned to you. This will prevent theft to your belongings.
4. "Cut" classes cannot be made up. In addition, your name will be submitted to the office.
5. Excused absences are to be made up within 7 days of a students return to school. If you miss class on Day 1, you should make up the class by the next Day

- 1.
6. Students excused from active participation for medical reasons must report to class for attendance and alternate assignment. *Medical documentation is to be presented to the teacher when the student reports to class.*
7. Attendance is the responsibility of each student. Students must be sure to check in with their instructor before leaving class. This procedure is especially important for late arrivals and students making up a class.
8. If your class activity is outside, you may not walk to the fields without your teacher's supervision. If you're late and your class has departed for the field, you are required to remain at the school and report to room 222. You will not receive credit for that class.
9. It is up to the discretion of the teacher, whether work/activity time can be made up.
10. Your overall grade will involve: Skill, Knowledge of activity, Active Participation, Effort, Attendance, and Testing.

## **MATHEMATICS**

**Dan Wulf, Chair, [dwulf@watertown.k12.ma.us](mailto:dwulf@watertown.k12.ma.us)**

### **Expectations**

1. Students will take responsibility for their learning:  
Maintain exemplary behavior in class  
Ask questions when clarification is needed  
Come for extra help without being asked  
Complete homework (assigned daily) neatly and on time.
2. Calculators will be brought to every class. Note: cell phones are not allowed in class and therefore cannot be used as calculators for in-class work.
3. Binder and multiple pencils should be brought to every class.

### **Effective Study Aids**

1. Notes from class
2. Text Book (further explanation as well as problems not assigned with the odd answers in the back of the book)
3. Old homework, quizzes and tests

4. Calculator
5. Quiet, consistent place to work

### Summer Preparation

While we do not have official summer work for most of our math courses at the high school, we suggest students practice Algebra during the summer so as to “hit the ground running” in math when they begin math in the fall. Below is a sampling of many websites where problems can be found as well as their solutions. Some offer step-by-step help, and some only the answers. Reviewing previous concepts is also a good idea--some of the sites offer more than just Algebra.

<http://www.aplusmath.com/Worksheets/Algebra.html>

<http://www.aplusmath.com/Worksheets/>

<http://www.algebrahelp.com/worksheets/>

<http://math.about.com/od/algebraworksheets/>

[http://www.srjh.emery.k12.ut.us/hales/algebra\\_worksheets.htm](http://www.srjh.emery.k12.ut.us/hales/algebra_worksheets.htm)

[http://www.math.com/students/worksheet/algebra\\_sp.htm](http://www.math.com/students/worksheet/algebra_sp.htm)

### How to Study for a Test

\*Review homework assigned for the section on which you are being tested.

\*Do additional problems in the book, checking with your teacher to make sure your answers are correct.

\*Create flashcards for new vocabulary words-keep these all year to help with studying for midterms and finals.

\*Study regularly with a partner.

\*Review class work every night and ask for help throughout the chapter, not just the day of the test.

### Calculators

We strongly recommend that students own a calculator and bring that calculator to class on a daily basis. **Using the same calculator over time creates a familiarity that will reduce errors and make the calculator a more effective study aid.** Students are responsible for securing their calculators in their lockers when not in use. Lockers are to be locked at all times (with a high school issued lock), and students should not share combinations to insure the security of their possessions.

**For the 9th grade year, students need at minimum a scientific calculator.**

This need **not** be a graphing calculator, and it can be anything from an \$8 scientific calculator (watch for back-to-school specials, sometimes at Walgreens Wal-Mart, BestBuy or Target) through the mid-\$20 range. Below are some examples of what a basic scientific calculator looks like. The two-line display is helpful, but not required. A good indication that the calculator is a scientific calculator are buttons reading **sin**, **cos**, **tan** and **log**. These are functions that for most students will allow them to use the calculator throughout their four years at Watertown and beyond.

A few Honors and AP courses we offer in the upper grades, such as Statistics, PreCalculus and Calculus require a **graphing calculator**.

We work with Texas Instruments graphing calculators. The TI-83+ is roughly \$85 (look for summer sales) at Staples, and is also available at Target. Students may wish to buy the next level up (either the TI-83+ Silver Edition or the TI-84 Silver Edition).

(TI-83+)

## **SCIENCE**

Vera Larkin, Chair, [vlarkin@watertown.k12.ma.us](mailto:vlarkin@watertown.k12.ma.us)

### **PREPARING TO STUDY**

**Find** a consistent study place at home (or library) which is free of distractions and interruptions.

**Make** sure your study place has a comfortable chair, supplies you will need and good lighting.

**Use** your study place at the same time each day.

**Sleep** eight hours each night and eat breakfast.

**Internet** access is recommended.

### **EXPECTATIONS**

**Complete** homework each night. Neatness counts.

**Be** on time for class and ready to begin when the bell rings.

**Be** prepared for class with the assigned materials.

**Have** a good attitude; commit to listening to the teacher and fellow students and do not interrupt.

**Be** prepared to makeup work when you return from an absence.

**Be** an active participant in class by focused listening and asking appropriate questions.

**Follow** school rules written in your agenda book.

**Observe** safety rules in lab and leave your lab area clean after use.

**Cell** phones and Ipod devices are not to be used in the classroom under any circumstances.

## ORGANIZATIONAL AIDS TO BRING TO CLASS EACH DAY

Notebook; three-ring binder or spiral notebook for each subject

Agenda book for recording assignments or electronic organizer

Pen and pencils

Calculator

Folder for holding handouts or pockets for notebook

## EFFECTIVE STUDY AIDS

**Taking** Notes:

**Take** notes in class; date them and keep them in chronological order in your notebook.

**Date** all handouts and keep them in chronological order with the notes.

**Put** a ? next to those items you do not understand and look up those terms or ideas before class the next day.

**Review** your notes each night and rewrite them if necessary.

**Be** an interactive reader and take notes on all assigned reading.

**Ask** your teacher to explain those notes you do not understand.

**Read** the summary review at the end of each chapter.

**Keep** a vocabulary list of all terms in the chapter or write vocabulary flash cards.

**Complete** all assigned reading before you come to class. Your teacher prepares a class with the expectation that the student has done the reading.

## READING THE TEXTBOOK

**Survey** the chapter; read the introduction, headings and captions under the picture or graphs.

**Read** the summary review at the end of the chapter to understand what you are expected to learn.

**Make** a list of questions on the reading and answer them; this is interactive reading and improves your reading comprehension.

**Keep** these questions in your notebook with the notes on that subject from class.

**Ask** your teacher to explain the questions you do not understand.

## **STUDYING FOR A TEST**

**Begin** to study for the test by doing your homework carefully each night and reading over class notes and handouts.

**Organize** your notes for that unit by page or date.

**Read** over the chapter or sections of the chapter.

**Study** the vocabulary list you have kept for that chapter.

**Read** the captions under each diagram, graph or picture.

**Do** the practice problems at the end of the chapter.

**Read** the summary review.

**Make** up a list of questions on the material and answer them.

**Have** someone quiz you on the material.

## **SOCIAL STUDIES**

David Sheehan, Chair, [dsheehan@watertown.k12.ma.us](mailto:dsheehan@watertown.k12.ma.us)

### Expectations

Establish connections between curriculum topics and your world.

Bring notebooks, folders and binders to each class.

Be courteous and respectful to the teacher and to other students.

Be prepared for class when you arrive.

Completing the assigned work for the course is your top priority.

Be attentive and follow directions in class.

Work well with other students.

Complete all homework and in class assignments on time.

Ask questions that benefit better understanding of the material.

### Effective Organization

Maintain an up-to-date notebook, folder, binder.

Set up a folder for all class handouts.

Organize your computer work into files for quick retrieval.

Keep track of your own tardies and absences from class.

Select a “study partner” who can inform you of missed assignments.

Check online the teacher’s website and departmental website.

### Effective Study Aids

Incorporate class notes into your daily review of instruction.

Keep orderly notes or outlines on chapter reading assignments.

Keep orderly notes on class discussions.

Get into the daily habit of reading the newspaper and viewing news programs.

Keep your own copies of all submitted short-term and long-term assignments.

### Materials to Bring to Class

Be sure to bring your textbook to each class (unless otherwise instructed).

Be sure to bring your agenda book to each class.

#### Materials to Be Used at Home

Use the textbook, notebook, computer (if possible).

Take the opportunity to read periodicals that relate to class topics.

Check the internet for current events.

#### How to Study for a Test

Review all materials that have been distributed and assigned on the topic.

Use study guides if applicable.

Create flash cards for review.

Select a study partner or set up a study group to review assignments.