

OCTOBER 2023

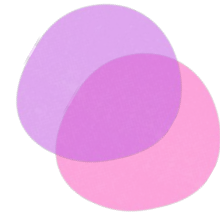
9th grade  
parent/caregiver

**PRESENTATION**

WESTFORD ACADEMY



# tonight's agenda



**LAUREN CLARK, *DIRECTOR OF SCHOOL COUNSELING***

- **HOW COUNSELORS SUPPORT STUDENTS**
- **ADVISORY PRESENTATION**
- **ACADEMIC PLANNING TOOLS**
- **HELPING YOUR CHILD THRIVE: TIPS FOR PARENTS/CAREGIVERS**
- **STAYING INFORMED**
- **COFFEE WITH THE COUNSELOR EVENT, 10/12**



**BETSY MURPHY, *DEAN OF STUDENTS***

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



# *meet the* **COUNSELORS**

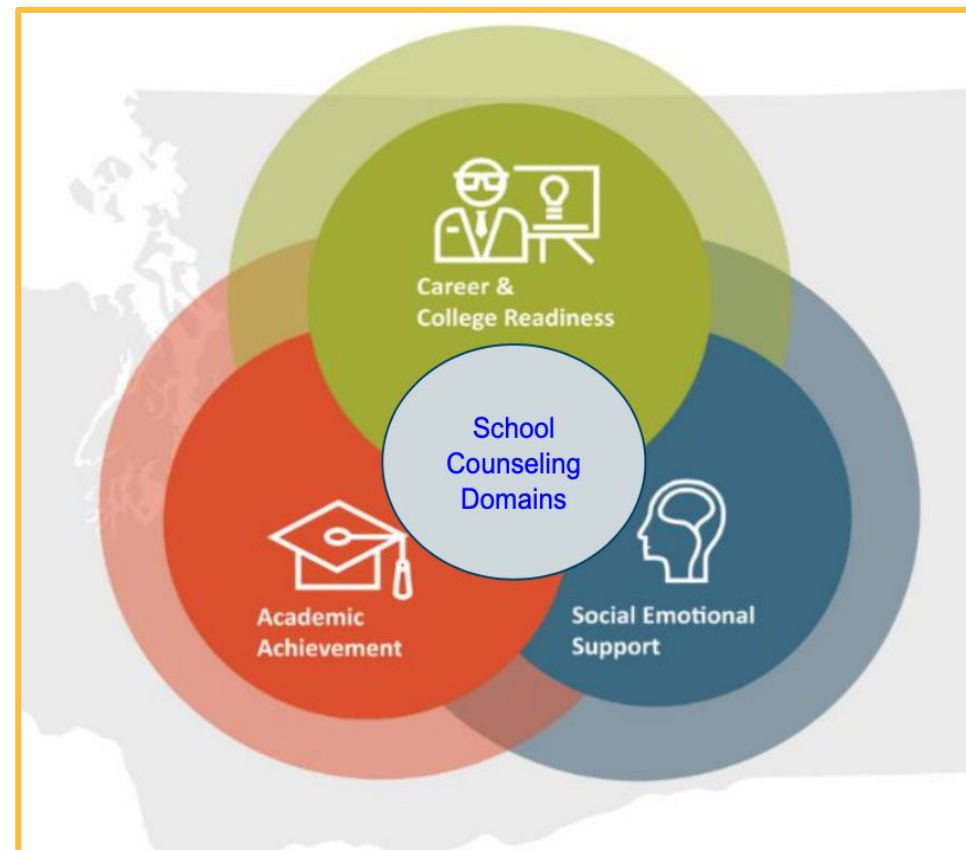




# Counselor Assignments

<b>COUNSELOR</b>	<b>CLASS OF 2027 FRESHMEN</b>
<b>LEAH BIRNKRANT</b> LBIRNKRANT@WESTFORDK12.US	A - B
<b>KAREN HALLORAN</b> KHALLORAN@WESTFORDK12.US	C - E
<b>SUSAN LYNCH</b> SLYNCH@WESTFORDK12.US	F - KAM
<b>BRIAN DOHERTY</b> BDOHERTY@WESTFORDK12.US	KAN - MCM
<b>SAMANTHA DEMAGISTRIS</b> SDEMAGISTRIS@WESTFORDK12.US	MCW - PAT
<b>TRACY MCLAUGHLIN</b> TMCLAUGHLIN@WESTFORDK12.US	PAV - SHAN
<b>HEIDI HIDER</b> HHIDER@WESTFORDK12.US	SHAR - WH
<b>LAUREN CLARK</b> LAURENCLARK@WESTFORDK12.US	WI - 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!**



# *Advisory* **INFORMATION**

## ★ **WAYS TO EXPLORE IN HIGH SCHOOL**

- **GETTING TO KNOW YOURSELF AS A STUDENT AND A PERSON**

## ★ **SUCCESS IN ACADEMICS**

- **ACADEMIC PLANNING TOOLS, COMMUNICATION WITH TEACHERS, SEEKING HELP WHEN NEEDED**

## ★ **LOOKING AHEAD**

- **GRAD REQUIREMENTS, TRANSCRIPT, SCHOOL TO CAREERS PROGRAM**

## ★ **MAINTAIN A HEALTHY LIFESTYLE**

- **FIND A BALANCE... SELF-CARE AND SLEEP!**

**EXPLORE, LEARN AND GROW**





# *back to* **BASICS**

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

# ACADEMIC PLANNING TOOLS

TIME MANAGEMENT

4-YEAR ACADEMIC PLANNING

COURSE SEQUENCE

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
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 <b>168</b>
Homework Hours = _____	
Extra-Curricular Hours = _____	
Daily Living Hours = _____	
YOUR TOTAL HOURS _____	VS.

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

Student Name \_\_\_\_\_ Signature \_\_\_\_\_  
Parent/Guardian signature \_\_\_\_\_

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				



# 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				
<b>Total</b>	<b>117.5</b>				

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: 15 CREDITS**
- **WORLD LANGUAGE: 10 CREDITS**
- **PE: 10 CREDITS**
- **VPA: 2.5 CREDITS**
- **HEALTH: 2.5 CREDITS**
- **OTHER ELECTIVES: 22.5 CREDITS**
  
- **117.5 CREDITS TOTAL**
  
- **MCAS GRADE 9 (SCIENCE)**
- **MCAS GRADE 10 (ENGLISH, MATH)**

# TIPS FOR PARENTS

- **ENCOURAGE THEM TO GET INVOLVED**
  - **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**
- **HELP THEM BE A SELF-ADVOCATE**
  - **COLLABORATE WITH TEACHERS**
- **MAKE TIME TO LISTEN**
  - **TALK ABOUT THE HARD STUFF**
  - **KNOW THAT RELATIONSHIPS CHANGE**
- **LET THEM FAIL**
  - **HELP THEM HAVE A GROWTH MINDSET AND BE RESILIENT**
- **EMPHASIZE THAT MENTAL HEALTH AND WELLBEING ARE ESSENTIAL FOR TEENS (AND FOR PARENTS!)**
  - **AN EXTRA HOUR OF SLEEP > AN EXTRA HOUR OF STUDYING.**



# New Mental Health partnership with Cartwheel



- ★ CARTWHEEL HELPS STUDENTS ACCESS VIRTUAL MENTAL HEALTH ASSESSMENTS, THERAPY, AND/OR MEDICATION EVALUATION WITH NO WAITLISTS.
- ★ TREATMENT IS DESIGNED TO PROVIDE SHORT-TERM THERAPY FOR STUDENTS DURING THE SCHOOL DAY OR AFTER SCHOOL. 8AM-8PM.
- ★ OFFERS FREE WEBINAR SERIES FOR ALL PARENTS/CAREGIVERS!
- ★ NOTE ON COST: FAMILIES WITH MASSHEALTH INSURANCE OR NO INSURANCE HAVE \$0 OUT-OF-POCKET COSTS. FAMILIES WITH IN-NETWORK PRIVATE INSURANCE PAY THEIR STANDARD COPAYMENT/DEDUCTIBLE. FAMILIES WITH OUT-OF-NETWORK PRIVATE INSURANCE PAY A FLAT FEE OF \$40 PER THERAPY VISIT.
- ★ PLEASE CONTACT YOUR CHILD'S SCHOOL COUNSELOR FOR MORE INFORMATION!



# *Coffee with the* **COUNSELORS**

- ★ **THURSDAY, OCT. 12TH, 7:45-8:30AM**
- ★ **TOPIC: HIGH SCHOOL 101**
- ★ **LECTURE HALL**

**EVENT IS FULL. WAITLIST AVAILABLE.  
LOOK FOR MORE INFO ON OTHER UPCOMING  
COFFEE WITH THE COUNSELORS.**





# *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)**
  - **YOU SHOULD HAVE RECEIVED AN INVITE FROM SCOIR YESTERDAY**



*meet the*  
**WESTFORD  
ACADEMY  
ADMINISTRATION**





# *Dean Assignments*



**SCHOOL YEAR 2023-2024**

**A-F MR. WARE**

**G-M MS. WELCH**

**N-Z MS. MURPHY**

**SCHOOL YEARS 2024-2027**

**MS. MURPHY**



# School Safety

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

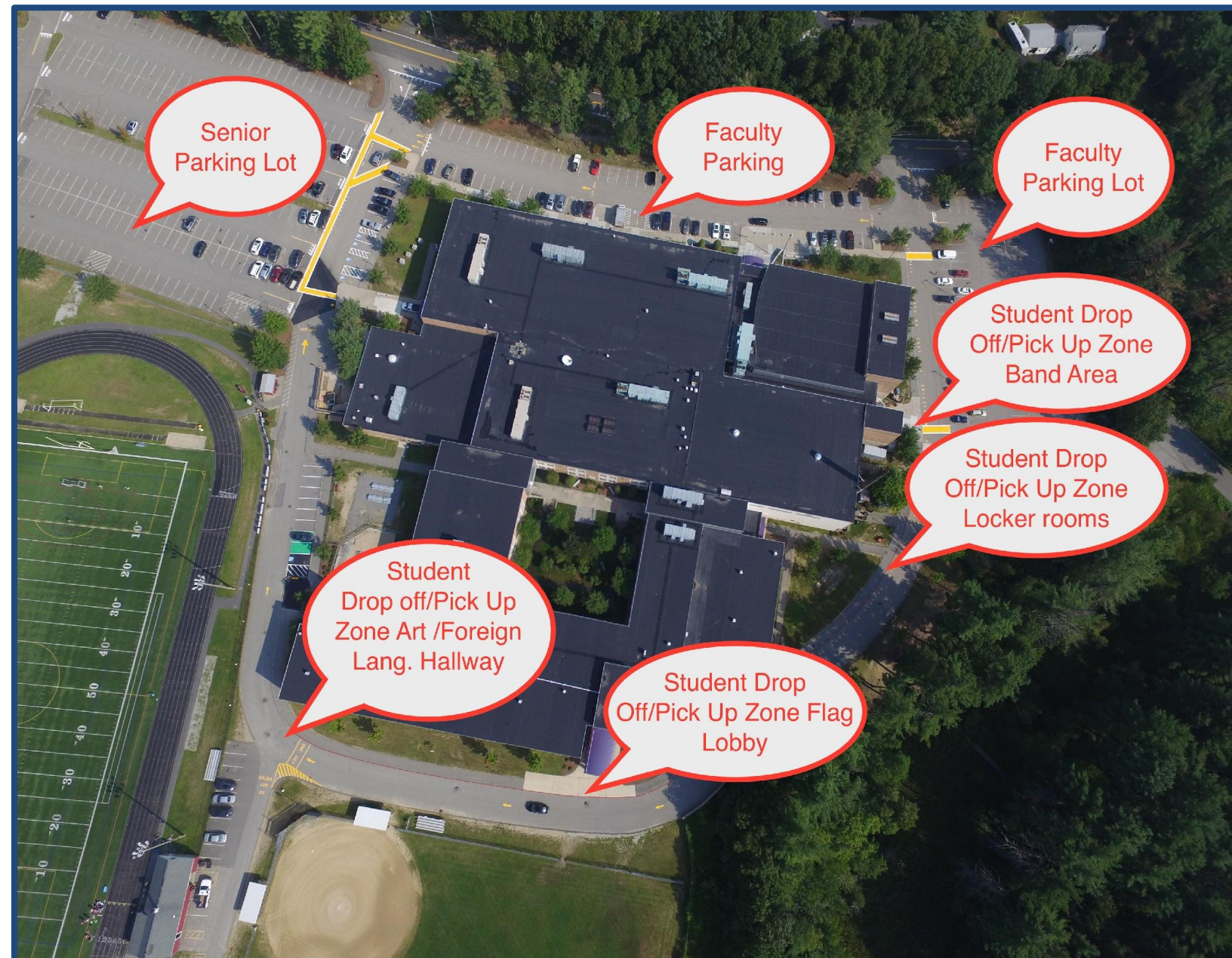




# TRAFFIC PATTERN

**BUSES OUT FRONT/PARENTS OUT BACK**

**PLEASE HELP US KEEP EVERYONE SAFE!**





# COMMUNICATION

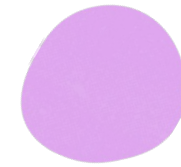
## PROTOCOL

### FOR HIGH SCHOOL STUDENTS AT A COLLEGE PREP HIGH SCHOOL



#### 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 (SOMETHING FOR EVERYONE!)**
- **\$100 FEE FOR YEAR TO JOIN ALL CLUBS AND ACTIVITIES AT WA (ONLINE MYSCHOOLBUCKS.COM)**
- **75 CLUBS AND ORGANIZATIONS TO JOIN IN ADDITION TO ATHLETICS**
- **WIDE RANGING OPPORTUNITIES -DANCE TO ROBOTICS TO INDEPENDENT MUSICIANS GROUP**
- **GREAT WAY TO GET INVOLVED AND BE CONNECTED!**





# *Westford Academy*

**HANDBOOK**

**RULES &**

**POLICIES**

**101**

# **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.***





*Westford  
Academy*

**SCHOOL**

**SPIRIT AND A**

**RESPECTFUL**

**CULTURE!**

- WE RESPECT EACH OTHER AT WA
- WE RESPECT OUR COMPETITORS/VISITORS TO OUR SCHOOL
- WE EXPECT RESPECT FROM OUR STUDENTS, STAFF AND FAMILIES  
AT ALL EVENTS AT ALL TIME - IN PERSON AND ONLINE

- NEW SPIRIT COUNCIL THIS YEAR!
- PROMOTES A CULTURE OF SPIRIT AND FUN!

**WE ASK THAT ANYTHING LESS THAN POSITIVE BEHAVIOR IS REPORTED  
TO US UNLESS IT CAN BE HANDLED RESPECTFULLY IN THE MOMENT**





# **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 EACH 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
- DRIVERS ED IS NOT AN EXCUSED ABSENCE FROM CLASS
- MORE TIME NEEDED IN WINTER - PLEASE PLAN AHEAD
- SCHOOL STARTS AT 7:35AM



# **NO FOOD DELIVERY TO WA**

- **NO FOOD DELIVERIES/ BUSINESSES AT WA DURING THE SCHOOL DAY**
- **OK FOR PARENTS TO DROP OFF FORGOTTEN LUNCHES AND/OR ITEMS IN THE MAIN OFFICE - SHELF TO THE RIGHT WHEN YOU WALK IN**



*No Food Deliveries*



- STUDENTS ARE RESPONSIBLE TO HAVE CHROMEBOOKS READY EACH DAY
- DAILY LOANERS ARE DAILY - NOT TO BE TAKEN HOME
- SCHOOL PROPERTY- SCHOOL RULES APPLY
- ACCEPTABLE USE AGREEMENT IN HANDBOOK
- WESTFORD ACADEMY NETWORK USE
- BLOCKSI ALERTS

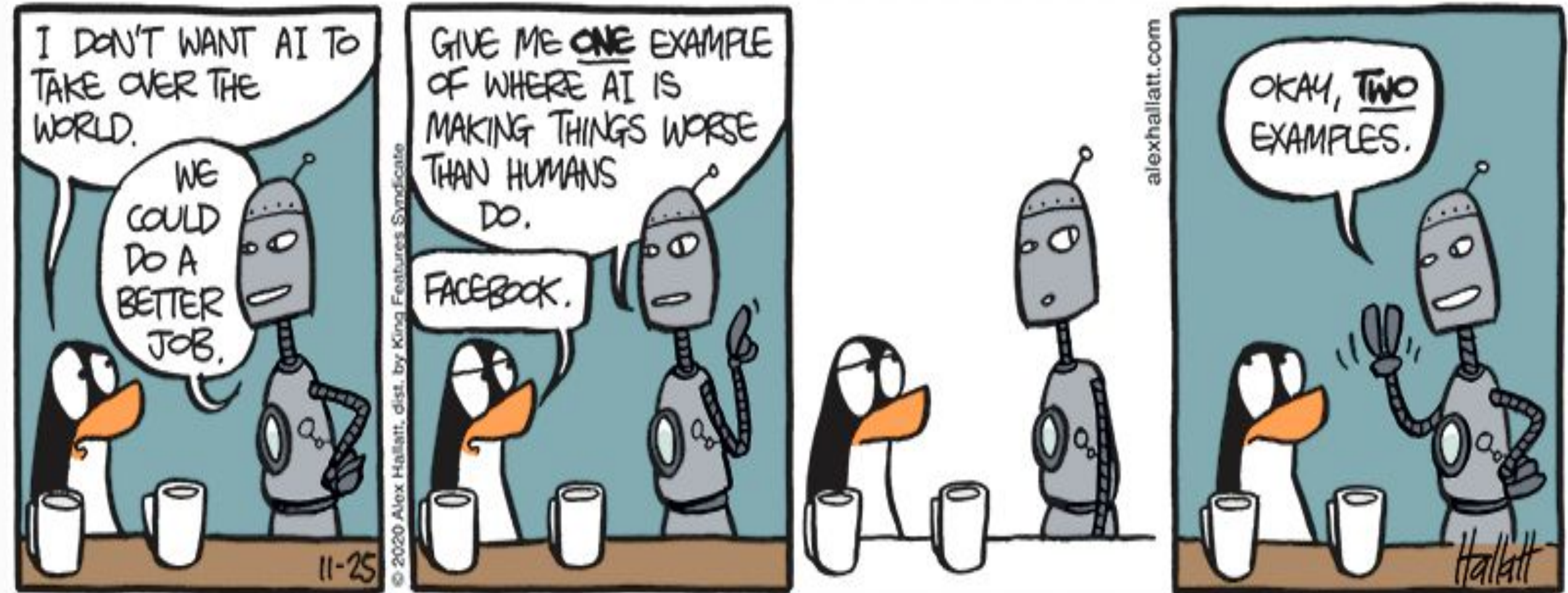
*One to  
World*

**AND GOOGLE  
CLASSROOM**



# AI

## ARTIFICIAL INTELLIGENCE





**OR...WHAT WE'VE  
BEEN TALKING  
ABOUT FOR  
YEARS = AI**





# **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**



# **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**

# *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

# Vaping

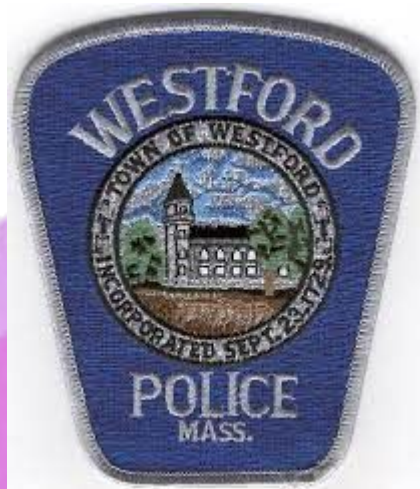


- **TOBACCO/ELECTRONIC CIGARETTE HANDBOOK POLICY TO INCLUDES AN EDUCATIONAL COMPONENT IN ADDITION TO THE TOWN OF WESTFORD \$100 FINE AND MIAA CHEMICAL HEALTH POLICY (FOR ATHLETES)**
- **STANFORD UNIVERSITY PROGRAM - THEIR STUDENTS “STARTED IT” - THEY ARE WORKING TO STOP IT.**



# *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**



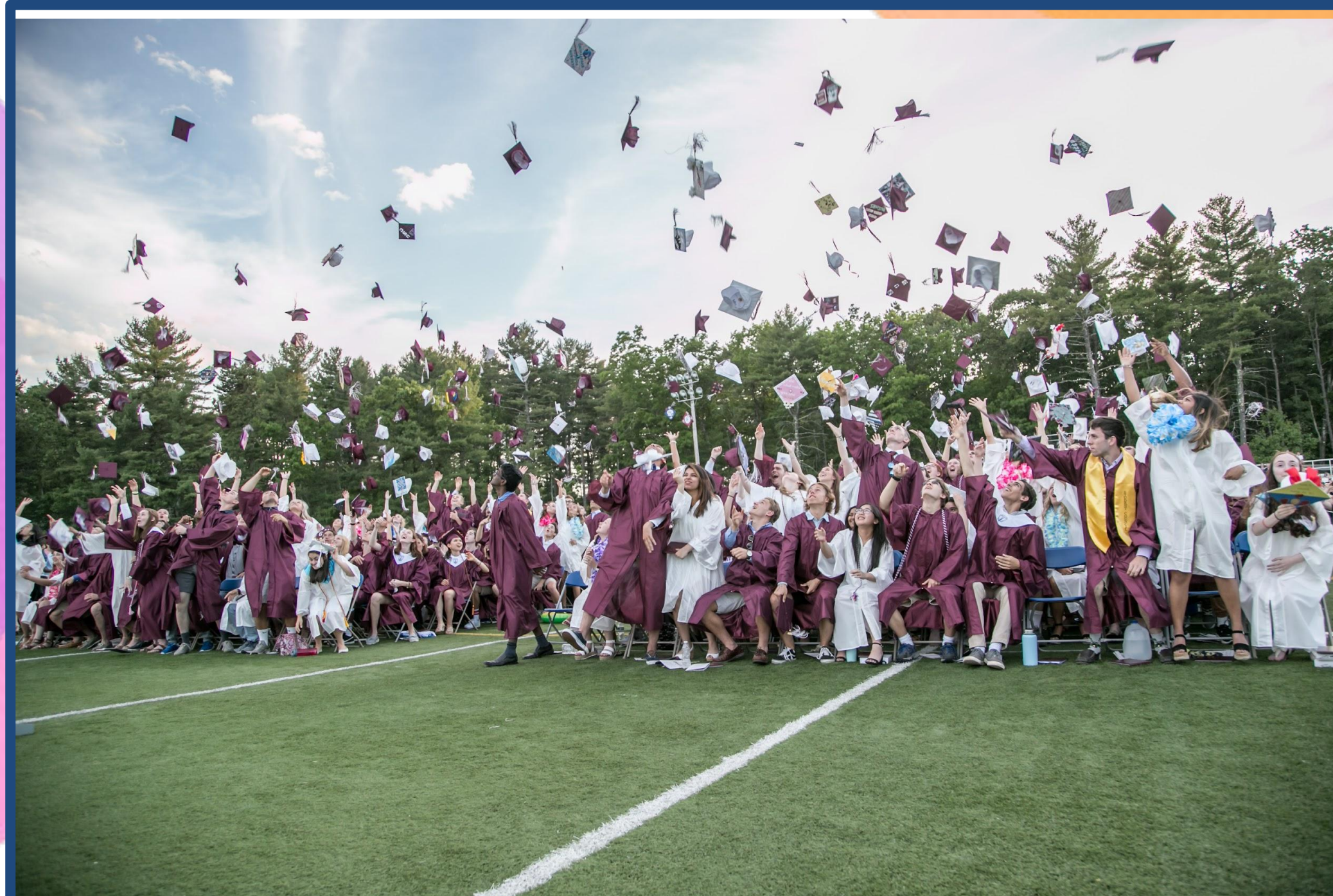
# Memorandum of Understanding



**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...

enjoy!

Class	Time
A Block	5:20 - 5:30
B Block	5:35 - 5:45
C Block	5:50 - 6:00
D Block	6:05 - 6:15
E Block	6:20 - 6:30
F Block	6:35 - 6:45
G Block	6:50 - 7:00