

STUDENT **2015-2016** HANDBOOK



WASHBURN DISTRICT
HIGH SCHOOL

Empowering learners to meet the challenges of the future.

Washburn District High School

Student Handbook



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WELCOME

The policies and procedures in this handbook are carefully prepared and presented so that it will be of great value in helping you to adjust to your school and to become an integral part of it.

The purpose of education is to help each student become an effective citizen in a democracy. Developing and accepting the responsibilities and obligations of good citizenship will help you to participate successfully in the world of tomorrow. The school considers participation in our varied activities to be a valuable part of your education and we encourage you to participate fully. We feel the lessons learned through your participation in these activities are different, though just as valuable as those learned in the classroom, will help prepare you for success in our global society. Remember that your success in this school will be directly proportional to your efforts.

Ron Ericson
Principal

SCHOOL SONG

Cheer, cheer for old Washburn High
For her we'll gladly cheer, fight and die.
Send a volley cheer on high
Shake down the thunder from the sky.

What though the odds be great or small,
Old Washburn High will win over all;
While her loyal teams are marching
Onward to victory!
Rah - Rah – Rah

When our teams come out on the floor,
We will let out a roar.
They will pass the ball with vim,
Washburn Beavers drop it in!

B -E-A-V-E-R-S
These are the ones who meet the test.
Washburn High, we're proud of you,
So lead us to victory!

SCHOOL COLORS

Blue and Gold

SCHOOL MASCOT

Beaver





Washburn District High School

1359 Main Street
Washburn, ME 04786
(207) 455-4501
Fax: (207) 455-4509
www.msad45.net

Principal's Office

Ron Ericson	Principal/Athletic Director
Diana Trams	Guidance Counselor
Elaine Sherburne	Administrative Assistant

Faculty

Katherine Jones	English
Robin Thurston	English
Daryl Molton	Life Sciences
Tracy Reed	Sciences
Benjamin Goodwin	Math
Kelly Hemphill	Math
John Wise	Social Studies
Donald Hanson	Technical Education
Jon Poisson	Physical Education
Deborah Whittier	Special Education
Laurie Molton	Fine Arts, GT
Michele Desfosses	Day Treatment

Teachers can be reached by calling 455-4501 or by email using the following format: first initial, last name @ msad45.net. No capitals, no spaces. (e.g. Walt Disney would be wdisney@msad45.net).

Note: There are several School Board policies referenced in this handbook. You can find those and additional school board policies at www.msad45.net. If you have any questions on policy procedures please do not hesitate to contact the administration at WDHS or the Superintendent of Schools.

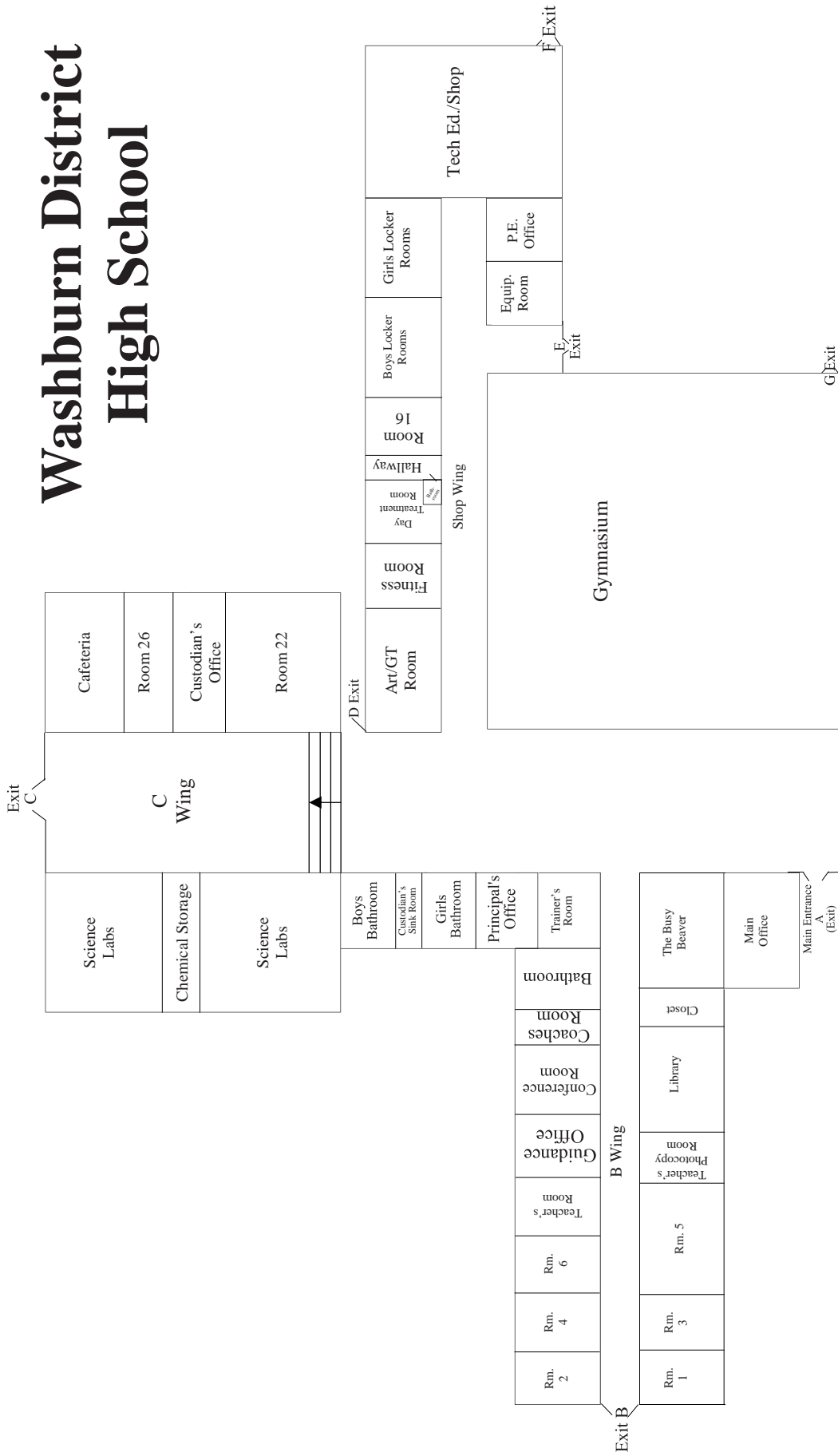
Maine School Administrative District No. 45 School Calendar

FINAL

HIGH SCHOOL: 2015-2016

AUGUST (10)		SEPTEMBER (12)		OCTOBER (14)		NOVEMBER (16)		CODE EXPLANATION																															
M	T	W	T	F	M	T	W		T	F	M	T	W	T	F	M	T	W	T	F																			
					1	2	3	4							2	3	4	5	6	Academic Eligibility Dates P = Parent/Teacher Conference W = Teacher Workshop H = Holiday (no school) V = Vacation (no school) ER = Early Release <> = Ranking Periods End * = Snow Days If Necessary																			
					H	8	9	10	11						9	10	H	12	13																				
					14	15	16	17	W	H	13	14	15	16	16	17	18	19	20																				
					/	/	/	/	/	19	20	21	22	23	ER	PW	V	H	V																				
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DECEMBER (17)		JANUARY (19)		FEBRUARY (16)		MARCH (21)		SPECIAL DAYS																															
M	T	W	T	F	M	T	W		T	F	M	T	W	T	F	M	T	W	T	F																			
										1	2	3	4	5	7	8	9	10	11	AUGUST 17: WORKSHOP DAY																			
					4	5	6	7	8	8	9	10	11	12	ER	15	16	17	18	SEPTEMBER 7: LABOR DAY																			
					11	12	13	14	15	H	V	V	V	V	21	22	23	24	25	SEPTEMBER 18: WORKSHOP DAY																			
					H	19	20	21	<22>	22	23	24	25	26	28	29	30	31	SEPT. 19-OCT. 12: HARVEST BREAK																				
					V	V	V	V		29									OCTOBER 12: COLUMBUS DAY																				
APRIL (16)		MAY (21)		JUNE (13)		In Service Days																																	
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	In Service Days																								
				<1>	2	3	4	5	6	6	7	8	9	10	8/17																								
					9	10	11	12	13	13	14	15	16	<17>	9/18																								
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					23	24	25	26	27						3/3																								
					H	31									3/4																								
Academic Eligibility Dates: Aug 28, Sept 17, Oct 30, Nov 20, Dec 18, Jan 22, Feb 12, Mar 11, Apr 1, May 6, May 27, & Jun 17.																																							
1st Qtr. Ends: Oct 30										Mid Yr. Jan 22										3rd Qtr Ends: Apr 1										Yr. End: Jun 17									
Early Release Days (12:00):										Oct 26, Nov 23, Dec 23, Mar 14																													
<p>Vocational students at Presque Isle or Caribou must attend all classes at those schools when they are in session. Transportation will be provided by MSAD #45. If school is in session at WDHS but not in Caribou or Presque Isle, they shall be excused from attendance at WDHS during those times they would regularly be in attendance at Caribou or Presque Isle.</p>																																							
PSAT Gr. 10 & 11										Smarter Balance										Gr. 11 SAT																			

Washburn District High School



ACADEMIC PROGRAM INFORMATION

AAA HONOR ROLL

AAA is a program to recognize students for exceptional performance in the areas of attendance, attitude, and achievement beyond expectations. The criteria used in the selection process is:

- **Attendance** – Good attendance requires commitment and responsible decision.
- **Attitude** – Generally, students who are cooperative, care for others, show mutual respect, and have good work ethic are characterized as having a positive attitude.
- **Achievement** – Students who achieve high test scores, participates in class, and completes all work on time. Students who are performing at his/her highest potential or who have shown progress from a less than acceptable standard to higher levels.

Procedure

1. At the end of each semester each teacher will nominate one student from each of his/her classes who fit the AAA criteria.
2. A list will be displayed in the hall in alphabetical order. No mention of the teacher or any category, only that these students are recognized for a job well done.
3. A letter of congratulations will be sent home.
4. The program will be replaced each ranking period.

ACADEMIC AWARDS

Each spring, WDHS honors its academically high-achieving students at the Academic Awards Banquet. To be invited to the banquet, a student must have achieved one of the following:

- High or Highest honor roll status for the first, second, and third grading quarters
- A 90 cumulative average for each of the first three quarters of the current school year
- Highest achievement in their grade
- Highest achievement in a particular course

ACADEMIC INTEGRITY

Students at WDHS are expected to do their own work in an honest and forthright manner. Looking at another student's test paper, copying homework or allowing another student to use your work, using another student's network account, using cheat notes (including electronic devices) and plagiarizing (copying from a book, magazine, internet, etc.) to complete a report are examples of dishonest acts. WDHS will not condone such acts.

Students who compromise their integrity may be subject any of the following disciplinary actions depending on the situation:

- No credit for that assignment
- Detention
- Suspension
- Course failure
-

ADD/DROP CLASS POLICY

At the beginning of the fall semester, 1-2 weeks will be allowed for students to change classes.

At mid-year, changes for all students must be completed by the end of the first week of the new semester. Students have a chance to begin this change at the beginning of the exam week; thus, they have two full weeks to complete this process.

If any student drops after the add/drop period, the subject dropped will be noted on the student's transcript "dropped with a passing/failing mark". At this time no student will be allowed to add any subject.

Exceptions to the above (up to three days) may be made at the discretion of the guidance counselor and/or principal.

BELL SCHEDULE

WDHS follows the same seven periods per day schedule Monday through Friday.

7:55 - 8:05	First Bell	Homeroom
8:05 - 8:57	Period 1	52 min.
9:00 - 9:51	Period 2	51 min.
9:54 - 10:42	Period 3	48 min.
10:45 - 11:30	Period 4	45 min.
(Period 4 is for Band, Chorus, Spanish II, and Calculus only)		
10:45 - 11:00	RTI/Study	15 min.
11:00 - 11:30	Lunch 1	30 min.
11:30 - 12:02	Lunch 2	32 min.
12:05 - 12:51	Period 5	46 min.
12:54 - 1:40	Period 6	46 min.
1:43 - 2:30	Period 7	47 min.

CHILD CUSTODY

Parents in nontraditional families must provide the Guidance Office and the Main Office with the names and addresses of all parents, step-parents, and legal guardians who have legal access to students, student records, and student information. Parent assistance in providing the school with this information will help ensure that all parents of students will be kept informed of school events and student progress. If a parent has been denied access to the student or the student records, court documents must be provided to the school and kept on file.

If parents are going to be out of town for any length of time, they must notify the school in writing that there is a temporary guardian in place during the parents' absence.

GRADING SYSTEM/GRADE REPORTS (WILL BE CHANGING WITH ADOPTION OF PROFICIENCY-BASED EDUCATION)

A serious attempt is made at all times to evaluate in the best possible manner the progress of students. Grades will be issued numerically for academic courses. A numerical grade will also be issued for nonacademic courses even though these may not count in honor roll calculations.

Report cards are issued at the end of each quarter or nine-week session. Progress reports are issued at mid-quarter or any other time a teacher feels it necessary to inform parents when the quality of students' work is at the failing point or below the level of expectation, or when the student has shown marked improvement in effort or quality of work. Grade reports are issued directly to students at the end of first and third quarters. Grade reports are mailed home at the end of second and fourth quarters.

The system of grading at WDHS is as follows:

• 90 – 100	A	• 80 – 89	B
• 75 – 79	C	• 70 – 74	D
• 69 and below	Failing		

Checking your student's grades is now at your fingertips. Our homepage now has access to your secure Web 2 School login. Call for information.

HOMEWORK

The MSAD #45 Board of Directors believes that homework is an important part of the educational process and that it is valid if it has the following objectives:

- Promote growth in self-responsibility and self-direction in learning;
- Direct students toward good work habits
- Enrich and extend school research experiences
- Bring pupils into contact with out-of-school learning resources
- Help children learn to budget time
- Provide essential practice in developing skills

All homework should have specific objectives. Homework should be planned and not haphazardly assigned or given for “busy” work and the quantity of homework should be reasonable. Assignments should be planned and coordinated as defined by the school guidelines so that teachers in the several areas avoid excessive amounts of homework given to the student at any one time. Amounts and time limits must be set by each school (suggested average homework: elementary - not over one hour; secondary - not over two hours). “Studying” time is not to be construed as homework, which is considered “task assigned.” Some time allowance should be made for studying.

All homework should involve some type of follow-up and evaluation. All homework should be evaluated, corrected and returned to the student. All homework should reflect or reinforce materials already previewed and explained. Homework should be the follow-up to lesson presentations or serve as an introduction to the future lessons.

Homework should encourage the application of skills acquired in class. Reading, creative composition, problem solving and home and community involvement are important factors in planning homework activities. Students should receive clear guidelines and deadlines for long-range assignments and be expected to complete all homework on time. Study methods should be taught in every subject area. Students often do not study because they do not know how to approach independent work. Individual creativity should be emphasized. Care should be taken to ensure that homework is done by the student and not by the parent. Plagiarism will be discouraged. Homework assigned should demand successful completion and should carry proportional weight in grading.

In assigning homework, the teacher should consider the individual student’s need, ability, home situation and the availability of resources in the home environment. Homework should nurture life-long learning.

HONOR ROLL

The high school honor roll is calculated as follows:

- **Highest Honors:** A quarterly average of 95 or above with no grade lower than a 90
- **High Honors:** A quarterly average of 90 or above with no grade lower than an 85
- **Honors:** A quarterly average of 85 or higher with no grade lower than an 80

Band, Chorus or Physical Education courses are not calculated in the honor roll averages.

INCOMPLETES

Incomplete grades are identified by an INC on a report card. Incompletes must be made up within two weeks after the close of grading quarters one, two and three. If a student’s fourth quarter grade report shows an incomplete, all make-up work must be completed before school resumes in August. Incomplete work at the end of the make-up period will be recorded as a ‘0’ and averaged accordingly.

MAKE-UP WORK

It is the responsibility of the student to make up schoolwork as a result of an absence from school. All class assignments and assessments missed because of absences must be made up as soon as possible upon the student’s return to school. Students who are absent with an excuse will have two (2) days per absence to make up their work. Teachers will enter zeros in their grade books for all incomplete work if arrangements are not made for its completion.

When a student is absent from school for three or more consecutive days, his/her parent may request homework assignments from teachers through the Guidance Department. The requested work will be collected and available in the Guidance Department within a reasonable period of time.

Students who are granted a pre-approved absence for a personal or educational purpose may receive homework and projects in advance. In such cases, students are expected to turn in the completed work to the teachers immediately upon their return unless other arrangements are made with the teacher.

NORTHWEST EVALUATION ASSOCIATION (NWEA)

The NWEA/MAP (Measures of Academic Progress) are state-aligned computerized adaptive assessments that provide accurate, useful information about student achievement and growth. At WDHS, all first-year and second year students take the NWEA/MAP twice during the school year. Students will be assessed in reading, language usage, and mathematics.

PARENTAL REVIEW OF EDUCATIONAL MATERIALS

A student's parent/guardian may inspect upon request any instructional or library materials used as part of the curriculum. Such requests shall be made to the appropriate teacher or to the library/media specialist. If a parent/guardian wishes to restrict his/her child's access to particular instructional materials, the procedure in District policy *IMBB* shall be followed. More information regarding the selection of educational materials may be obtained from District policy *IJJ*.

PARENT/TEACHER CONFERENCES

WDHS offers parent/teacher conferences in November. Invitations are mailed home for prior to this event; parents (and students) are urged to attend.

PRELIMINARY SCHOLASTIC APTITUDE TEST (PSAT)

The National Merit/Preliminary Scholastic Aptitude Test (NMSQT/PSAT), given in October, is required for all second and third year students. The results will be used for counseling purposes since the scores from the NMSQT/PSAT can be used to predict College Board (SAT) scores. The results will also help WDHS determine the curricular areas that are effective and those that may need to be adjusted.

PROMOTION AND GRADUATION

You should earn the following credits in order to advance toward graduation:

Sophomore	5 credits
Junior	10 credits
Senior	15 credits
Graduation	21 credits

Specific course requirements for graduation are:

English I, II, III and IV	4 credits
Mathematics	3 credits
Science	3 credits **
Social Science	3 credits ***
Physical Education	1 credit
Health	1/2 credit
Fine Arts	1 credit
Electives	5.5 credits

** One credit must be Biology

*** One credit must be in World Studies and one each of American Studies I & II.

REQUIRED SUBJECTS

Courses in the following subjects shall be provided in separate or integrated study programs to all students and are required for a high school diploma. The following are minimum requirements; you may elect to take more courses as electives.

English: Four years; comprehensive program which includes reading; literature; verbal, non-verbal, and written communication skills; use of the English language; and research and reporting skills.

Mathematics - Three years; it is highly recommended that all students have exposure to basic algebraic concepts and skills.

Science - Three years; includes at least one year of laboratory Biology. Laboratory study involves hands-on application of the principles of science for at least 40 percent of the instructional time.

Social Science - (World History, American Studies I & II) Three years; includes American History and Government which includes instruction in the importance of voting, the privileges and responsibilities of citizenship, the Constitution of the United States and the Declaration of Independence; may include instruction in economics, geography, political science, history, government, sociology, anthropology and psychology.

Physical Education - One credit; instruction shall be designed to promote physical well-being, self-esteem, self awareness, sportsmanship and interpersonal skills.

Health Education - One-half credit; shall include instruction in community health, consumer health, environmental health, family life, growth and development, nutritional health, personal health, prevention and control of disease and disorders, safety and accident prevention (which may include CPR), and substance use and abuse including the effects upon the human system.

Fine Arts - One year; may include band, chorus, or Fine Arts.



SCHOLASTIC APTITUDE TEST (SAT)

All third-year students in the State of Maine will take the SAT in April. Washburn District High School's third-year students will take the test here at WDHS. Students and parents will receive more information later in the school year. In the meantime, all students are encouraged to take full advantage of the My SAT Study Plan portion of My College QuickStart, an online college and career planning kit available free of charge to all students who take the PSAT, NMSQT. Access is available using the access code printed on a student's PSAT paper score report and can be utilized throughout high school. Visit www.collegeboard.com/quickstart.

VOCATIONAL EDUCATION

WDHS students who attend Presque Isle Regional Technology Center (PIRTC) or Caribou Regional Technology Center (CRTC) will follow the receiving school's schedule for the portion of the school day that they are enrolled there. WDHS students attending CRTC are strongly urged to work closely with the WDHS guidance counselor to ensure that they do not miss PIRTC/CRTC classes. Furthermore, WDHS students attending CRTC must go to and from CRTC on the WDHS bus. See **Vocational Transportation Rules** for further information.

The guidance counselor is available to discuss student programs with students and/or parents to assist them in selecting a program both useful and satisfying to them. Telephone: 455-4501. Email: dtrams@msad45.net

STUDENT CODE OF CONDUCT

Ethical and responsible student behavior is an essential part of the educational mission of our schools. The Code defines our expectations for student behavior and provides the framework for a safe, orderly and respectful learning environment.

WHO SHOULD READ THE STUDENT CODE OF CONDUCT

The Student Code of Conduct, or SCC, is important for all members of the school community to read and understand.

STUDENTS

The SCC is your guide for behavior at school. Your principal, teachers, and other staff members will help you learn and understand the good behavior that is expected of you at school. The SCC describes behaviors that are not allowed at school and explains the consequences if you behave inappropriately. If you follow the SCC, you will be helping your school be a safe, respectful, and a productive place for you and your classmates.

PARENTS/GUARDIANS

The SCC is your guide for understanding the behavior that is expected of your student at school and the steps that will be taken if your child behaves inappropriately. Please read the SCC with your student and discuss any questions with the school principal. If you have concerns about your student's safety or behavior, please talk to your school principal so that you and the school can cooperate to help your child succeed.

SCHOOL STAFF

The SCC is your guide for supporting positive student behavior at school and understanding the steps that may be taken if a student demonstrates inappropriate behavior. If you have concerns about safety or your school's climate, please talk to your school principal so that you and your administration can work to maintain a safe and orderly learning and work environment.

SCHOOL ADMINISTRATORS

The SCC is your guide for supporting positive student behavior at school and an outline of the steps you should take to address inappropriate student behavior. When the school year begins, please distribute a copy of the SCC to students and parents/guardians and discuss the policy with them. If students behave inappropriately, use this policy to properly address the situation so that your school can maintain a safe learning environment and positive climate.

WHERE AND WHEN THE SCC APPLIES

The SCC applies to students at all times during the school day, while on school property, while traveling to and from school, at any school-related event, on an WDHS school bus, and at any time or place that such conduct directly interferes with the operations, discipline or general welfare of the school.

The SCC also applies to student behavior outside of school for seriously inappropriate behavior off school property and during non-school hours if the behavior will interfere with teaching and learning at the school. This includes seriously inappropriate behavior on social networking websites that disrupts or may disrupt the educational process at the school.

HOW THE SCC SHOULD BE USED

In a safe, respectful, and productive learning environment, all students know what behaviors are expected of them and understand how to demonstrate good behavior at school. If a student behaves inappropriately, school staff members intervene to correct the student's behavior. The sections below should be used as a guide to help all schools create a safe, respectful, and productive learning environment by:

1. Guiding students towards positive behavior, and
2. Responding quickly and consistently to correct any inappropriate student behavior.

GUIDING STUDENTS TO POSITIVE BEHAVIOR

The most critical step to building a safe, respectful, and productive learning environment is establishing a positive school climate where students and adults have strong, positive relationships and students understand what is expected of them as learners at school. Schools should nurture students by providing them with positive behavioral supports and meaningful opportunities for improving social and emotional skills, such as recognizing and managing emotions, developing caring and concern for others, making responsible decisions, establishing positive relationships, and handling challenging situations in a constructive way. School principals and staff members must establish and maintain a positive school climate and must effectively communicate, teach, and model the positive behaviors they expect students to exhibit in the classroom and in other parts of the school throughout the day.

In order to guide students to positive behavior, **all school staff** must follow these steps:

1. Set expectations for positive behavior.
 1. Create expectations for positive behavior and predictable routines for students.
 2. Post expectations for positive behavior throughout the school.
 3. Regularly communicate high expectations for student success demonstrating positive behavior.

2. Teach/Reinforce positive behavior.
 1. Build positive relationships with students.
 2. Model positive behavior for students.
 3. Regularly review expectations for positive behavior, reteaching and allowing practice as needed.
 4. Provide frequent feedback to students on their behavior, both appropriate and inappropriate, so they know if and how they are meeting the school's expectations.
 5. Praise and reward students for demonstrating positive behavior, especially when it is a new behavior for that student.

By setting expectations, teaching students to meet those expectations, and regularly reinforcing appropriate behaviors, schools will see fewer incidents of inappropriate behavior and more time spent learning.

STANDARDS FOR ETHICAL AND RESPONSIBLE BEHAVIOR

The Code of Conduct is intended to support and encourage students to meet the following statewide standards for ethical and responsible behavior:

- **Respect**
- **Compassion**
- **Courage**
- **Fairness**
- **Honesty**
- **Responsibility**

GENERAL BEHAVIOR EXPECTATIONS AND DISCIPLINE POLICIES

The following expectations for student behavior are fundamental to a safe, orderly and respectful environment in our school. Each student should:

1. Be courteous to fellow students, staff, and visitors.
2. Respect the rights and privileges of other students and school staff.
3. Obey all Board policies and school rules governing student conduct.
4. Follow directions from school staff.
5. Cooperate with staff in maintaining school safety, order and discipline.
6. Attend school regularly.
7. Meet school standards for grooming and dress (*see policy JFCA - Student Dress Code*).
8. Respect the property of others, including school property and facilities.
9. Refrain from cheating or plagiarizing the work of others.
10. Refrain from vulgarity, profanity, obscenity, lewdness, and indecency.

RESPECT

A person who is respectful of oneself, others, and the environment...

Does...	Does Not...
<ul style="list-style-type: none"><input type="checkbox"/> Demonstrate polite and appropriate interactions with others.<input type="checkbox"/> Tolerate views and beliefs that may differ from personal views and beliefs.<input type="checkbox"/> Support and contribute to a safe and healthful, caring, and supportive environment for self and others.	<ul style="list-style-type: none"><input type="checkbox"/> Engage in behaviors that could physically, emotionally, or sexually harm self or others.<input type="checkbox"/> Make derogatory statements about another's gender, sexual orientation, ethnicity, socio-economic class, religion, disability, intellect, or appearance.<input type="checkbox"/> Cause damage to property or pollute the environment.

COMPASSION

A person who is compassionate...

Does...	Does Not...
<ul style="list-style-type: none"><input type="checkbox"/> Show empathy by being sensitive to the perspectives, needs and feelings of others.<input type="checkbox"/> Treat others with kindness.<input type="checkbox"/> Lend those in need a helping hand.	<ul style="list-style-type: none"><input type="checkbox"/> Ignore another's pain, suffering, or needs.<input type="checkbox"/> Hurt others' feelings by teasing, taunting, or unfairly judging.<input type="checkbox"/> Take advantage of others or draw attention to another's shortcomings.

COURAGE

A person who is courageous in the face of ethical challenges...

Does...	Does Not...
<ul style="list-style-type: none"><input type="checkbox"/> Stand up for what is right, even when doing so is unpopular.<input type="checkbox"/> Take appropriate risks.<input type="checkbox"/> Seek advice and/or assistance when making difficult decisions or facing a dangerous or troublesome situation.	<ul style="list-style-type: none"><input type="checkbox"/> Submit to peer pressure, including standing idly by while others engage in unethical, irresponsible, or harmful behaviors.<input type="checkbox"/> Avoid challenges.<input type="checkbox"/> Sacrifice aspirations when confronted by setbacks.

FAIRNESS

A person who is fair in dealing with others...

Does...	Does Not...
<ul style="list-style-type: none"><input type="checkbox"/> Balance needs of others and personal needs.<input type="checkbox"/> Understand the difference between justice and vengeance.<input type="checkbox"/> Treat others the way he/she would like to be treated.	<ul style="list-style-type: none"><input type="checkbox"/> Criticize others maliciously.<input type="checkbox"/> Steal from or cheat others.<input type="checkbox"/> Attempt to further his/her own interests or desires at the expense of another.

HONESTY

A person who is honest in all endeavors...

Does...	Does Not...
<input type="checkbox"/> Tell the truth. <input type="checkbox"/> Accept ownership and responsibility for actions and work. <input type="checkbox"/> Maintain trust in all relationships.	<input type="checkbox"/> Take credit for someone else’s work. <input type="checkbox"/> Engage in deceptive, blaming, manipulative, or sneaky behavior. <input type="checkbox"/> Take the property of others.

RESPONSIBILITY

A person who is responsible as an individual and as a member of a community...

Does...	Does Not...
<input type="checkbox"/> Acknowledge mistakes and accept consequences of personal behavior or failure to act. <input type="checkbox"/> Take initiative to do the things that are expected and follow through with commitments. <input type="checkbox"/> Report harmful, hurtful, or dangerous behavior to trusted adults.	<input type="checkbox"/> Rationalize or make excuses for unacceptable behavior. <input type="checkbox"/> Blame or exploit others. <input type="checkbox"/> Ignore assumed duties or neglect obligations.

Violations of the Code of Conduct may result in disciplinary action. Disciplinary consequences depend upon the seriousness of the violation and the student’s prior disciplinary record. Consequences will range from a verbal warning for minor misconduct up to and including expulsion for the most serious offenses.

Behavior that also violates the law may be referred to law enforcement authorities.

SUPPORT SERVICES

Guidance

Guidance services are available for all students. These services include assistance with educational planning, interpretation of test scores, occupational information, and career information, study help, help with home, school and/or social concerns, or any question the student would like to discuss with the counselor.

Special Services:

Referral - The school has adopted policies and procedures for determining when a student shall be referred for special services.

See policies: IHBAA – Referral/Pre-Referral Procedures
 IHBAC – Child Find Policy

Individual Educational Plans - MSAD #45 provides a completed Individual Education Plan (IEP) for all identified students with disabilities. These IEP’s provide for all required sections ad identified in the Individuals with Disabilities Education Act and clearly document services, settings and time constraints that provide for educating the student with disabilities in the least restrictive environment.

See policy: IHBA-Individual Education Plans

Review of Individual Educational Plan - The school shall schedule a PET meeting to review the IEP of a student who has been removed from class when:

- School officials and/or the parent believes the student may present a substantial likelihood of injury to himself/herself or other
- Class removals are sufficient to constitute a change in the student's special education program
- School officials or the parent believes that the student's behavior may warrant a change in educational programming.

See policy: JKF – Suspension/Expulsion of Special Education Students

RESPONDING TO INAPPROPRIATE STUDENT BEHAVIOR

The second part of building a safe, respectful, and productive learning environment is effectively addressing inappropriate behavior, if it occurs. All members of the school community should take steps to correct the student's inappropriate behavior, remedy any harm caused, and prevent the same inappropriate behavior from recurring. Students, parents/guardians, teachers, and staff are responsible for reporting inappropriate student behavior to the school principal. The school principal or designee is responsible for assigning the appropriate interventions and consequences to address the inappropriate behavior and must also respect the rights of any student accused of inappropriate behavior. The section below explains the responsibility of each member of the school community when students behave inappropriately.

Students

If you feel unsafe, have a problem with another student that you cannot solve, or see someone hurting or bullying another child, tell your teacher, principal, or another staff member.

Parents/Guardians

If your student feels unsafe, has a conflict with another child, or if you see a student behaving inappropriately, inform the school principal.

Teachers and Staff

Actively supervise students at all times. Listen to student chatter and investigate rumors of inappropriate behavior. Take every opportunity to correct minor inappropriate behaviors you may observe among students in the classroom and in common areas. Use instructive and corrective consequences to guide students to appropriate behaviors and refrain from calling students out or posting their names for inappropriate behavior. If you see a conflict between students that you cannot resolve, hear an allegation of a student behaving inappropriately, or witness an inappropriate act, inform your administration and intervene as necessary to keep students safe.

Principals and Administrators

If you learn about a conflict between students, hear an allegation of a student behaving inappropriately, or witness an inappropriate act, follow these steps:

1. Redirect to correct behavior. All adults should redirect students to correct inappropriate behavior and minimize the likelihood of the behavior escalating or recurring.
2. Intervene to minimize disruption, resolve conflict, and as necessary to keep students and staff safe. If a student has been injured, make every reasonable effort to notify the parents/guardians.
3. Investigate by talking to all students, teachers, school staff, or other witnesses to the incident. If a search of the student, his/her locker, desk, or personal belongings needs to be conducted, follow the Board's Search and Seizure Policy.
4. Afford due process for the student.
 - a. Using the information gathered in the investigation, determine whether the student's behavior falls within the SCC. If so determine the Group level of disruption caused by the inappropriate behavior. Identify the inappropriate behavior listed, and evaluate the range of possible interventions and consequences.
 - b. Inform the student of the allegations made, the applicable SCC infraction(s), and the range of consequences the student faces.

- c. Allow the student to respond to the charges. In other words, let the student tell his/her side of the story.
 - d. Make reasonable efforts to contact the parents/guardians and notify them of the allegations before assigning interventions and consequences.
5. Assign interventions or consequences according to the SCC.
- a. Determine whether it is more likely than not that the student engaged in the identified SCC inappropriate behavior.
 - b. The principal has the final authority to assign interventions and consequences based on his / her independent assessment of the best interest of the school community, including available school resources, the needs of any student or staff victim, and the rights of the student engaged in inappropriate behavior.
 - c. Identify the appropriate intervention(s) and/or consequence(s) that best address and correct the student's inappropriate behavior. Before assigning, consider the following:
 - The goals of assigning interventions or consequences are to maintain a safe environment, maximize all students' learning, and improve students' behavior skills by addressing the triggers for inappropriate student behavior.
 - Use corrective and instructive consequences as much as possible to teach appropriate behavior, including the use of balanced and restorative justice when appropriate and when all parties voluntarily agree to participate.
 - Select consequences that are in proportion to the inappropriate behavior.
 - Avoid consequences that will remove the student from class and school, if possible. Use out-of-school suspensions as a last resort and only when in-school interventions and consequences are insufficient to address the student's inappropriate behavior. When suspended out-of-school, students lose instructional time and opportunities for developing social and emotional skills that could lessen the likelihood of future inappropriate behavior.
 - Consider these factors when deciding which consequence will be most effective:
 - Student's age, maturity, and grade
 - Student's prior conduct and record of behavior
 - Student's willingness to acknowledge the inappropriate behavior
 - Student's willingness to make restitution
 - Impact of the incident on the overall school community
 - Student's intent and severity of harm caused
 - Parent/guardian's level of cooperation and involvement
 - Impose age-appropriate consequences for all SCC inappropriate behaviors.
 - Students of different grades and ages are at different developmental levels, so the appropriate response to behavior may vary depending on the student. Less severe consequences may be appropriate for lower grade or younger students when compared to higher grade or older students.

EXPECTATIONS

The following is a summary of the school's expectations for student behavior. In many cases, the School Board has adopted policies (policies can be found on the MSAD #45 website at www.msad45.net) that address these expectations in greater detail. Students, parents and others should refer to the policies and student handbooks for more information about the expectations and consequences. In case of an inconsistency between the Code of Conduct, School Board policies and/or school handbooks, School Board policies will prevail.

Violence and Threats

Students shall not engage in violent or threatening behavior. Prohibited behavior includes fighting, assault and/or battery, taking hostages, threats to commit violence against persons or property, or threats, intimidation, or harassment. Violations may result in disciplinary action up to and including expulsion.

See policies: JICIA – Weapons, Violence and School Safety
EBCC – Bomb Threats

Weapons

Students shall not possess or use weapons of any kind (examples include, but are not limited to firearms, explosives and knives). Students also shall not use any object, although not necessarily designed to be a weapon, to inflict bodily harm and/or threaten, intimidate, coerce or harass another person (examples include but are not limited to bats, lighters, tools and toy weapons). Firearms violations will result in expulsion in accordance with state and federal statutes; other weapons violations may result in disciplinary action up to and including expulsion.

See policy: JICIA – Weapons, Violence and School Safety

Hazing

Hazing is prohibited. Maine law defines injurious hazing as “any action or situation, including harassing behavior that recklessly or intentionally endangers the mental or physical health of any school personnel or a student enrolled in a public school.” No student shall plan, encourage, or engage in such activities in connection with any school program or activity, including extracurricular, co-curricular and athletic activities. Students who engage in hazing activities are subject to suspension, expulsion and/or other appropriate disciplinary measures.

See Policy: ACAD- Hazing

Bullying

Bullying is not acceptable conduct in MSAD #45 schools and is prohibited. “Bullying” means any physical act or gesture or any verbally, written or electronically communicated expression that:

1. A reasonable person should expect will have the effect of:
 - a. Physically harming a student or damaging a student’s property;
 - b. Placing a student in reasonable fear of physical harm or damage to his/her property; or
 - c. Substantially disrupting the instructional program or the orderly operations of the school; or
2. Is so severe, persistent or pervasive that it creates an intimidating, hostile educational environment for the student who is bullied.

Examples of conduct that may constitute bullying include, but are not limited to:

1. Physical contact or injury to another person or his/her property;
2. Threats of harm to a student, to his/her possessions, or to other individuals, whether transmitted verbally, in writing or through cyberspace;
3. Blackmail, extortion, demands for protection money, or involuntary loans or donations;
4. Non-verbal threats and/or intimidations such as use of aggressive or menacing gestures;
5. Stalking;
6. Blocking access to school property or facilities;
7. Stealing or hiding books, backpacks or other possessions;
8. Repeated or pervasive taunting, name-calling, belittling, mocking, putdowns, or demeaning humor relating to student’s race, color, ethnicity, gender sexual orientation, ancestry, religion, disability, or other personal characteristics, whether or not the student actually possesses them, that could reasonably be expected to result in disruption of the instructional program or operations of the schools, or that results in a hostile educational environment for the student.

This policy applies to bullying that takes place at school or on school grounds, at any school-sponsored activity or event, or while students are being transported to or from school or school-sponsored activities or events. It also applies to bullying that occurs at any other time or place that substantially disrupts the instructional program, operations of the school or welfare of students.

See policy: JICK - Bullying

Discrimination and Harassment/Sexual Harassment

Students should not discriminate against other students on the basis of race, color, sex, sexual orientation, religion, ancestry, national origin or disability. Nor should students harass one another on the basis of race, color, sex, sexual orientation, religion, ancestry, national origin or disability. Sexual harassment is also prohibited. Harassment is grounds for disciplinary action up to and including expulsion.

See policies: AC – Nondiscrimination/Equal Opportunity and Affirmative Action
ACAA – Harassment and Sexual Harassment of Students
ACAA-R – Student Harassment Complaint Procedure

Drug and Alcohol Use

No student shall distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage, fortified wine or other intoxicating liquor. Nor shall a student manufacture, distribute, dispense, possess, use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, any other controlled substance defined in federal and state laws/regulations, any look-alike substance, or any substance that is represented to be a controlled substance. Nor shall any student possess “drug paraphernalia” as defined in MRSR Title 17-A §1111-A.

See policies: JICH – Drug and Alcohol Use by Students
ADC – Tobacco Use and Possession
JICHA – Breathalyzer Policy

Tobacco Use

Students shall not possess, sell, distribute or dispense tobacco products in school buildings, school facilities and including school buses and other school vehicles, and on school grounds while school is in session, during school-sponsored events. Students are prohibited from wearing clothing or distribution literature that promotes the use of tobacco or tobacco products while school is in session or at school-sponsored activities.

See policy: ADC – Tobacco Use and Possession

Conduct on School Buses

Students must comply with all School Board policies and school rules while on school buses. Students who violate these policies and rules on a school bus may have their riding privileges suspended or revoked, and may also be subject to additional disciplinary action, up to and including expulsion, for violating Board policies and/or school rules on buses.

See policies: JICC – Student Conduct on Buses
JICC-R – Student Conduct on Buses – Rules

Computer/Internet Use

Student use of school computers, networks and Internet services is a privilege not a right. Compliance with the school unit’s policies and rules concerning computer use is mandatory. Appropriate online behavior is expected. Interacting with other individuals on social networking websites and in chat rooms, not related to educational assignments, is prohibited. Cyberbullying will not be tolerated. Students who violate these policies and rules may have their computer privileges limited, suspended or revoked. Such violations may also result in disciplinary action, referral to law enforcement and/or legal action.

See policies: IJNDB – Student Computer and Internet Use
IJNDB-R – Student Computer and Internet Use Rules

Co-Curricular Activities Code

Students must follow all School Board policies and school rules while participating in athletics and extracurricular activities. In addition, a separate Extra-Curricular Activities Code has been developed for students participating in these activities. Students who violate the Extra-Curricular Activities Code may be subject to suspension or removal from the team/activity as well as additional disciplinary action under applicable School Board policies and/or school rules.

REMOVAL OF DISRUPTIVE/VIOLENT/THREATENING STUDENTS

- Students who are disruptive, violent or threatening death or bodily harm to others may be removed from classrooms, school buses or other school property when necessary to maintain order and safety. The staff member who orders the student removed should arrange to have the student escorted to the office or other designated location.
- If a student does not comply with a staff member's order to leave, the staff member will contact an administrator, or, if not available, another suitable person, who shall respond promptly.
- The responding administrator will take appropriate action. If the student fails to obey verbal directions, force or restraint may be used only to the minimum extent necessary to protect any person from imminent physical harm or to quell a disturbance. Whenever practicable, law enforcement should be called to restrain or physically remove the non-compliant student. The administrator may invoke the school's crisis response plan if appropriate.

See 2-A M.R.S.A. §4009 – Protection from Liability

USE OF PHYSICAL RESTRAINT AND SECLUSION

The MSAD #45 School Board has adopted this policy and the accompanying procedures to implement the standards for use of physical restraint and seclusion with students, as required by state law and regulations, and to support a safe school environment. Physical restraint and seclusion, as defined by this policy, may only be used as an emergency intervention when the behavior of a student presents an imminent risk of injury or harm to the student or others.

The Superintendent has overall responsibility for implementing this policy and accompanying procedure, but may delegate specific responsibilities as he/she deems appropriate.

Definitions:

The following definitions apply to this policy and procedure:

- A. **Physical restraint:** An intervention that restricts a student's freedom of movement or normal access to his or her body, and includes physically moving a student who has not moved voluntarily.
- Physical restraint does not include any of the following:**
1. Physical escort: A temporary touching or holding of the hand, wrist, arm, shoulder, hip or back for the purpose of moving a student voluntarily.
 2. Physical prompt: A teaching technique that involves physical contact with the student and that enables the student to learn or model the physical movement necessary for the development of the desired competency.
 3. Physical contact: When the purpose of the intervention is to comfort a student and the student voluntarily accepts the contact.
 4. Momentarily deflecting the movement of a student when the student's movements would be destructive, harmful, or dangerous to the student or others.
 5. The use of seat belts, safety belts, or similar passenger restraints, when used as intended during the transportation of a child in a motor vehicle.

6. The use of a medically prescribed harness, when used as intended; the use of protective equipment or devices that are part of a treatment plan prescribed by a licensed health care provider; or prescribed assistive devices when used as prescribed and supervised by qualified and trained individuals.
7. Restraints used by law enforcement officers in the course of their professional duties are not subject to this policy/procedure or Maine Department of Education (MDOE) Rule Chapter 33.
8. MDOE Rule Chapter 33 does not restrict or limit the protections available to school officials under 20-A M.R.S.A. §4009, but those protections do not relieve school officials from complying with this policy/procedure.

B. Seclusion: The involuntary confinement of a student alone in a room or clearly defined area from which the student is physically prevented from leaving, with no other person in the room or area with the student.

Seclusion does not include: Timeout: An intervention where a student requests, or complies with an adult request for, a break.

Procedures for Implementing Physical Restraint and Seclusion

The requirements for implementing physical restraint and seclusion, as well as incident notices, documentation and reporting are included in the accompanying procedure, JKAA-R.

Annual Notice of Policy/Procedure

MSAD #45 shall provide annual notice to parents/legal guardians of this policy/ procedure by means determined by the Superintendent/designee.

Training Requirements

- A. All school staff and contracted providers shall receive an annual overview of this policy/procedure.
- B. MSAD #45 will insure that there are a sufficient number of administrators/designees, special education and other staff who maintains certification in a restraint and seclusion training program approved by the Maine Department of Education. A list of certified staff shall be updated annually and maintained in the Superintendent’s Office, in each school office and in the school unit’s Emergency Management Plan.

Parent/Legal Guardian Complain Procedure

A parent/legal guardian who has a complaint concerning the implementation of this policy/procedure must submit it in writing to the Superintendent as soon as possible. The Superintendent/designee shall investigate the complaint and provide written findings to the parent/legal guardian within twenty (20) business days, if practicable.

A parent/legal guardian who is dissatisfied with the result of the local complaint process may file a complaint with the Maine Department of Education. The Department of Education will review the results of the local complaint process and may initiate its own investigation at its sole discretion. The Department shall issue a written report with specific findings to the parent/legal guardian and the school unit within sixty (60) calendar days of receiving the complaint.

Department shall issue a written report with specific findings to the parent/legal guardian and the school unit within 60 calendar days of receiving the complaint.

Legal References: 20-A M.R.S.A. §§ 4502 (5)(M); 4009
Me. DOE Reg., ch.33

Cross References: JKAA-R—Procedures on Physical Restraint and Seclusion
JK –Student Discipline
KLG/KLG-R—Relations with Law Enforcement OR
KLG/KLG-R—Relations with School Resource Officers
EBCA—Comprehensive Emergency Management Plan

DISCIPLINE

It is essential for schools to maintain a safe and orderly environment that supports student learning and achievement. Good discipline allows the schools to discharge their primary responsibilities to educate students and promote good citizenship. All students are expected to conduct themselves with respect for others in accordance with School Board policies, rules, or laws. Students whose conduct directly interfere with the operations, discipline or general welfare of the school.

CONSEQUENCES FOR VIOLATIONS OF THE STUDENT CODE OF CONDUCT

School administration may impose the following consequences for violations of the Student Code of Conduct. (Note consequences will vary due to the age and maturity level of students.)

1. **After school detention**
2. **Lunch detention**
3. **Friday/Saturday detention**
4. **In-school suspension**
5. **Out-of-school suspension**

A written notice to the parents of a student when a student is suspended from school, regardless of whether the suspension is an in-school or out-of-school suspension will be sent out.

There are occasions when additional administrative action may be necessary. The principal may recommend that action to expel a student be initiated.

Out-of-school suspended students are not permitted to participate in or attend any school activity and are prohibited from being on school grounds during their suspension.

Teacher Detention

Teachers may assign detention to students for behavior that disrupts or interferes with the teaching and learning process. Students who have been assigned a teacher detention will be given a 72-hour notice to make provisions for transportation, work, or other possible conflicts. Failure to report for detention will result in administrative referral and further action.

ENFORCEMENT AUTHORITIES

The Superintendent and Administrators have the authority to seek the assistance of law enforcement authorities when there is a substantial threat to the safety of the schools, student or staff. The Superintendent/administration may also inform law enforcement authorities when they have reason to suspect that a student or staff member may have violated a local, state or federal statute. All serious offenses, as determined by the Superintendent, must be reported to law enforcement authorities.

See policies: KLG – Relations with Law Enforcement Authorities
 KLG-R – Relations with Law Enforcement Authorities, Administrative
 Procedure

DISSEMINATION OF SYSTEM-WIDE STUDENT CODE OF CONDUCT

The System-Wide Student Code of Conduct and relevant district-wide school disciplinary policies shall be distributed to staff, students and parents through handbooks, the school district's website (www.msad45.net) and/or other means selected by the Superintendent and building administrators.

Legal Reference: 20-A M.R.S.A. §§ 254(11); 1001 (15)

Cross Reference: Taking Responsibility; Standards for Ethical and Responsible Behavior in Maine Schools and Communities (Report of the Commission for Technical and Responsible Behavior, February 2001).

ATTENDANCE

WDHS believes that there is a direct correlation between academic achievement and regular, prompt attendance. A student's success in high school and future educational and career activities depends on positive attendance habits. Regular and consistent school attendance helps students develop responsibility and self-discipline and aligns with our district mission and school civic and social expectations. Regular and consistent school attendance also prepares students for the world of work. By recording and reporting attendance, we seek to promote and encourage positive attendance habits for each student. The major responsibility for acceptable attendance lies with the students and the parents/guardians.

Students are expected to be in school and on time to class every day. Students should be fully aware that interactions in the classroom constitute a valid and critical part of the course work and that these interactions cannot be duplicated.

Parents/Guardians are expected to notify the school the day of the absence or within 2 days of the absence or the absence will be unexcused. Notification may be done in the form of a signed and dated note, an email, or a phone call from the parent/guardian. After 2 days have passed without a note, the office will notify the parents. Every effort should be made to schedule routine appointments after school hours. Family vacations should be planned during holidays outlined on the school calendar. Parents/Guardians should discuss the importance of good attendance with the child.

WDHS follows the state statute when determining whether an absence is considered excusable. According to state statutes an excusable absence is for the following reasons:

1. Person illness
2. An appointment with a health professional that must be made during the school day
3. Observance of a recognized religious holiday when the observance is required during the regular school day
4. A family emergency
5. A planned absence for a personal or educational purpose that has prior approval

This definition of excusable absences comes from the Maine Education and School Statutes, 2013-2014 Edition. An absence for any other reason is considered an unexcused absence and will be subject to administrative disciplinary action.

ATTENDANCE POLICY

A student who has a passing grade for the fourth quarter and the year and who has three (3) or less excused absences for the year, and who has a combined total of ten (10) or less school initiated absences for the year and who has no (0) unexcused absences or suspensions for the year will have the option of not having to take his/her final exam in that course. Students excused from final exams for good attendance have the option of taking it and having it count if it helps improve their grade. When a student participates in school-sponsored activities, he is to be considered to be in attendance for this incentive. Attendance is to be determined by each individual class. If a student does not agree with the number of absences determined for a particular class, he may appeal to the Attendance Committee, which is made up of the principal/assistant principal, guidance director, and two teachers.

The following are considered School Initiated Absences:

1. Recommendations from a physician/school nurse that a student not be in attendance in order to protect the well being of the WDHS educational community. Regularly scheduled appointments will be counted as excused absences.
2. College visits that are arranged ahead of time with the guidance office. College visits will be school-initiated absences provided the counselor sets up and approves the experience. The college must sign a form at the time of visit.
3. Job shadowing experiences that are approved by the guidance office before the experience. Students must get written approval from the employee being shadowed, guidance counselor and the student's guardian/parent.
4. Job interviews that are approved in advance by the guidance counselor and have written notice from the employer stating the job interview was held.
5. Upward Bound meetings that are set up through the school will also be school-initiated absences.

NOTE: Family vacation will NOT be considered a school initiated absence and will be counted against the three (3) excused absences.

School sponsored activities that will not be counted against the three (3) excused absences are listed below, but others may apply. If there are any questionable ones they should be referred to the Attendance Committee.

Band	Volleyball
Baseball	Track
Basketball	Softball
Cheerleading	Soccer
Chorus	Gifted and Talented
Civil Rights	Destination Imagination
Classroom Field Trips	Cross Country

EARLY DISMISSAL

Notification for student dismissal from school should happen prior to student leaving and must be for one of the same reasons a student would be excused for an absence. See ATTENDANCE. Students with an unexcused early dismissal will make up missed time after school. Students should not leave school without permission from appropriate school personnel regardless of the reason. Failure to do so will result in disciplinary action.

Professional appointments should be scheduled outside of the school day when possible. A note for appointments, signed by the professional or designee, must be presented to the office upon return, if the absence/dismissal is to be excused.

The school nurse will dismiss all students who become ill at school.

TARDINESS

For school attendance purposes, tardiness is considered an absence from school. **Three tardies to class will count as one absence.** Upon late arrival to school, a student must immediately report to the office, fill out an absence slip and provide a reason for their tardiness. They should also provide a written note from a parent/guardian or professional excusing the absence. For a tardy to be excused, it must be for one of the same reasons stated above in the ATTENDANCE section (Maine Education and School Statutes: Excusable Absences) or it will be considered unexcused.

INTERSCHOLASTIC/CO-CURRICULAR ACTIVITIES

INTERSCHOLASTIC ACTIVITIES

Eligibility

Membership in Athletics and Destination Imagination is subject to a student meeting the following criteria:

- A student must pass four full-time subjects (or their equivalent) during the last completed grading quarter – this does not include school service
- A student is eligible for eight consecutive semesters from the time she/he enters grade nine
- A student who has reached his/her 20th birthday is ineligible
- Eligibility goes into effect the day grade cards are issued

Interscholastic Athletics

Interscholastic athletics shall be conducted on the high school level in sports, which are approved for interschool competition by the Board. The procedures and regulations of the Maine Principals' Association, which oversees league sports among Maine schools, shall be followed. The district shall also comply with the guidelines of the Aroostook League.

Fall Sports:

Soccer
Cross Country

Winter Sports:

Basketball
Cheerleading
Volleyball

Spring Sports:

Baseball
Softball
Track and Field

Destination Imagination

Formerly Odyssey of the Mind, this program offers students a unique opportunity to express creativity and ingenuity at an interscholastic level. Team-building and problem-solving are the cornerstones of DI. The team competes annually at the local, regional and state levels.

Practice for all school sports and activities will be after the last period of the day. Athletes must be in school on the days they practice for sports. All students, along with the school athletes, should remember that without administrative approval they are not eligible to attend or participate if they are *absent for any part of the day* of the event. This includes being tardy for school. The basic philosophy here is that if the student is too ill to attend school, he/she is too ill to participate in co-curricular activities.

CO-CURRICULAR ACTIVITIES

It is important for students to understand that rules governing the participation in co-curricular activities vary from one activity to the other. Furthermore, it is each student's responsibility to know the rules governing the activity in which he/she participates. Each activity's advisor will explain the rules for participation at the beginning of the school year.

Civil Rights Team

The mission of the Civil Rights Team is to encourage and empower the school community to confront bias, prejudice, and harassment by increasing awareness, protection, support, and responsiveness to incidents of bias-motivated harassment and the use of hate language. The goal is to heighten the positive school experience for all students by increasing the feeling of safety within the school.

Class Officers

Class Officers are elected by each grade. Each class elects its own president, vice president, secretary, and treasurer.

National Honor Society

The NHS consists of sophomores, juniors and seniors who meet nationally prescribed standards of scholarship and have been chosen by a faculty committee on the criteria of leadership, character, and service. The group sponsors projects designed to promote scholastic achievement and high standards of conduct in the school community.

Membership in the National Honor Society is open to any student enrolled in WDHS in the tenth through twelfth grades. Students must be enrolled for a period equivalent to one semester prior to being inducted into the society and must meet the scholarship requirements.

The minimum grade point average required for membership is 86%. The grade point average used to determine eligibility includes the cumulative total of those academic grades which count toward graduation from high school. This scholastic level of achievement shall remain fixed and shall be the minimum required scholastic level of achievement for admission to candidacy. All students who can rise in scholarship to or above such standards may be admitted to candidacy for election to membership. Their eligibility shall then be considered on their service, leadership and character.

Any member who falls below the established standards used for their election shall be promptly warned. If, during the next regular marking period of the school, the member fails to meet the standards used as a basis for his election to the society, that member will be dismissed. A National Honor Society member must maintain the standards for membership in order to retain his membership. A member will be allowed only one warning period. Once a member is dismissed, he is never eligible for membership in the National Honor Society again.

Any active member of the National Honor Society who transfers to WDHS is automatically accepted for membership in this chapter. This transfer member must maintain the membership requirements for this chapter in order to retain membership.

Students requesting more information should consult with the NHS advisor.

Student Council

The Student Council has an important role. Its purpose is not to govern the students but to serve as a meeting place between the student body and the administration, where the students can assume activities, as they are capable of handling them. It is the place where problems or questions arising from either the students or the administration can be presented for discussion and consideration. Each class elects representatives to the Council during a class meeting. The Student Council's principle purposes are as follows:

1. To unify student activities under one control and promote the general activities of the school, including Winter Carnival
2. To aid in the internal administration of the school
3. To teach students the values of working in a democracy

Varsity Club

This club functions as an organization that helps to promote athletic programs at Washburn District High School. Members strive to promote the recognition of athletic achievement and the awareness of co-curricular activities as a vital part of the total school community.

POLICIES GOVERNING INTERSCHOLASTIC PARTICIPATION

1. For the purposes of administering the following policies, WDHS identifies the "season" as the first day of tryouts until the awards ceremony. If the activity has no awards ceremony, the season will end upon the completion of the final competition.
2. Participants with an unexcused absence from school any part of the day of an event, practice, or rehearsal will not participate.
3. Participants who are absent from school due to a personal illness for any part of the day of an event, practice, or rehearsal will not participate.
4. Participants in interscholastic activities are expected to conduct themselves in a manner that will bring credit to themselves, their families, and their schools.
5. Inappropriate language will not be tolerated and is cause for disciplinary action.
6. Participants are expected to be leaders in promoting good citizenship. It is the responsibility of the participant to show proper respect for the administration, faculty and staff, coaches, advisors, officials, fellow participants, student body and the community.
7. Participants who are administratively suspended out-of-school for any reason will be removed from the team and will forfeit all awards for the corresponding activity.
8. Participants who represent the school at out-of-town events must go to and return from the site of the event by means of the school transportation. However, District policy does permit a parent/legal guardian (not a grandparent, aunt, uncle, older sibling, neighbor, etc) to assume responsibility for his/her child immediately prior to departure by making contact with the coach/advisor and signing his/her name next to the child's name on a form provided by the coach/advisor.

arrangements must be made in writing directly to the athletics director for athletics-related trips and to the principal for non-athletics-related trips no less than three (3) days prior to the event. It is important to note that exceptions are approved on a very limited basis.

9. It is critical for participants to maintain clear communication with their advisor or coach regarding attendance at practices, rehearsals or events. Consistent attendance is required. If a participant misses a practice/rehearsal unexcused, the following consequences will be imposed:

- **First offense:** Coach/advisor addresses the absence and imposes appropriate consequence;
- **Second offense:** Participant will not participate in the next interscholastic event;
- **Third offense:** Participant will be removed from the activity for the remainder of the season.

All absences from a game, meet or match must be excused by the Athletic Director at least 48 hours in advance. If a participant misses a game, meet or match the following consequences will be imposed:

- **First offense:** Coach/advisor addresses the absence. At the very least, the student will not be permitted to compete in the next contest.
- **Second offense:** Removal from the activity for the remainder of the season.

If a participant is excused from a practice/rehearsal by the coach/advisor/director, the participant may be required to make up the time missed. In addition, a participant's status on the team or in the organization may be impacted temporarily. Participants are strongly encouraged to familiarize themselves with the coach's/director's/advisor's system to maintain effective student attendance.

10. During the harvest recess, a coach/advisor may excuse a participant from practice/rehearsal as long as the student is working directly with the potato harvest.
11. Participants will assume responsibility for their equipment and uniforms. Failure to return uniforms or equipment or to pay for lost or damaged items will result in a student becoming ineligible for future interscholastic participation. In addition, students who have not cleared their account will not participate in the commencement ceremony or have access to their grade report.
12. It is against school policy for participants, regardless of their age, to possess or use tobacco products, possess or consume alcoholic beverages, possess or use illicit drugs, and possess or use performance-enhancing substances. Students violating this policy will be removed immediately from the activity. Students violating this policy will be subject to further consequences through the principal's office (see CHEMICAL ABUSE POLICIES AND PROCEDURES).
13. Most coaches/advisors impose curfews on their participants for the night before a competitive event. Participants are expected to comply.
14. Team managers will be held to the same requirements as other participants, including eligibility, attendance and all other policies.
15. For interscholastic athletics, it is the responsibility of the Athletic Director to remove students from a team when s/he has violated the policy. For all other interscholastic activities, it will be the responsibility of the principal or his/her designee to remove students from an activity when s/he has violated the policy.

16. In order to receive an interscholastic athletics award, the participant must be in attendance at the awards ceremony unless s/he is excused by the Athletic Director prior to the awards ceremony.
17. Appropriate attire is expected for all participants while representing WDHS at home and away games, meets and matches as well as the awards ceremony. (See BEHAVIORAL EXPECTATIONS OF ATHLETES)

Occasionally an event will result in the students returning from an away activity after midnight. The following govern the expected times the students will report to school the next morning:

CODE OF CONDUCT FOR STUDENTS PARTICIPATING IN SCHOOL-SPONSORED ACTIVITIES

In order to ensure well-organized, profitable and enjoyable school-sponsored activities and to make certain that the good name and honor of Washburn District High School is in no way tarnished by thoughtless, irresponsible behavior, all students are to comply with the established regulations and policies which govern the school whether the activities are held on school property or elsewhere.

Activities shall be carefully and cooperatively planned by students and approved by the advisor (s) and the principal. Chaperones for activities shall include advisor (s), administration, and parents.

BEHAVIORAL EXPECTATIONS OF ATHLETES

- Practice for all school sports begins after the seventh period. Students are ineligible to attend or participate in any practice or sporting event if absent on the day of the event. If you are too sick to come to school, you are too sick to participate in a school activity.
- Athletes must notify the coach before the end of the school day if they anticipate to be absent or late for a practice session. Coaches may excuse students with specific reasons.
- An athlete is allowed to change from one sport to another by mutual consent of the coaches involved. This change is to be accomplished prior to the last cut in a “cut” sport prior to the first contest in a “no-cut” sport. Special cases will be administered by the Athletic Council and/or Athletic Director.
- Athletes will be issued the best possible equipment and each athlete assumes responsibility for this equipment, and charges will be assessed for any lost or damaged items.
- Equipment issued by a coach or equipment manager is to be worn only when participating in sports. No equipment will be taken without the consent of a coach or equipment manager. Unauthorized equipment refers to equipment belonging to opponents or your school to which you have access.
- Vulgar language will not be tolerated and is just cause for reprimand and/or suspension.
- For all school-sponsored trips, students are to wear appropriate clothing as directed by their coach. **Jeans are not accepted dress for any school sponsored trip.**
- In practice as well as in contests, athletes will adhere to the spirit of the rules as well as the written rules.
- Athletes suspended from school will not be allowed to practice or participate in contests while on suspension.
- Athletes will not compete in more than one sport in any given season unless it is approved by the coaches and the Athletic Director. Athletes are not to take part in nonschool-sponsored sports during the regular season without the permission of their coach and Athletic Director. In the event of a disagreement between the coach and Athletic Director, the decision of the administration will be final.
- To ensure maximum individual performance and maximum contribution to team efforts, smoking, drinking of alcoholic beverages and the use of illegal drugs shall not be tolerated at any time during the school year (reference: Suspension Policy). If infractions occur during the school year (sports season), it is the responsibility of the administration to immediately suspend the athlete from participating in sports (reference: Chemical Abuse Policies and Procedures) If a suspension occurs during the sports season and the athlete is not reinstated, recognition for all sports in the form of awards at the Athletic Banquet or any athletic awards assembly will be forfeited by the suspended individual. The nature of the infraction may make it necessary for the administration to take other disciplinary action.
- Hair must be neat and cut in a manner which protects the health and safety of the athlete, and be a natural color. Students will not represent WDHS with unusual hair color.
- Each athlete will be given a written copy of the training regulations for signature by the athlete and his/her parents, to be returned to the Athletic Director (reference: Student Handbook). All team members will abide by any additional training regulations as set forth by the coach.

- Team managers have full team membership, are considered as squad members and will meet the same requirements as the players.
- Athletes and managers are expected to be leaders in promoting good citizenship.
- It is the responsibility of the athlete to show proper respect for the administrators, coaches, teachers, officials, fellow athletes and the student body.
- Any violation that justifies dismissal from an interscholastic school sport will be the responsibility of the administration.
- Unless previously agreed upon by the school officials due to an exceptionally long trip, athletes will be expected to be in school on time the morning after an athletic contest. Any student athlete who does not comply and “sleeps in” will not be allowed to participate in the next regularly-scheduled athletic contest.
- The sports season ends with the awards program. Unless there are unusual circumstances, students are to attend the awards program in order to earn any awards presented by their coach or by the Athletic Director.

CO-CURRICULAR ELIGIBILITY REQUIREMENTS

Eligibility Rule

A student must be passing four (4) subjects and failing no more than one (1) subject in order to be academically eligible to participate in co-curricular activities. All courses in a student’s schedule will be counted towards eligibility. Students’ grades will be reviewed every three (3) weeks and students must be passing for the quarter, except for the start of the new quarter when eligibility will be based on the previous quarter’s final grades. Any junior high school students who are promoted to the next grade are academically eligible for the first three (3) weeks of the new school year. The dates for academic eligibility will be published as part of the regular school calendar.

Incompletes are the same as failures unless caused by excused absences. Students who are absent with an excuse will have two (2) days per absence to make up their work. They will remain eligible for this period of time and the grades will then be re-averaged to determine their eligibility status.

Students who are academically ineligible may try out, practice, and fund raise with the group and if chosen, are considered members of the group. (Interscholastic competitions are forbidden.) They can only attend home events with the group, but cannot wear their school uniforms or travel with the group while ineligible.

Any student participating in co-curricular activities who is academically eligible at the start of a sports season or activity and then becomes ineligible must become eligible at the end of the next three (3) week period or he/she is dismissed from the activity for the remainder of the sports season or activity period.

Any student in co-curricular activities who is academically ineligible at the start of a sports season or activity must become eligible by the end of the next three (3) week period or he/she is dismissed from the team or activity for that entire sports season or activity period.

Students will be allowed two (2) days to make up course work for every one day they are absent (excused).

Grades will close for the three (3) week eligibility dates on a Friday or the last day before a vacation. Teachers will have until Wednesday of the following week to correct tests and any makeup materials which were completed and given to the teacher before the eligibility date. The administration will notify the student and his/her parents by the Friday of that week and the student will start his/her suspension on that Friday. Students who have been ineligible will also start full participation on that Friday if they are now passing (4) courses and failing no more than one (1).

Activities that are class related, or where credit is offered, are exempt from this policy. The present list of co-curricular activities that are affected by this policy include:

- Soccer
- Basketball
- Junior Varsity Cheerleading
- Varsity Cheerleading
- Volleyball
- Baseball
- Softball
- Destination Imagination

- Civil Rights Team
- Cross Country
- Drama
- Any others as per current co-curricular activities

Student Eligibility

There are twelve checkpoints throughout the school year. Four of those are when Special Progress Reports are sent at the midpoint of each nine-week ranking period. Two failing grades at this point will cause the student to be ineligible for the remainder of the quarter. The four other checkpoints are: the first nine-week grade; the first semester grade; the third-quarter grade; and the second semester average.

If a student is ineligible at any of these checkpoints, he/she will remain ineligible until the next checkpoint and will be reinstated if he/she is no longer failing more than one class.

Academic Eligibility Checkpoints

- August 28, 2015
- September 6, 2015
- October 30, 2015
- November 20, 2015
- December 7, 2015
- January 22, 2016
- February 12, 2016
- March 11, 2016
- April 1, 2016
- May 6, 2016
- May 27, 2016
- June 17, 2016

1st Quarter ends October 30, 2015

2nd Quarter ends (mid-year) January 22, 2016

3rd Quarter ends April 1, 2016

4th Quarter ends June 17, 2016 (pending any snow dates)

CONCUSSION POLICY

Concussion baseline testing is required of all athletes. WDHS will provide the testing on premises.

Annually at the beginning of each year (OR prior to the beginning of each sports season), students intending to participate in school-sponsored athletic activities, including cheering, and parents/guardians of these students will be provided information including:

- A. The risk of concussion and other head injuries and the dangers associated with continuing to participate when a concussion or other head injury is suspected;
- B. The signs and symptoms associated with concussion and other head injuries;
- C. The school administrative unit's protocols for:
 1. Removal of the student from the activity when the student is suspected of having sustained a concussion or other head injury;
 2. Evaluation requirements;
 3. What to do if a student is concussed; and
 4. Guidelines for return to full participation in school activities and classroom academics.

The student ***participating in any school-sponsored athletic activity, including cheering*** and his/her parent(s)/guardian(s) must sign a statement each new school year acknowledging that they received and read this information before the student is allowed to participate in any school-sponsored athletic activity.

Management of Concussive and Other Head Injuries

It is the responsibility of staff members involved in school activities and trained in the signs and symptoms related to concussion or other head injury, to act in accordance with this policy when the staff member recognizes that a student may be exhibiting such signs and symptoms of a concussion. Staff members will be trained to use a Concussion Signs and Symptoms Checklist or standardized sport concussion assessment tool. Any student suspected of having sustained a concussion or other head injury during a school activity including but not limited to participation in interscholastic sports, must be removed from the activity immediately. A student and his/her parent(s)/guardian(s) will be informed of the need for an evaluation for brain injury before the student is allowed to return to full participation in school activities, including classroom instruction. No student is permitted to return to the activity, athletic practices, games, classroom or participate in any other school activities on the day of the suspected concussion.

Any student having sustained a head injury is prohibited from further participation in any school activities until he/she is evaluated for concussion. If a concussion is suspected, the student must be removed from school activities and classroom work and evaluated by a licensed health care provider trained in concussion management. Trained staff members or the school's athletic trainer will follow proper documentation reporting within 24-48 hours of an injury.

If concussion is confirmed by a licensed health care provider trained in concussion management, the student is not permitted to return to full participation in any school activities; games; practices; classroom work until medically cleared to do so by a licensed health care provider trained in concussion management. More than one evaluation by a health care provider trained in concussion management may be necessary before the student is cleared for full participation. No student will be allowed back to school activity or the classroom with a note or phone call from parent(s)/guardian(s). After a diagnosis has been confirmed, the school nurse will be contacted and will work with the physician's plan for the athlete/student to return to school, attendance, and daily monitoring.

Coaches and other school personnel shall comply with the student's treating health care provider trained in concussion management recommendations regarding gradual return to participation as outlined in Sec. 2. 20-A MRS 101, sub-19, section 4, #5 and based on the current standards of care. If at any time after a bump; blow; or jolt to the head or body or during the return to full participation in school activities the student exhibits one or more of the signs and symptoms of concussion, the student must be removed from the activity or classroom and be re-evaluated by the treating licensed health care provider trained in concussion management. No student is permitted to return to the activity; game; practice or classroom on the day of recurrence of signs and symptoms until cleared by a licensed health care provider trained in concussion management.

INSURANCE

Insurance All students participating in interscholastic activities are required to be covered by student accident insurance and/or family health and accident insurance as a prerequisite for participation in the activity.

SCHOOL SPIRIT

School spirit means loyalty to all functions of the school. A loyal student supports his school and does the utmost to keep his scholastic and activity standards at the highest possible level.

School spirit may be divided into three categories:

1. Courtesy - toward teachers, fellow students and the officials of school athletic activities
2. Pride - in everything our school endeavors to accomplish and has accomplished
3. Sportsmanship - the ability to win and lose gracefully.

GENERAL INFORMATION

ADULT RIGHTS AND RESPONSIBILITIES (Students 18 or older)

All students are subject to all rules and regulations designed to maintain a good school atmosphere. **Students 18 years of age and older NOT residing in their parents'/guardians' home and have been declared homeless or disconnected will be allowed to write his/her own excuses and/or be dismissed from school on his/her own request. In all other incidences, permission must be secured from a parent/guardian.**

ANNOUNCEMENTS

Public address announcements are made at the beginning of the school day, at noontime and occasionally at the close of school each day. The public address system will not be used at any other time of day except in extenuating circumstances.

ASSEMBLIES

Student behavior should always be refined and courteous. An indication of the cultural level of the school is the conduct of its student body at an assembly. Whether guests are present or not, each student is responsible for the impression made by the school as a whole. Unacceptable conduct would include whistling, uncalled-for clapping, boisterous behavior and talking during a program.

CELL PHONE POLICY

The MSAD #45 School Board believes that students perform best in classrooms that allow them to study and learn in the environment best suited to their needs. The Board acknowledges that devices which interrupt the teacher and the class have no place in the classroom. Students may not use the following electronic devices within the school building during school hours: pagers, cellular telephones, laser pointers, handheld game devices, electronic organizers of any kind, video cameras, digital cameras (unless in use for a school function i.e. yearbook) or electronic email devices (i.e. Blackberry). Exceptions to this policy may be made for students who carry pagers or cellular telephones in the capacity of an active on-call member of a volunteer fire fighting organization, volunteer emergency medical/response service organization or for medical reasons. If for medical reasons, there must be a medical report from the student's medical provider on file.

Students in high school are prohibited from possessing privately owned electronic devices, including, but not limited to, cellular telephones, PDA's, handheld computers, MP3 players, and electronic games at any time during school hours and during school activities, (including study halls, field trips, and extracurricular activities). As authorized by the school staff, exceptions may be made on buses, during field trips, and at extracurricular activities. Although the Board acknowledges that some electronic devices may cause disruptions in the normal school day, teachers and students have the right to be in an atmosphere conducive to teaching and learning; therefore MP3 players may be allowed at the discretion of individual classroom teachers. ("Players" refers to all styles of individual MP3 formatted players. Cell phones, electronic organizers, or other devices listed above are still prohibited even if they have an internal music storage device.) If a teacher is not comfortable with MP3 players being used in his/her classroom, they are prohibited in that classroom.

The possession of cameras, including phones, is strictly prohibited in classrooms and in locker rooms, restrooms, or other locations; students are required to obtain permission before photographing others. The use of any device to record a staff member is strictly prohibited. Exceptions, such as for the yearbook, shall be made as authorized by supervising school staff.

Any use of cellular telephones, cameras, and other electronic devices that violates any Board policy, administrative procedures, or school rule is strictly prohibited. This includes, but is not limited to, violations of the student code of conduct, harassment, cheating, or academic misconduct.

When it has been established to the satisfaction of the principal or the principal's designee that a student has violated Board Policy JICJ (Student Use of Electronic Devices) by possessing, using, activating, or displaying privately owned electronic devices or camera in a manner which is prohibited, the school may take the following actions:

First Offense: Warning and confiscation of the electronic device or camera for the remainder of the day.

Second Offense: The electronic device or camera will be confiscated. A disciplinary referral will be written. The student's parent/guardian must pick up the electronic device or camera from the principal or superintendent's office and the student may receive detention after school.

Third Offense: The electronic device or camera will be confiscated. A disciplinary referral will be written. The student's parent/guardian must pick up the electronic device or camera from the principal or superintendent's office. At the principal's discretion, the student may receive after school detention or Saturday detention.

Any further violations of this policy will result in the student's loss of possession of the electronic device or camera for the remainder of the school year. The student's parent/guardian must pick up the device or camera from the principal or superintendent's office at the expiration of that length of time. At the principal's discretion, the student may receive Saturday detention or out-of-school suspension not to exceed 10 days. The administration reserves the right to enforce a higher level of discipline in instances including, but not limited to:

- The use of any device to record individuals in a locker room, bathroom, or any other spaces where privacy would be expected.
- The use of any device for academic misconduct.
- The use of any device to record a staff member.

When appropriate, law enforcement may be contacted.

CONFIDENTIALITY OF SCHOOL RECORDS

It shall be the policy of the school unit to provide for the confidentiality of all student education records that are maintained by the school unit, as required by both Maine Law and the Federal Family Educational Rights and Privacy Act (FERPA).

The school unit shall provide annual notification to the parents of students currently in attendance and to eligible students (18 years or older) of their adult rights in relation to the student education records being maintained by the school unit.

The policy and regulations clearly specify the rights of parents to receive their child's records. A copy of the policy and regulations are available for review in the office of the school principal.

In case of student transfer, all education records must be sent to a school administrative unit to which a student applies for transfer. Prior consent of the parent or guardian is not required.

Parents who believe that MSAD #45 has not complied with the requirements of FERPA have the right to file a complaint with the U.S. Department of Education. The office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

DANCES

School-sponsored dances are not open to the general public. District high school students may invite dates/guests who will not be admitted on the night of the dance **IF** they have not been previously signed in at the office during regular school time. No middle school students are allowed to attend high school dances. Students will not be readmitted to a dance upon leaving unless the administrator or chaperone in charge grants special permission. All school rules are in effect for school-sponsored dances.

DELAYED OPENING AND SCHOOL CANCELLATIONS

If weather forces the closing or delayed opening of school, the local radio stations will be notified between 6:00 and 7:00 a.m. Please do not call the school, Board of Directors or the radio stations, but instead, listen to the radio for possible school closings or delays.

DETENTION

Detention given by a teacher will be handled by that teacher in his/her classroom. Students may be given 72 hours notice before having to serve the detention. Students will bring books for studying and talking is not allowed. The teacher will determine the length of a student's detention.

If a student should skip a teacher-given detention, he/she will not be admitted to class until first discussing the infraction with the building administrator. Skipping detention will result in a doubling of the student's detention requirement. Skipping a detention for a second time will result in a school suspension or other administrative action. The original detention will still be served as well.

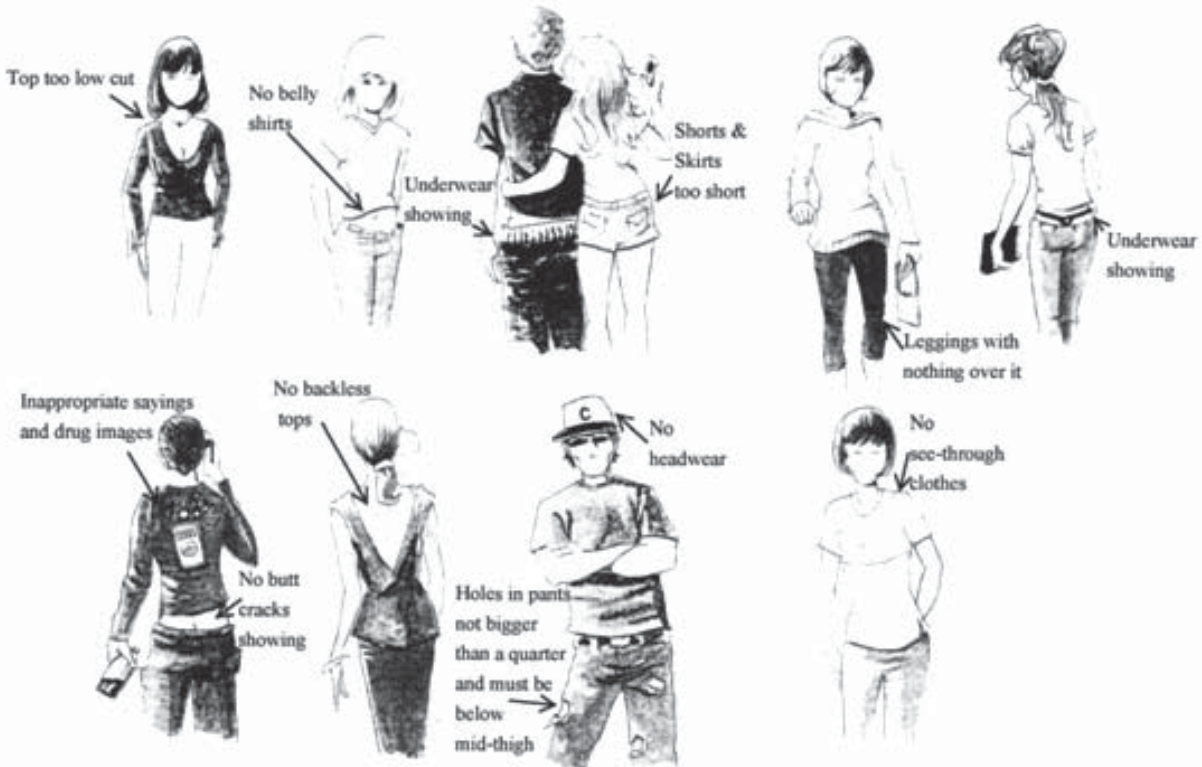
The parent/guardian will receive a written notice each time their son/ daughter is assigned detention. Included in the notice will be the reason for the detention, date issued, by whom issued, initials of the student documenting the fact he/she was notified of the detention, length of the detention, and day(s) the detention is to be served. Parents/guardians are encouraged to contact the individual issuing the detention to discuss the situation. The student and parent/guardian are responsible for arranging transportation.

Completing an assigned detention will take precedence over any other extracurricular activity.

DRESS CODE

It is the school's philosophy that extremes in dress and grooming that interfere with, disrupt, or are inappropriate for the educational process or setting will not be permitted. Dress and grooming must also meet reasonable standards of health and safety. Administrators will interpret and apply this philosophy and are given reasonable reach to interpret and judge policy violations. Students violating the dress code policy will be asked to change before returning to class. If the student is unable to provide appropriate clothing at that time, he/she will be sent to in school suspension for the remainder of the day. Other consequences may also be imposed.

Particular attention will be paid to the following items:



INAPPROPRIATE DRESS

ILLNESS

If a student becomes ill in school, he/she is to report to the principal's office where a decision will be made for the next course of action. Students must not leave the building without authorization. If the student is too sick to remain in school, his/her parents will be contacted and arrangements will be made to go home.

INSURANCE

At the start of each school year, students and parents are given the necessary information to purchase health insurance for students. The "school time only" plan provides coverage during the school day up to the last day of school in the school year that the plan was purchased. The "twenty-four hour" plan provides around-the-clock coverage for 365 days from the date that the plan was purchased. It is critical that parents read the plans carefully prior to purchasing a plan. Should the information provided in this handbook conflict with the information in the insurance information packet, the information packet will be considered the correct information. **Students enrolled in a course through PIRTC or CRTIC are required to show proof of insurance at the beginning of the school year.**

INTERNET/MEDIA

Under Maine law, MSAD #45 shall not publish on the Internet any information that identifies a student without written parental consent.

LIBRARY SERVICES

The library is opened at 7:55 a.m. and will remain open throughout the day until 3:00 p.m. Any student needing to use the library before or after school should see the school librarian to make arrangements and on Fridays it will be closed at 2:45 p.m. Students are encouraged to use the library as much as possible. From time to time it may be desirable for a student to visit the library during class time to do research and in such cases, the student should first get permission from the teacher and then, upon entering the library, inform the librarian about his/her particular need.

LOCKERS

Lockers are issued to students at the beginning of the year. Lockers are to be kept locked at all times. Students are cautioned against telling their combinations to each other, or they cannot expect their property to be safe. Each student is responsible for keeping his/her assigned locker clean both inside and outside. Damages caused by misuse of tape, etc., will be charged to the student responsible. Any locker malfunction should be reported to the janitors or to the office. Students are cautioned not to keep money or other valuables in their lockers. Turn in such items to the office for safekeeping.

MEDICATION

It is the policy of MSAD #45 to discourage the dispensing of medications on school premises. Whenever possible, the administration of prescribed drugs to a student should be scheduled by the parent or guardian and physician to allow the student to receive all prescribed doses at home; however, when medication during the school day is necessary, it may be given by the nurse, building administrator or building administrator's designee.

The school nurse, building administrator or his designee shall dispense medication to a student on the specific written request signed by the parent or guardian. Medication will be sent to school in a clearly labeled container, preferably the original prescription bottle with the name of the child and the medication prominently displayed on the container. The school nurse and/or building administrator or building administrator's designee shall maintain a written record of drug administration.

NOTICE OF NONDISCRIMINATION

Discrimination against and harassment of school employees and students because of race, color, sex, sexual orientation, religion, ancestry or national origin, age, disability, or genetic information are prohibited. MSAD #45 complies with Title VI of the Civil Rights of 1964, Title IX Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990. Inquiries regarding Title VI, Title IX, 504, and ADA may be made to:

Diana Trams
Affirmative Action Coordinator
1359 Main Street
Washburn, ME 04786
(207) 455-4501

RELEASE OF STUDENT INFORMATION

Maine law prohibits public schools from publishing/providing on the Internet any personal information about students without first obtaining the written approval of the parents. Personal information is defined as information that identifies a student including but not limited to student's full name, photograph, personal biography, e-mail address, home address, date of birth, social security number, and parents' names. This law does not apply to newspapers, newsletter, and the like. The federal "No Child Left Behind Act" requires schools to release student names, addresses, and telephone numbers to military recruiters and institutions of higher education upon request. Before releasing such information, schools must first notify parents of their right to request that no information be released without their prior written consent. A form for this purpose is available in the Guidance Office.

SATURDAY DETENTION

Saturday detention will be from 8:00 to 11:00 a.m. Students are required to bring books, paper & pencils, or reading material in order to work on various subjects.

SCHOOL PROPERTY

State of Maine law holds students (or parents) financially liable for damage to school property, books or appliances as stated in Title 225, Penalties, sections 6805, 6806 and 6807: "If a minor damages or aids in damaging any schoolhouse, out buildings, utensils, or appurtenances belonging to an administrative unit, such administrative unit by an attendance officer thereof may recover of his parent or guardian in a civil action double the damage occasioned thereby."

STUDENT DRIVERS

Students driving vehicles on school campus is a privilege not a right. Student drivers of any motorized vehicles (ATVs, motorcycles, dirt bikes, snowmobiles and cars) are to observe the following when driving on school property:

1. Speed limit is 15 m.p.h.
2. Do not spin wheels or misuse automobile.
3. Motorized vehicles are not to be driven around the parking zones at the elementary school.
4. Remember that transportation is provided; therefore, anytime the auto interferes with the normal operation of the school program, and will not be tolerated.
5. Students are to park their motorized vehicle as soon as they drive onto the campus.
6. Student drivers shall use good judgment at all times when driving on and off campus; careless operation will restrict students' rights to operate on school ground.
7. No student vehicle will leave school property unless the office has excused the student. This applies to dirt bikes, motorcycles, ATV's, and snowmobiles, as well as cars.
8. Use of ATVs and dirt bikes requires prior approval by the principal and an *ATV Access Permission Form* must be filled out. See the principal for a copy of *ATV Access Permission Form*.
9. ATVs/dirt bikes/snowmobiles are to be parked behind the Tech-Ed Shop in the field and not in the roadway.
10. ATVs/dirt bikes/snowmobiles are not to be driven near the elementary school after 7:50 a.m. or before 4:00 p.m.

STUDENT EXPRESSION

1. Buttons and other insignia may be worn to express a point of view unless doing so results in a direct interference with a school program.
2. Buttons or other insignia may not be worn or displayed if the message is intended to mock, ridicule or otherwise deliberately demean or provoke others because of race, religion, national origin, or individual view.
3. No student may pass out buttons or other literature during regular school hours either in class or in the halls between classes.
4. Students may distribute buttons or other literature (which has been approved) at the close of the regular school day at the exits in the designated area.
5. Students distributing buttons or other literature will be responsible for removing litter which may result from their activities.

6. All copies of any written materials shall bear the names of the sponsoring student groups or students. In the case of a student group, the names of at least two students principally involved shall be included.
7. Items that do not seem reasonable and appropriate for school distribution are publications containing libelous or obscene language; advocacy of violation of existing statutes, ordinances or other established laws or official school policy, rules or regulations; statements grossly insulting to any group or individual; commercial advertising; and certain religious materials.

Poster and Bulletin Board Material

1. Posters and notices must be of a reasonable size.
2. All materials must be presentable, worthwhile and in good taste.
3. Notices are to remain no longer than seven school days from the date posted; however, if sufficient space is not a factor, the time may be extended at the discretion of the principal.
4. The same standards as set for printed materials apply to materials to be posted.

Right to Petition

1. Students may be allowed to circulate petitions within the bounds of the policy guidelines mentioned above.
2. The places and times for the collecting of signatures will be restricted to after school hours as in the case of the distribution of literature. The manner of conducting such activities may be restricted to prevent undue levels of noise or to prevent the use of coercion or unreasonable interference with any person.
3. The principal who shall attempt to find a resolution for all differences of opinion shall review any petitions filed by students with appropriate school personnel. If substantial differences of opinion are unresolved after five days from the date of filing of said petition, the petition shall be forwarded to the review committee.

STUDENT INJURY

Injuries will be reported to the office, this provides an opportunity for parental-medical contact. The school only serves as a medium in supplying paperwork for the insurance and assumes no liability for the subsequent negotiations with the insurance company. Insurance claim forms may be obtained in the principal's office.

SUSPENSION

The Board of Directors of MSAD #45 hereby delegates the authority to temporarily suspend students from school for limited periods of time to the school principal/assistant principal under the following conditions:

- I. Suspensions for a period of time shall be only after the administrator in charge when the incident occurred has conducted a reasonable investigation and is convinced that the student is guilty of an offense that warrants the suspension; and the accused student is confronted with the evidence and allowed to speak on their own behalf; the student's parent or guardian is notified by telephone or in person that the child is being suspended; and a follow-up letter is mailed to the parent or guardian setting forth the reasons why the student was suspended, the exact dates of his suspension and other pertinent data.
- II. **A. First Suspension**
 - The suspension period may be for a time of not less than (1) day and not more than (10) days.
 - The parent or guardian will be informed as to whether an immediate conference will be needed to assist in getting the student back in school
 - The principal/assistant principal may determine the suspension period of a fixed period of one (1) day and waive the conference.
 - In the event that the offense is flagrant, in the judgment of the principal/assistant principal, he may recommend that a hearing be held before the superintendent and/or Board of Directors.

- The principal/assistant principal may readmit the student at any time during the first suspension period providing a successful conference has been held with the parent or guardian.

B. Second Suspension

- The suspension period shall be for a fixed time of not less than three (3) days and not more than ten (10) days.
- A conference may be held concerning the suspension. The parent or guardian will be informed as to how to establish the conference.
- In the event that the offense is flagrant, in the judgment of the principal/assistant principal. He/she may recommend that a hearing be held before the superintendent and/or the Board of Directors.

C. Additional Suspensions

This suspension may, at the discretion of the principal/assistant principal, be for a period of time not less than five (5) days nor more than ten (10) days. The parent or guardian will be provided with the information as to how he/ she can arrange a meeting with the superintendent. At the conclusion of this meeting, the superintendent will determine if the student shall be permitted to return under conditions set by him or if the suspension shall be continued until a hearing before the Board of Directors can be established. If the superintendent decides to admit the student to school and sets certain conditions, these conditions shall promptly be reported to the parent. If the superintendent concludes that the circumstances surrounding the case warrant a hearing by the Board of Directors, he shall notify the parent and establish a meeting of the Board of Directors as expeditiously as possible.

D. The principal/assistant principal may refer a flagrant offense, in their judgment, at any step in the process for a hearing before the superintendent and/or Board of Directors.

- Suspensions will not be cumulative from year to year.

III. The following listed items include but are not limited to considerations for suspension of students but are not intended to limit suspension:

- Selling illegal drugs - ref. Drug Policy
- Use or possession of illegal drugs - ref. Drug Policy
- Truancy
- Fighting
- Smoking in the building or on school property
- Insubordination
- Unbecoming conduct that interferes with the normal operation of school
- Stealing from students or the District or destructing property
- Other major infractions of school regulations

IV. All suspension notices shall be sent to:

- Superintendent of School (1)
- Parent or guardian (1)
- One copy shall be retained on file at the principal's office until the student graduates or otherwise leaves the school.

All copies of notices shall be treated as confidential and shall be governed by existing state and federal laws and School Administrative District No. 45 regulations that do not conflict with law.

TELEPHONE

The “student only” phone may be used to contact parents in regard to school matters during the school day. Students have limited access to its use before school, noon time and after school UNLESS they have permission from the office to use it during study halls. Messages and deliveries from home should be left in the office. Students are called out of class only in the case of emergency.

TEXTBOOKS

Textbooks are distributed for student use in most academic classes. Since the average textbook cost currently is approximately \$50.00, students are asked to cover the textbook and care for it in the proper manner. If a textbook is lost, destroyed, or severely misused, students will be billed for the replacement cost.

VISITORS

Permission must be obtained from the office before the visit. Parents are always welcome. If a parent desires a conference, advance arrangements should be made with either the guidance office or the principal’s secretary.

WITHDRAWALS

Any student withdrawing from school for any reason is to report to the guidance office for the proper forms. Students under the age of 18 and not emancipated must be accompanied by a parent or guardian or bring a signed note stating the reason for withdrawal, the new home address and/or the new school’s address. This should be done before the last day the student will be in school. All books must be returned and fines or fees paid in order to clear the records.

RULES AND REGULATIONS FOR PUPILS TRANSPORTED IN SCHOOL BUSES

WDHS students that reside beyond the walking limits as set by the MSAD #45 Directors have the privilege of being transported to and from school by buses as long as they abide by the following regulations:

1. All pupils shall be ready in the morning at the pre-designated time for the bus to arrive at their homes or school bus stop. The bus cannot wait for those who are not ready.
2. Do not stand in the roadway while waiting for the bus.
3. As you enter the bus, keep in mind that the driver is in full charge of the bus and the pupils. He has accepted the responsibility for the safety of the pupils on the bus; therefore, it is necessary that you cooperate fully with him and do as he wishes.
4. The driver has the right to assign seats and the responsibility to make other regulations that might be necessary for your welfare.
5. While on the bus it is very important that you:
 - Remain in your seat and refrain from disturbing others
 - Be courteous to other students refraining from loud and vulgar talk
 - Do your part to keep the bus clean, do not throw things on the floor
 - Any damage done to the seats will be paid for by you
 - Do not distract the driver from his work by talking to him unnecessarily Keep in mind that his work is **YOUR** safety.
6. Students may leave the bus only at designation points. The drivers do not have the authority to allow students to disembark at other points.
7. When leaving the bus, remain seated until it stops; if you have to cross the road, do so in front of the bus after making sure the highway is clear. **NEVER** cross behind the bus.
8. Please keep in mind that your transportation by bus is a privilege and not a right. As a privilege it may be temporarily or permanently suspended if you are unable to abide by these regulations. Also, remember that the driver has the authority to amend these regulations as situations demand it.

VOCATIONAL TRANSPORTATION RULES

With rare exception, students attending vocational school are required to be transported on the regularly scheduled MSAD #45 vocational buses.

1. No student will be permitted to take his/her personal vehicle to vocational school unless the following criteria have been met:
 - Written or verbal permission received from parent/guardian
 - Written permission received from the vocational school instructor stating the student will be working on his/her personal vehicle.
2. All notes must be presented to the office or calls from the parent/ guardian received for approval prior to the start of period one.
3. No student is allowed to transport any other student in his/her personal vehicle when traveling to or from vocational school.
4. No telephone calls to the instructor will be allowed for the purpose of seeking permission to take a vehicle to the vocational school. **It is your responsibility to plan ahead and secure written permission in advance of the date desired.**
5. In an instance when the vocational bus is missed (whether it's the student's fault or due to circumstances beyond his control), the student may not transport himself to the vocational school in lieu of the vocational bus and must remain in a study hall at Washburn District High School.

Penalty:

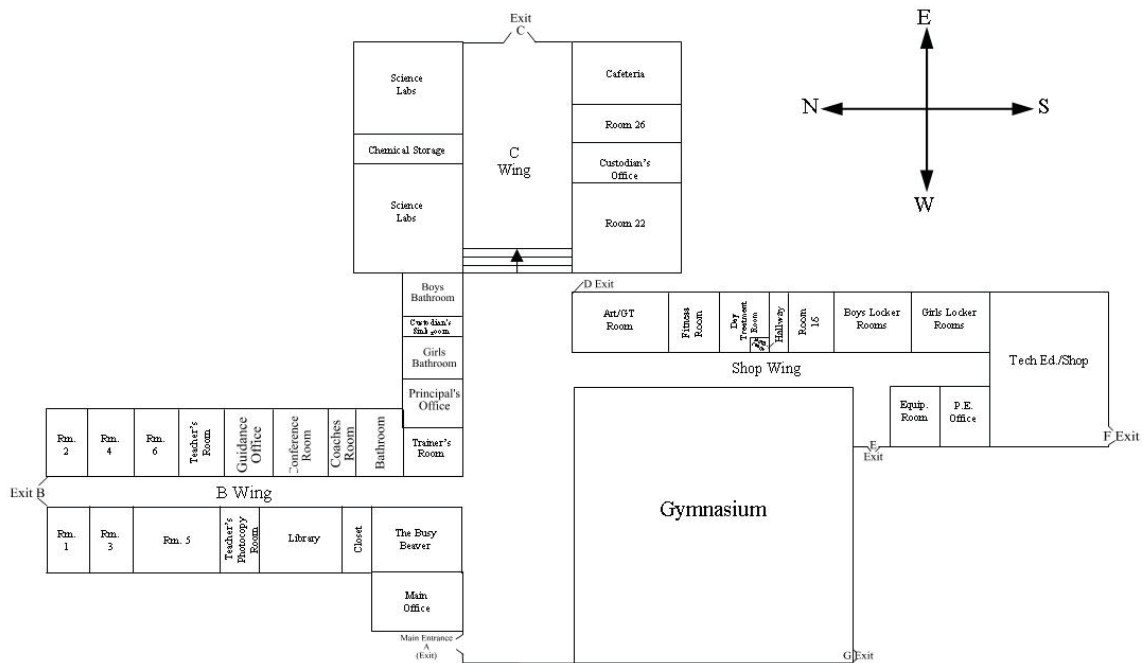
The first incident of failure to follow the above rules will automatically revoke the privilege of taking any vehicle to or from vocational school for the remainder of the school year. The second incident will result in the forfeiture of driving privileges to Washburn District High School.

FIRE DRILL EXITS

FIRE DRILL PROCEDURES

At the beginning of each school year every teacher will give specific instructions of fire drills to his/her classes. Students are to walk quickly and quietly to the designated exit and remain silent for roll call or additional instructions.

1. All students in the gym and office area will use the main entrance exit (A).
2. All students in B wing will use the **B wing exit**.
3. All students in C wing will use the **C wing exit**.
4. All students in Tech Ed/Shop will use the Tech Ed exit, (F).
5. Students will travel rapidly in double file to the assigned exits and will move fifty feet away from the building and wait for the all clear horn.
6. Teachers will be sure that all windows and doors are closed during each fire drill.



APPENDIX

ATHLETIC PARTICIPATION FORM:

MAINE SCHOOL ADMINISTRATIVE DISTRICT #45 ATHLETIC DEPARTMENT

Dear Parent,

Congratulations, your son/daughter has decided to try out for the Washburn District High School _____ team. The athletic department would like to solicit your support in ensuring that your son/daughter has a safe and worthwhile educational experience in our sports program. Listed below are certain reasonable policies that must be followed. We hope that you understand the reason for these policies and will support us in seeing that your son/daughter adheres to them.

We would also like you to realize that there are certain inherent risks that come with participating in the inter-scholastic sports and that serious injury could occur. Injuries occur more often in some sports than in other sports. We will make every effort to see that your son/daughter has safe equipment and the best possible medical attention available. If an injury should take place, we will administer first aid and then transfer the injured athlete to a doctor or hospital by ambulance, if necessary, or by other means if the injury does not indicate, in the opinion of the school official, that an ambulance is necessary. By signing this form, you authorize us to provide such medical assistance to your child.

Hopefully, we do not have any injuries that would be considered serious. We do feel, that as educators, we have a moral responsibility to inform you, the parent, that there are inherent dangers in sports activities and that you should be made aware of the fact that injuries occur even under the best conditions. The Washburn District High School Athletic Department would like to thank you for supporting our athletic programs and hopefully, by working together, we can make inter-scholastic sports a healthy and educationally sound experience for all students.

Rules and Regulations

1. Eligibility- Student must be passing four (4) academic subjects and failing no more than one (1) in order to be eligible for co-curricular activities. Grades will be reviewed at the end of each quarter and at midpoints of each quarter by progress reports.
2. Get plenty of sleep- Player should be home early on nights before games.
3. Profanity- Players must refrain from the use of abusive language while representing Washburn District High School.
4. Never miss practice- unless excused by the coach prior to the practice session. Always be in school on time the day after a game.
5. If you miss any part of a school day because of illness, or if you have an unexcused absence or tardiness you will not be allowed to participate in a game or practice for that day.
6. Be on time- Tardiness to practice and games could hinder your possibility of playing. You should arrive to practice 10 minutes before the scheduled starting time.
7. Report all injuries- Report at once to your coach.
8. Dress and appearance- as a representative of Washburn District High School you are expected to follow appropriate dress and grooming standards that will be explained by your coach.
9. It is the player's responsibility to see that the playing uniform and equipment are clean and in good condition. Take home for cleaning as often as necessary. The uniform must be returned promptly at the close of the season.
10. Conduct yourself as a representative of WDHS - displaying of temper and complaining to officials will not be tolerated. Do not participate in questionable activities where you can be accused of breaking school or training rules.
11. Remember- these rules are a minimum. Each coach will have specific rules for his/her sport that you must follow.
12. Absolutely no smoking, drinking of alcoholic beverages or use of drugs will be allowed. Violation will result in implementation of MSAD #45 abuse policy.
13. Any student who fails to complete a sports season without mutual agreement between the student, the coach, and the athletic director is ineligible to participate in the following sports season.
14. Insurance-Each student is required to carry medical insurance against injury. (See bottom of page.)
15. To receive awards at the end of the season, the athlete must attend the sports awards program.

We look forward to a strong interscholastic athletic program this year. We will be choosing our teams from amongst students who are committed to our program, coachable, and school and community citizens **both in and out of season!**

Each participant should realize that activities offered at all SAD #45 schools are a privilege. **Participants are afforded this privilege of representing themselves and their school as long as they are willing to accept the responsibility of adhering to each and every provision therein.**

BEHAVIORAL EXPECTATIONS OF ATHLETES

- A. Practice for all school sports begins after the seventh period. Athletes are to be in school on the days they practice for sports. All students, including school athletes, are not eligible to attend or participate if absent on the day of the event. If one is too sick to come to school, he/she is too sick to participate in a school activity.
- B. Athletes must notify the coach before the end of the school day if lateness or absence is anticipated for a practice session. Coaches may excuse students with specific requests.
- C. An athlete is allowed to change from one sport to another by mutual consent of the coaches involved. This change is to be accomplished prior to the last cut in a "cut" sport prior to the first contest in a "no-cut" sport. Special cases will be administered by the Athletic Council and/or Athletic Director.
- D. Athletes are issued the best possible equipment. Each athlete assumes responsibility for this equipment, and charges will be assessed for any lost or damaged items.
- E. Equipment issued by a coach or equipment manager is to be worn only when participating in sports. No equipment will be taken without the consent of a coach or equipment manager. Unauthorized equipment refers to equipment belonging to your opponents or their school to which you have access.
- F. Vulgar language will not be tolerated and is just cause for reprimand and/or suspension.
- G. For all school-sponsored trips, students are to wear appropriate clothing at the discretion of their coach. Jeans are not accepted dress for any school-sponsored trip.
- H. In all sports, in practice as well as in contests, athletes will adhere to the spirit of the rules as well as the written rules.
- I. Athletes suspended from school will not be allowed to practice or participate in contests while on suspension.
- J. Athletes will not compete in more than one sport in any given season unless it is approved by the coaches and the Athletic Director. Athletes are not to take part in nonschool-sponsored sports during the regular season without the permission of their coach and Athletic Director. In the event of a disagreement between the coach and Athletic Director, the decision of the administration will be final.
- K. To ensure maximum individual performance and maximum contribution to team efforts, smoking, drinking of alcoholic beverages and the use of illegal drugs shall not be tolerated at any time during the school year (reference: Suspension Policy). If infractions occur during the school year (sports season), it is the responsibility of the administration to immediately suspend the athlete from participating in sports (reference: Chemical Abuse Policies and Procedures). If a suspension occurs during the sports season and the athlete is not reinstated, recognition for all sports in the form of awards at the Athletic Banquet or any athletic awards assembly will be forfeited by the suspended individual. The nature of the infraction may deem it necessary for the administration to take other disciplinary action.
- L. Hair must be neat and cut in a manner which protects the health and safety of the athlete, be natural color, students will not represent WDHS with unusual hair color.
- M. Each athlete will be given a written copy of the training regulations for signature by the athlete and his/her parents, to be returned to the Athletic Director (reference: Student Handbook). All team members will abide by any additional training regulations as set forth by the coach.
- N. Team managers have full team membership, are considered as squad members and will meet the same requirements as the players.
- O. Athletes and managers are expected to be leaders in promoting good citizenship.
- P. It is the responsibility of the athlete to show proper respect for the administrations, coaches, teachers, officials, fellow athletes and the student body.
- Q. Any violation that justifies dismissal from an interscholastic school sport will be the responsibility of the administration.
- R. Unless previously agreed upon by the school officials due to an exceptionally long trip, athletes will be expected to be in school on time the morning after an athletic contest. Any student athlete who does not comply and "sleeps in" will not be allowed to participate in the next regularly-scheduled athletic contest.
- S. The sports season ends with the awards program. Unless there are unusual circumstances, students are to attend the awards program in order to earn any awards presented by their coach or by the Athletic Director.

NOTE: In signing this form of rules and regulations, students and parents agree to abide by them.
THIS FORM MUST BE SIGNED AND SUBMITTED BEFORE THE STUDENT IS ALLOWED TO PRACTICE.

In order to participate in athletics at WDHS it is necessary for students to have adequate insurance coverage.

Check one:

- () My son/daughter is covered by insurance purchased at school.
- () I have adequate insurance for my son/daughter:
 Insurance Company _____ Policy Number _____

If an emergency situation arises, and I cannot be reached, the following person should be contacted:

Name: _____ Home Telephone: _____

Address: _____

 Parent/Guardian Signature

 Date

 Telephone

 Student Signature

 Coach

ATV ACCESS PERMISSION FORM

MSAD #45
WASHBURN DISTRICT HIGH SCHOOL
ATV ACCESS PERMISSION FORM

STUDENT INFORMATION

STUDENT NAME _____ AGE _____
DATE OF BIRTH _____ PHONE _____
ADDRESS _____

ATV OWNER INFORMATION

OWNER NAME _____ HOME PHONE _____
ADDRESS _____ WORK PHONE _____

PARENT INFORMATION

PARENT NAME _____ HOME PHONE _____
ADDRESS _____ WORK PHONE _____

ATV INFORMATION

MAKE _____ MODEL _____ YEAR _____ LIC. PLATE _____ COLOR _____

Access permission is granted only with the understanding that access to MSAD #45 property for ATVs is from North Main Street, Rt.164 , from the ATV/Snowmobile trail system.(This is where a path crosses the Station Road and precedes across Rt. 164 onto MSAD #45 property and proceeds to the rear of Washburn District High School). Access cannot be gained from any other street or personal property. Permission for access is granted only with the understanding that the ATV is not to be operated in any other area of MSAD #45 property, including but not limited to, parking lots, streets, playgrounds and athletic fields. Parking for ATVs is to be only in the ATV designated parking area. The ATV parking area is the area adjacent to the red maintenance garage behind the bus parking area of Washburn District High School. Violations will be subject to Maine ATV laws, trespassing statutes, damage liability and revocation of access permission. This access permission is granted for the 2015-2016 year only. MSAD #45 reserves the right to revoke any access permission at anytime.

I understand and agree to the terms of the MSAD #45 ATV permission form.

STUDENT _____ DATE _____
PARENT _____ DATE _____

ATV access permission is granted to _____

David Conley MSAD Ground Supervisor
_____ Date _____

GRADE APPEAL FORM

Grade Appeal Form
Washburn District High School

Date: _____

Student: _____

Quarter: 1 2 3 4 (Circle One)

- Student:
1. You are to have your teacher(s) fill out the information requested below, then return this form to the main office.
 2. The form only needs to be filed if you exceed five (5) days in a ranking period.
 3. Either attach proof of reasons for absence or indicate that it is on file in the office.

Teacher: 1: Fill out the requested information and sign the form.

Course	Dates Absent	Total Days	Teacher
1. _____	_____ _____	_____	_____
2. _____	_____ _____	_____	_____
3. _____	_____ _____	_____	_____
4. _____	_____ _____	_____	_____
5. _____	_____ _____	_____	_____
6. _____	_____ _____	_____	_____
7. _____	_____ _____	_____	_____
8. _____	_____ _____	_____	_____

Reasons for absence is:
Attached _____ On file in office _____
Appeal Granted _____ Appeal Denied _____

