

# Winslow High School



Student Handbook

2010 - 2011



**WINSLOW HIGH SCHOOL**  
**20 Danielson Street**  
**Winslow, Maine 04901**

**207-872-1990**

I am pleased to welcome you to Winslow High School for the 2010-2011 school year. High School is an exciting time in a person's life and the faculty and staff feel fortunate to be spending that time with you.

Please take the opportunity to carefully read this handbook. It provides important information regarding expectations and guidelines for all students. Understanding this information and putting it into daily practice is a key to ensuring student success at school.

The Winslow High School faculty and staff are dedicated to student success and are looking forward to helping all students achieve that end. Please let us know what we can do to assist you.

Douglas Carville  
Principal

# MISSION STATEMENT

***Winslow High School is dedicated to providing a challenging, diversified, safe, and respectful learning environment for students of all abilities. Working collaboratively with parents, community, and supporting agencies, the school strives to enable students to become productive citizens and lifelong learners.***

## **Academic Expectations**

Winslow High School students will demonstrate skills in the following areas:

- Communication
- Research
- Technology
- Critical thinking
- Problem-solving
- Creative expression

## **Civic and Social Expectations**

Winslow High School students will demonstrate the following:

- Citizenship
- Acceptance of others
- Volunteerism
- Wellness
- Financial awareness

*\* This was approved unanimously by the full faculty in June 2008 and is pending approval by the school committee.*

# STUDENT INFORMATION

## SCHOOL CANCELLATION

When school is canceled, "no school" announcements will be given by the following stations:

Q106.5 (WQCB-FM) Brewer	92 Moose WMME FM/AM
WTVL AM/WEEB FM	WLBZ-TV (Channel 2)
WTOS	WABK
WFAU	WKCG
WCSH-TV (Channel 6)	WABI-TV (Channel 5)

## STUDENT SCHOOL YEAR FORMS

The following forms must be completed and turned into the Main Office no later than the end of the first week of school.

Emergency card	Student Information Form	* Medical Form
* Insurance Form	* Motor Vehicle Form	* Hot Lunch Form
Signed Parent/Guardian Review Form		* Tuition Form

*\* When applicable*

## SCHOOL PROPERTY

Lockers and desks used by students for the storage of their personal items are school property and shall remain, at all times under the control, custody, authority and supervision of the school authorities. The school has absolute discretion whether or not to make the lockers available to students for storage of students' personal items.

When necessary to maintain a stable environment for education to take place, in order to maintain order and protect students from harm - the school reserves the right to search the contents of the lockers, desks and other student storage areas at anytime.

There may be times when a police dog will be in our buildings. The dog's presence is to help conduct searches of our school and the school grounds to help maintain order and prevent students from harm. This is also in keeping with the excellent rapport and spirit of cooperation that exists between the Police Department and Winslow High School.

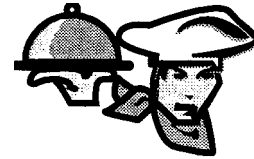
## LOCKERS

Each student will be assigned a locker in the classroom sections. As stated, this locker is the property of the school and is loaned to each student for their convenience. The school assumes no responsibility for articles stolen or lost.

Decorating of lockers inside or out is prohibited.

**CAFETERIA PROCEDURES/EXPECTATIONS**

A menu is posted each day that includes A La Carte and Hot Lunch. Students may pay ahead and have a lunch account credited.



**EXPECTATIONS FOR STUDENTS IN THE CAFETERIA** are as follows:

1. Loud and boisterous behavior should not take place.
2. Food and other objects should not be thrown.
3. Tables should be clear of debris.

Student Prices	Full Price	Reduced Price
Breakfast	0.75	0.00
Lunch	2.50	0.40

**CLASS DUES**

Each student is expected to pay a designated amount of money each year to be credited toward the class dues account of his/her class. This amount will be decided upon by a vote of members of the class.

The money is used for various class expenses such as junior prom, caps and gowns and senior colored section of the yearbook.

The money is to be paid each year and ALL monies must be paid by each student before attending dances or prom, or as decided by class advisor. A student is not allowed to receive his/her cap and gown and participate in the commencement activities if all school issued items have not been returned or paid for or if class dues have not been paid.

**DANCES**

Dances will be held periodically for the enjoyment of Winslow High School students and their guests. To insure against outside intervention certain rules have been established.

1. Tickets will be sold only to bona fide students of Winslow High School.
2. No student may return after they leave the building.
3. There will be no smoking, drinking, or use of illegal drugs.
4. All dances will end at 11:00 p.m. unless other arrangements have been approved by the principal.
5. The club or group sponsoring the dance must take the entire responsibility of getting permission, advertising, selling tickets, arranging the programs, hiring police and cleaning up.
6. Regular school dress shall be worn at school dances unless otherwise approved.
7. The dance doors will close at 9:00 p.m. for dances. (10:00 p.m. for prom).
8. No one who has reached their 21<sup>st</sup> birthday will be allowed to attend as a guest. Non Winslow High School guests under 21 need prior approval.
9. Students who are not in high school (Junior High or Middle School) cannot attend.



**DRESS AND GROOMING CODE**

The Winslow Board of Education recognizes that responsibility for the dress and appearance of students rests with individual students and their parent (s)/guardian (s). The board will not interfere with this right unless the personal choices of students create a disruptive influence on the school program or affect the health or safety of others.

Students are encouraged to use sound judgment and reflect respect for themselves and others in dress and grooming, in keeping with the goals of the Winslow Public School system to provide a safe, healthy, and non-discriminatory environment for maximum academic and social development, the following restrictions will be enforced:

- A. Articles of clothing, which promote the use of tobacco, alcohol, or other drugs, may not be worn on school grounds when school is in session or at school functions.
- B. Clothing, footwear, insignia, or accessories that are intended to identify the wearer as a member of a particular gang are prohibited.
- C. Articles of clothing that are inappropriately revealing, contain sexual messages or displays, are vulgar, lewd, or indecent (specifically showing any parts of breast, bra, boxer shorts, belly, buttocks, or bare backs), or include insulting words (e.g. racial or ethnic slurs) are not permitted. Halter tops, tube tops or shirts with spaghetti straps are not permitted unless they are worn with a shirt over them. Skirts and shorts must be at an appropriate length - below the student's finger tips. Undergarments should not be seen over outer garments. Headgear of any kind should not be worn in school during school hours. No pajamas or jeans that are ripped to the point of being unsightly or showing parts of undergarments are permitted.
- D. Clothing that is either dangerous or destructive of school property (e.g. spiked collars and wristbands, cleats, or heavy chains) is not permitted.
- E. Students are required to wear shirts. Bare feet are not allowed. Caps, hats, bandannas, headbands, hoods, and/or headwear of any kind are not to be worn inside the building at any time. From the opening bell until the closing bell headwear should be stored in lockers or backpacks and not carried. Headwear, out of proper etiquette and respect, should not be worn in public buildings and Winslow High School honors that tradition. This applies to ALL students - male *or* female. Sunglasses are not to be worn inside the building by any students. Eyes must be visible at all times.

School administrators or teachers may require special clothing for health or safety reasons for students participating in physical education, certain extracurricular activities, work with or around machines or other activities. However, no particular brand may be required. Administration reserves the right to judgment on appropriateness of any attire.

Administrators will develop procedures and sanctions for dealing with students who violate this policy. Coaches have the authority to establish other standards under this section which they deem necessary for participation in athletics. Student athletes will be advised of these requirements at the first practice.

Teachers noting violations of this code will discuss this matter privately with the student involved. Second and succeeding offenses will be referred to the Principal and/or Assistant Principal for disciplinary action.

## **INSURANCE**

Students are encouraged to buy the school insurance. This insurance may be bought at very reasonable rates and forms for this purpose are available in the office.

All students involved in athletics are required to have this insurance or signed certificate from the parents stating that they have other coverage which is adequate.

Students participating in Band, Science lab courses, and Physical Education are urged to make sure they have adequate insurance coverage.

## **MATERIALS**

All paper, textbooks, equipment, and test materials will be furnished for the student by the school. The student is responsible for pencil and pen. It would be to the students' advantage to have a notebook, which would be

purchased, but is their decision to buy or not buy this article. All textbooks must be covered.

## **FIRE DRILL PROCEDURE**

Fire drills are necessary practices for exiting the building in case of an emergency that warrants evacuating. Following are points to remember in this procedure.

### *FOR ALL PEOPLE INVOLVED:*

1. Remain calm.
2. Follow directions indicated on the fire drill sign by the door of each room.
3. Walk, don't run in an orderly line out of the building.
4. Refrain from loud, boisterous talk or actions.
5. Go at least 100 feet from the building, be sure to stay out of the fire lanes.
6. Stay with your class and with your teacher.
7. Do not return until told to do so by a fireman or a school official.



### *FOR TEACHERS:*

1. Close all windows.
2. Shut off the lights.
3. Take grade book and keys.
4. Be the last to leave the classroom - close the door.
5. Take attendance once you get with your class outside.
6. Stay with your class until you are told to return to the building.

## **HALL PASSES**

No student may be in the halls during a class period without written permission from the teacher to whose class or study hall he/she is assigned.

## **STUDY HALLS**

- Study Halls are to be conducted as quiet Study Halls. The teacher will grant permission to talk. Students are expected to sit in the seat assigned by the teacher.
- Food and drink are not permitted in study halls.
- Passes to the library and/or to other rooms must be obtained before the student goes to study hall. These passes must be submitted to the study hall teacher at the beginning of the study hall in order to be dismissed from the study hall.

# **ATTENDANCE**

Regular attendance in all classes is essential to successful progress in high school. Both failure of one or more subjects and retention in grade frequently are the result of truancy. State Law dictates: "Every child between his/her 7th and 17th birthdays shall attend public day school during the time it is in session. An absence therefore of 1/2 day or more shall be deemed a violation of this requirement."

At Winslow High School, truancy is considered a serious offense calling for immediate correction to insure that the student progresses satisfactorily in school. On the first offense, the student's parents will be notified by telephone. The student must make up the missed time in detention. Repeated truancy may result in suspension from school. Maine State law says Truancy is defined as 10 full days of unexcused absences or 7 consecutive school days of unexcused absences during a school year. A school administrator will notify the Superintendent of schools on habitual truants. If the problem is not resolved informally then the school board and law enforcement could be notified. Additionally, if a student has accumulated 15 days or more of absences from any given class, excused or unexcused, the student may lose credit for the coursework. The determination will be made by the teacher and administration. The number of days of

suspension is effective and the terms of readmission to classes will be determined by the Principal.

**Excused Absences:** The following absences are excused in accordance with Maine State Statute. An absence is excused only in case of:

1. Personal illness.
2. Appointments with health professionals that cannot be made outside of the regular school day. Appointments with a health professional will require a note from the health professional's office indicating date of arrival and departure time from that office.
3. Observance of recognized religious holidays when the observance is required during a regular school day.
4. Family Emergency Situations.
5. Planned absences for personal or educational purposes which have been approved **in advance** by administration. A form from the office must be filled out accordingly prior to these planned absences.

An excused absence permits the student to make up all work missed provided the student reports to his/her teacher at a time and place designated by each teacher whose class was missed. Makeup work is the responsibility of the student and must be done as directed by the teacher.

A note from home does not automatically cause the absence to be excused. The Administration reserves the right to verify reasons for absences. Students who fail to present a note signifying the reason for the absence within two school days will not be able to receive an excused admit slip and will not be able to make-up the work that was missed.

### **MAKE-UP WORK PROCEDURE**

When a student is absent from school and the absence is excused, there will be one day granted for making up missed work for every day that the student is absent from school. The make-up process must begin on the day the student returns to school. This is the responsibility of the student and any work that was assigned prior to the absence is due when the student returns to school.

### **PERFECT ATTENDANCE**

In order to earn perfect attendance, students must be in school ALL DAY. Students cannot be tardy nor be dismissed early. They may miss NO part of the school day.

### **TARDINESS**

Tardiness is defined as being late for school or from any class. Tardy students must report to the office prior to attending class. For the 1<sup>st</sup> and 2<sup>nd</sup> tardies-warnings; 3<sup>rd</sup> tardy- detention. ( see detention information for details) Every quarter, the tardy count re-sets to 0.

### **STUDENTS MUST REPORT TO THE OFFICE**

If tardy for school or a class; if returning to school after being absent or dismissed; if needing to be dismissed from school during the school day; if sent from class by a teacher.

### **ATTENDANCE DURING MID-TERM/FINAL EXAMS**

Attendance for the scheduled mid-terms and finals is a requirement. These exams are published in advance. Students and parents should plan accordingly.

## LEAVING SCHOOL

Before leaving school, in case of emergency or illness, students must check out through the nurse's office. A parent or guardian must be contacted before a student will be permitted to leave school. Any student who leaves school without first checking out at the office will be considered truant and will be punished accordingly.

A student who wishes to be dismissed from school early must bring a written note from his/her parents/guardians making such a request. Only those requests which fall within the five reasons for excused absences will be accepted.

## LEAVING EARLY FOR WORK

Seniors who have a last period study hall may leave during this period if they have a job which requires them to be at their job during this time. In order to obtain permission to leave early, the senior must do the following:

1. Present to the Principal, Assistant Principal a note from the parent(s) granting permission for the senior to leave during the last period study hall to go to work.
2. Present to the Principal, Assistant Principal a note from the employer stating that the senior student is needed at  
1. work during the last period study hall.

**Note:** Winslow High School is responsible for all Winslow High School Students from the time the student gets on the bus in the morning or from the time the student arrives at school if he/she is not a bus student until the student gets off the bus in the afternoon or until the student leaves the school grounds if he/she is not a bus student. Morning bus students **MAY NOT** leave school grounds after arriving in the morning. The same attendance procedures are in effect as during any other part of the school day. These procedures are listed below. WINSLOW HIGH SCHOOL DOES **NOT** HAVE AN "OPEN CAMPUS" for underclassmen.

## VISITS TO COLLEGE

During the school year each senior will be allowed 2 excused visits to colleges. These need to be pre-approved by the Principal, Assistant Principal and the College Visitation Permission Form must also be completed prior to leaving school. Additionally the student upon returning will need a note or letter from the school indicating date and time of the visit.

## SCHOOL HEALTH POLICY

1. Complete and return to school a "Medication Administration Permission Form". **No** medication will be given without a physician's order and written parental permission.
2. The medication must be in the original container. (Pharmacies will label an extra bottle for school)
3. All medication will be kept in a secured cabinet in the Nurse's Office. Students may carry inhalers and epi pens with written parental permission.
4. Antibiotics which are ordered to be given three times a day need not be given during the school day. These can be safely and effectively given before school, after school and at bedtime.
5. **NO ASPIRIN** will be given to any student.
6. *Non-prescription medication* may only be dispensed by the School Nurse with a written order from a physician and written permission from the parent/guardian.
7. The School Nurse will dispense all prescription drugs/medication.

### Procedures for being excused due to sickness:

1. Get a pass to see the School Nurse.
2. The School Nurse will call the Parent/Guardian to notify them of illness and to receive permission to send the student home.
3. The School Nurse will record the student's name in the Dismissal Book.
4. The School Nurse will give the student an Early Dismissal Pass.
5. The student will show his/her teacher the Early Dismissal Pass.
6. The student will then leave the building.
7. Upon returning to school, the student will show the Early Dismissal Pass or a written Excuse from the

parent/guardian to the office personnel.

**General:**

1. No student shall be sent to school if there are any symptoms of illness present.
2. Exclusion from school shall result when any of the following conditions are found to exist:
  - a. Filth or communicable disease.
  - b. Presence of nits, lice or other parasites.
  - c. Any contagious or infectious disease of the skin, mouth, or eyes.
  - d. Any suspicious rash with or without accompanying symptoms.
3. Parents must be at home or notified if a student is sent home. Written excuses are required for all absences from school.
4. The Principal or School Nurse has the authority to request a doctor's statement at any time for a child to return to or stay in school.

**Emergency Procedures:**

1. Emergency cards, completed and signed by the parent, must be kept on file in the School Office. Parents shall sign a release for the school to act in emergency situations when they cannot be reached.
2. Minor first aid is given as needed by the School Nurse.
3. For severe injury or illness, the procedures outlined on the emergency card will be followed.
4. Parents should transport students or make arrangements for transport, if necessary.
5. When it appears in the best interest of the child, the school employee in charge may call an ambulance. Responsibility for payment for this service rests with the parent.
6. The School Nurse, when available, will determine the steps to be followed in all emergencies.

**Parental Responsibility:**

1. Complete and keep up-to-date the health information/emergency procedure card.
2. Parental release for the school to act in emergency situations must be indicated on the emergency procedure card.
3. No written permission is required for testing of eyes and ears.
4. Physical examination of students participating in sports must be obtained through student's own physician.

## **BEHAVIORAL EXPECTATIONS**

Students are expected to conduct themselves in a manner that will not interfere with the rights of others. Students will show a willingness to accept the responsibilities and consequences of their own decisions and actions.

*Notice:* This handbook is official notification of your responsibilities as a student and school citizen here at Winslow High School. Ignorance of these rules and regulations is not an excuse for not complying with them. Situations may arise that are not specifically noted in this Handbook. The administration reserves the right to make judgments in these situations and reserves the right to approve guests at all school events.

**POLICY STATEMENT**

These Rules and Policies apply to any student who is on school property, who is in attendance at school or at any school sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline or general welfare of the school.

## **BASIC SCHOOL POLICIES**

1. Every student should have more self-respect and school pride than to mar the walls, desks, or other school property. Textbooks must be covered throughout the school year; all damages to school property must be paid for promptly.
2. Students are responsible for good conduct on school buses to and from school. Misconduct on buses will be handled as if you were at school. Malicious and deliberate destruction of school property will result in severe disciplinary action.
3. Students attending any school sponsored activity away from home are held responsible for their conduct from the time they leave until they return and are reminded that they serve as representatives of Winslow High School.
4. Students attending any school-sponsored activity must conduct themselves in a sportsmanlike manner.
5. Students must realize that any faculty or staff member has the authority to correct them, not only during school, but at any school-sponsored activity. Each teacher should be treated with due consideration and respect.
6. Respect for the rights of others and tolerance toward others' opinions should be shown through common courtesy which is to be displayed at all times.
7. As a good citizen your speech, conduct, and general attitude should reflect the true spirit of Winslow High School.
8. Card playing and gambling of all types are not permitted.
9. Undue familiarities between boys and girls in the halls or on the school grounds should be avoided.
10. Radios, "walk-mans", CD players, MP3 players or any other similar items are not permitted in classes. Use during study halls may be approved at the discretion of the study hall monitor. They must remain low enough in volume as not to disturb others.
11. No beepers or pagers will be allowed and will be confiscated after one warning.
12. Laser pointers are not allowed in school.
13. Throwing snowballs is not allowed anywhere on school grounds.
14. The office phone may be used by students from study halls only.

## **PROFANE LANGUAGE**

The use of profane and/or obscene language or gestures is not to be tolerated in our school system. Incidents of such use will be reported immediately to the office. Students who use such language in school will receive three hours of detention.

The use of profane and/or obscene language or gestures toward any member of the faculty or staff employed by the Winslow School System will result in immediate suspension from the school for five school days.

## **CELL PHONE USE / ELECTRONIC DEVICE USE**

No one has the right to interfere with the education process. No one has the right to interfere with the teacher who is trying to teach. Using cell phones from opening bell to closing bell without permission can lead to confiscation of the cell phone. The 1<sup>st</sup> offense of cell phone use will be confiscation of the cell phone to be returned at days end. 2<sup>nd</sup> offense will

be confiscation of the cell phone and parents/guardians will need to come and pick up the cell phone. The 3<sup>rd</sup> offense will be confiscation of the cell phone and a minimum of 3 days before the parents can pick up the cell phone. In today's world of text messaging schools have experienced things from attempts at cheating to text messaging harassing language. If an emergency occurs, office phones should be available and with permission even cell phones could be used. Generally, though, cell phones should remain stored throughout the school day and if taken out could be confiscated.

### **NON-DISCRIMINATION STATEMENT**

Winslow High School does not discriminate in its educational and employment programs on the basis of religion, age, race, color, national origin, gender, marital or parental status, disability and complies with Title VI of the civil Rights Act of 1964, Title IX education amendments of 1972, section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

Inquiries regarding Title VI, Title IX, 504, ADA and school policies may be made to: Winslow High School's affirmative action representative Shawn Carey at 20 Danielson Street, Winslow, ME 04901. Telephone 872-1990.

### **HARASSMENT STATEMENT**

Winslow High School recognizes the right of each employee and student to work and study in an atmosphere that is free of intimidation, hostility and offensiveness. The school strongly promotes a work and study environment free of harassment.

Winslow High School expects all employees, students and other members of the school community to conduct themselves in an appropriate and professional manner by demonstrating concern and respect for colleagues and students.

*Examples of harassment include:* Unwelcome physical contact, threats, verbal comments, offensive jokes, sexual comments, ridicule, gestures, slurs, etc.

**Conduct of this nature is not only a violation of school policy, but constitutes illegal behavior under state and federal law.**

If a student suspects, at any time, that he/she is a victim of harassment he/she should do the following:

- ✓ Inform the harasser that the action is unwelcome, offensive, in poor taste or highly inappropriate.
- ✓ Seek help by notifying a teacher, counselor or administrator.

Further information about the school's harassment policy and grievance procedures is available by contacting Winslow High School's Affirmative Action Representative:

*Shawn Carey  
20 Danielson Street  
Winslow, ME 04901*

*Telephone 872-1990*

The range of administrative action regarding harassment includes, but not limited to:

- ✓ Student Conference
- ✓ Detention
- ✓ Suspension
- ✓ Reporting incidents Behavior to the Police
- ✓ Being dropped from enrollment at Winslow High School

## STEALING

Any student caught stealing or in possession of stolen property will be suspended for up to 5 days on the first offense.

Each time there is a recurrence of stealing, the student will be suspended from 5 to 10 days. The Police will also be notified.

## CHEATING

**First Offense** - Student will be referred to the office and if the student is found guilty of cheating, a grade of zero will be recorded.

**Second Offense** - Student will be referred to the office and if the student is found guilty of cheating, a zero will be recorded and a 5 day suspension from school will be assigned.

**Third Offense** - Student will be referred to the office and if the student is found guilty of cheating, a zero will be recorded and the student will be suspended for up to 10 days. A hearing with the School Committee will be scheduled to discuss the recommendation for expulsion.

## FIGHTING

Fighting on school grounds will result in suspension from school for 5 school days.

## PLAGIARISM

Academic Integrity is an expectation at Winslow High School. Students are expected to adhere to the highest standards of honesty in their work. Plagiarism is a form of dishonesty. According to Webster's New International Dictionary of the English Language, to plagiarize is: "To steal or purloin and pass off as one's own the ideas, words, artistic productions of another." Seranek, Meyer, and Kemper describe some forms of plagiarism as:

1. Word-for Word Plagiarism - Exact words are repeated without giving the necessary credit.
2. Paraphrase Plagiarism - The researcher says basically the same thing as the original with only a few words changed and no credit given.
3. Spot Plagiarism - Key words or phrases are used without giving credit.

**Sebranek, Patrick, Meyer, Verne and Kemper, Writers INC, Boston, MA: Houghton, Mifflin Co., 1996**

Some other examples of plagiarism include submitting in whole or in part a paper written by another, submitting in whole or in part an assignment written for another course, and allowing one's own work to be copied by another student.

## PENALTIES

**First offense:** The work in question will be given a zero (0%). Additionally a Friday night detention will be assigned.

*The reason for this detention is because without that penalty it would be no different than someone who just didn't do or submit the work.*

**Second offense:** The work in question will receive a zero (0%). The student will be suspended for three days.

**Third offense:** The work in question will receive a zero (0%). The student will be suspended for five days.

**Fourth and subsequent offenses:** The work in question will receive a zero(0%). A meeting with the student (s) and parents must be setup with the teacher and an administrator to determine course of action and further penalties.

## FORGERY POLICY

If a student is found guilty of forging any of the following: Absent or Tardy Excuse, Progress Report, Pass from a Teacher or Librarian, then that student will face the following consequences:

*First Offense* - 3 hours office detention; *Second Offense* - 1 Friday detention; *Third Offense* - Friday detention or suspension

## **SUBSTANCE USE/ABUSE POLICY**

The Winslow School Committee recognizes that substance abuse is treatable, that our primary responsibility is education, and that we have a responsibility for the safety and well-being of the student body as a whole.

1. Because early detection and treatment of substance abuse are more likely to be effective, staff members must report all infractions.
2. Students are prohibited from attending school or school-sponsored activities while under the influence of alcohol or drugs and are prohibited from drinking alcohol, using inhalants, taking illicit drugs, or possession of alcohol, drugs or drug paraphernalia while in school, at school functions, on a school bus, or on school grounds.

Starting with the first offense, the appropriate administrator is required to notify the parent or guardian. The administrator may suspend the student for up to ten (10) days depending on the circumstances of the offense and the willingness of the student to undertake treatment. One or more days of the suspension may be excused with evidence of participation in an approved treatment program. The school administrator may suspend the student from school-sponsored activities for an additional ten (10) days for each violation.

During the suspension the student must make up all written work. Full credit will be given for the grades attained for this written work.

Severe and/or repeated violations of this policy may result in expulsion from school.

3. Drug and alcohol sale or furnishing on school grounds will result in a referral to law enforcement officials at the time of the offense.
4. A student may, in confidence, seek assistance about substance abuse and will be referred to appropriate resources without risk of punishment.
5. School administrators will encourage employees with substance abuse problems to seek treatment. Employees who continue to have a substance abuse problem may be jeopardizing their employment. Absence due to residential treatment may be regarded as sick leave.

## **TOBACCO**

Any use of tobacco or tobacco products, by any means, on the school grounds is not permitted. This includes any and all school activities. As stated in the Tobacco law of 1995:

- It is unlawful for any person under 18 to possess or use cigarettes, cigarette paper or any other tobacco product - on or off school grounds.
- If this occurs the offending student will be suspended from school for 5 school days, parents will be notified, and police may be notified.
- Offending student will not be allowed to reenter school until proof of enrollment in a Tobacco Education Program is received by the Administration.

## **WEAPONS IN SCHOOL – POLICY STATEMENT**

Possession or use of a weapon in a school building, on school property or at school sponsored events or activities is prohibited. A student found to be in possession of a weapon in a school, on school property, before, during or after school or at any school sponsored activity is subject to administrative and/or legal action. A student in possession of a weapon is in violation of state statute.

As per the Federal Gun - Free School Zone Act of 1994: students who are found to have brought a firearm -as defined - to school shall be expelled by the school board for a period of not less than one year and referred to the appropriate law enforcement agency.

## **BUS STUDENT BEHAVIOR POLICY**

### **Bus Student Behavior Policy**

Rules and regulations for pupils transported in school buses

(An excerpt from the Transportation Manual issued by the Department of Education)

1. All pupils must be on time for the bus to arrive at their homes or at the "School Bus Stop". The bus cannot wait for those who are tardy.
2. The driver is in full charge and pupils shall obey the driver promptly.
3. Pupils shall not stand in the roadway while waiting for the bus.
4. If the driver wishes, he or she may assign seats in the bus and pupils will take the seats assigned.
5. Please refrain from unnecessary conversation with the driver.
6. Always treat your fellow pupils with courtesy.
7. See that your conversation is clean and never loud or boisterous.
8. Damage done to seats or other equipment must be paid for by the pupil (s) responsible.
9. When bus is in motion, pupils shall not stand, extend arms, legs, or heads out of windows, move about or leave or enter the bus.
10. Throwing or snatching of hats, caps, books, lunch boxes, etc. will not be permitted.
11. Pupils shall help in keeping the bus clean. Do not throw paper or other refuse on the floor. Do not spit on the floor.
12. No pupil shall leave the bus without the driver's consent except at home or at school.
13. Before leaving the bus, pupils shall remain seated until the bus stops. If they must cross the highway, they shall go to the front of the bus after making sure the highway is clear.
14. The right of pupils to ride in the bus is conditioned on their behavior and observance of these rules. Drivers are authorized to enforce these rules and to make other suggestions in line with good citizenship.
15. Always address your bus driver courteously. It is well to speak to the driver in the morning and when going home in the afternoon.

## **OFFICE DETENTION**

Office detention takes precedence over everything else, including sports, practice, work or activities. A student assigned to detention must report there promptly at the close of school with sufficient work to keep him/her occupied until the end of the detention period. Students must not ask permission to leave the detention room or to communicate with others.

If the student is regularly transported on school buses, he/she will be given a day's notice of his /her detention so that other methods of conveyance may be secured. Necessary family business will also be reason to request a change of detention time.

Students accumulating 20 hours of detention will receive three (3) days suspension from school in place of the 20 hours of office detention.

### **Examples of Reasons for Office Detention:**

Following are some examples of offenses which would warrant office detention. This is not a complete list but merely examples.

1. Absence from school for full day without permission.
2. Students skipping a class or study hall within the school day
3. Use of obscene language directed towards a staff members results in 5 day suspension from school.
4. Being sent to the office by a teacher for discipline.
5. A student who reports to detention later than 10 minutes after the close of school will receive one additional hour of detention and will not be permitted to stay on the day he/she reports late.
6. A student removed from office detention will be assigned one (1) Friday detention. A student removed from Friday detention will be assigned a 5 day suspension from school.
7. A student not staying for detention after being told to do so will automatically be assigned a Friday detention.

These are examples of offenses and consequences. These consequences may increase depending on the fre-

quency of the action and/or how flagrant the offense is.

### **FRIDAY DETENTION**

Friday detention will be penalty for any non-excused absence at office detention on Tuesday and Thursday nights. A detention will begin at 2:30 p.m. and end at 5:30 p.m. Failure to serve a detention will result in a 5 day suspension from school and attendance is required at the next available Friday detention. The student must attend the detention in order to be allowed to come back to school. Failure to do so will result in another 5 day suspension. detention does not eliminate existing time for office detention; it is punishment for missing the office detention. Students will be required to continue to serve the remaining office detention time. Flagrant offenses and/or habitual offenders may also be assigned detention.

### **TEACHER DETENTION**

Teacher detention may be assigned by any teacher. Students receiving teacher detention will serve this with the teacher for the assigned time. If a teacher detention is not served, office detention will be assigned.

Teacher detention does not take precedence over office detention.

### **DUE PROCESS IN STUDENT SUSPENSION AND/OR EXPULSION**

It is the philosophy of the School Committee that basic due process be accorded to all students in the administration of disciplinary suspension and/or expulsion. This basic procedure means that students have personal knowledge of any charge against them and that students be given an opportunity to be heard and tell their side of the story.

Suspension is defined as a temporary absence from school with complete loss of student status. This includes non-participation in and/or non-attendance, at school-sponsored activities/function.

All work missed during the suspension period, up to ten days, must be completed upon return to school. Makeup time allowed will be one day for each day of suspension. The responsibility for follow up rests with the student.

Additionally, if a student has accumulated more than 20 days of suspension time for numerous offenses the Principal may bring the students disciplinary record before the School board to determine if an expulsion hearing is warranted based on the number and seriousness of the offenses.

### **SUSPENSION**

- A. Students will be given oral or written notice of charges against them and the intended punishment.
- B. Students will be given the opportunity to tell their side of the story.
- C. This informal hearing is to be held before the student is sent home, unless the student's presence poses a threat to the safety, well being of other students, school personnel or that it would interrupt or threaten the operation of the school. In such cases a hearing should be arranged within three days.

### **EXPULSION OR LONG TERM SUSPENSION (Administered by School Committee)**

- A. Students will be given written notice of the rules violated, the intention to impose a long term suspension or expulsion, and the place, time and circumstances of the hearing with sufficient time provided to prepare a defense.
- B. Right to legal counsel or some other adult representation.
- C. An opportunity to present witnesses or evidence in the accused pupil's behalf, and to cross-examine opposing witnesses.

# MOTOR VEHICLES AND PARKING

## FACULTY PARKING

Faculty will park in the parking lot on the east side of the building towards the baseball field.

## STUDENT PARKING

During school hours, students are to park in the parking lot between Winslow Junior High School and Winslow High School.

## STUDENTS IN THE PARKING LOT

Students are to leave their vehicles and go directly into the school upon arrival. No loitering in the parking lot. Students are not to return to their vehicles at any time during the school day **EXCEPT** after receiving permission from the Principal/Assistant Principal. Students are not to loiter in the parking lot at the end of the school day. Returning P.M. Vocational students are to leave the parking lot upon their return from MMTC.

A MINIMUM OF 1 FRIDAY DETENTION Will BE ASSIGNED TO THOSE STUDENTS VIOLATING THE LOITERING PROVISIONS. MORE SEVERE CONSEQUENCES MAY OCCUR.

Fast driving and "hot-rodding" on school grounds are prohibited. Failure to comply with these rules will result in the following penalties:

- 1<sup>st</sup> offense - A warning to obey rules
- 2<sup>nd</sup> offense – Student will receive three (3) hours of detention
- 3<sup>rd</sup> offense – Out of School suspension for three (3) days.
- 4<sup>th</sup> offense – Driving privileges revoked



# **GUIDANCE DEPARTMENT**

The Guidance Office is available to all students, parents, and teachers to assist in planning academic schedules, career paths, post-secondary education, and dealing with issues of a more personal nature. Trained counselors are available by appointment and on a walk-in basis when possible.

Counselors consult with and make referrals to out-of school agencies. They work closely with the administration, teaching staff, and parents on behalf of the students.

Students will see their counselors several times during the year whether in groups, classrooms or individually. During their high school career, students will take group assessments such as NWEA's, PSAT's, SAT's and Career Surveys and Interest Inventories.

## **ACADEMIC CHANGES IN STUDENT SCHEDULES**

No subject changes will be made in student schedules after school starts in the fall except for errors in schedules.

Students must see their counselors prior to the first day of school to make changes in their schedules. Teacher recommendations for leveling are honored. Any variation requires consultation with the counselor and parent signature.

Add/Drop changes are only teacher initiated after teacher consultation with parents.

Subjects dropped after the first four weeks will be listed as withdrawal. There is a one week add/drop period when school begins. Subjects dropped after the first ranking period of the academic term are listed as failure.

Conferences with counselors are welcomed at anytime. Please make an appointment.

## **PHYSICAL EDUCATION REQUIREMENT AND MEDICAL CONDITIONS**

Maine state law requires that every high school student complete a full credit in physical education. The Maine Learning Results also address the need for students to meet certain standards in this area. Usually, this requirement is fulfilled by the end of the student's sophomore year. However, there may be extenuating circumstances in which a student is not able to participate in a physical education class.

If the student cannot participate because of a medical condition, including an injury, the student needs to obtain a signed note from the examining physician. The note should be obtained as soon as possible after the condition is identified and should clearly state the nature of the medical condition, its anticipated duration, and the level to which activities are to be restricted.

It is the student's responsibility to deliver this doctor's note to the school nurse, who will copy the note for the Guidance Department and the appropriate P.E. teacher.

Students do not receive credit for being medically excused. Credit will only be awarded when a student has satisfied actual classroom requirements or completed an acceptable alternative assessment to the teacher's satisfaction. If the medical condition warrants that no alternative assessment can be completed during a specific school year, then the student will be required to obtain credit the following year.

## **SCIENCE SAFETY**

No food or drink allowed in science classes.

Proper clothing and shoes must be worn during labs.

Any required protective equipment will be worn during labs.  
All safety rules set forth by the teacher will be followed.

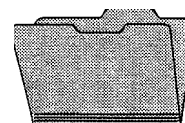
## **REGISTRATION AND WITHDRAWALS**

A new student upon entering school should report to the office to fill out a registration card and be assigned to class. He/she should bring his/her records from the school previously attended. The student along with his counselor will select a satisfactory schedule which will supply the amount of credits needed. He/she will be assigned to a homeroom.

A student wishing to withdraw from school should go to the office to ask for a withdrawal form and fill in all information called for. He/she should then return all books and equipment to his/her teachers. When all material has been accounted for and all records in order, the necessary form will be mailed to the next school.

## **BY-PASSING REQUIRED COURSES**

Under the No Child Left Behind Act assessments for content areas within disciplines must show mastery of content. Students desiring to by-pass a course, Freshman Physical Science, for example, must pass an assessment test with a minimum score indicated by the Department Chair.



## **STUDENT RECORDS**

Only the following persons are authorized to inspect and view student records at Winslow High School: Superintendent, Principal, Assistant Principal, Guidance Staff, Teaching Staff, School Nurse, School Physician, Guidance Secretary, Special Education Secretary, and Principal's Secretary, as well as the individual student or their guardian who wants to see their individual student record.

Individual records are to be inspected or studied only in the Guidance Office. The Principal and Guidance Staff members are the only individuals who may remove student records from the Guidance Office.

Whenever records are viewed by other individuals who have secured parental or student permission, the file use record form must be signed.

**MINIMUM CREDIT LOAD: 6 credits for Grades 9, 10, 11 and 12**

## PROPOSED FOUR-YEAR PROGRAM

GRADE 9		GRADE 10	
Subject	Credits	Subject	Credits
English 9	1	English 10	1
World Geography	1	Western Civilization	1
Science – Phys. Or Bio.	1 -1.5	Science – Bio. Or Chem.	1 – 1.5
Math	1	Math	1
Health	.5	Electives	1.5 to 3
Electives	1 to 3	Physical Education	.5
Physical Education	.5	Career Prep	.5
GRADE 11		GRADE 12	
Subject	Credits	Subject	Credits
English 11	1	English 12	1
U.S. History	1 – 1.5	Science *	1 – 1.5
Science	1 – 1.5	Electives	4 to6
Math	1		
Electives	2 to 3		

**\* We strongly recommend 4 years of science and math.**

### GRADUATION REQUIREMENTS

Graduating Seniors will not receive their diploma and/or school records until all books and materials have been returned and/or payment has been received for said books and/or materials.

Satisfactory completion of each of the requirements listed below will be necessary for graduation from Winslow High School.

Credits: A minimum of 24 credits are required for graduation. Successful completion of a year long class results in one full credit (unless otherwise noted in the Program of Studies).

#### Required Subjects:

English	4 credits
World Geo., Western Civ., & U.S. History	3 credits
Mathematics	3 credits
* Science	2 credits
Health Education	1 credit
Fine Arts	1 credit (see options in Program of Studies)
Physical Education	1 credit
Computer Fluency	(See requirements below)
Career Prep Course	1/2 credit (required for Sophomores)
Electives	At least 8.5 credits

\*A science course is strongly recommended for all four years. Entrance into Biology as a freshman is by permission only based upon the Grade 8 teacher recommendation, NWEA test scores, and completion of Algebra 1 in the 8<sup>th</sup> grade.

### MID-TERM PROGRESS

Mid-Term Progress Reports are issued in the middle week of each ranking period to inform parent/guardians of academic progress. *Students are responsible to give their Progress Reports to their parents/guardians.*

### MID-MAINE TECHNICAL CENTER INFORMATION

Mid-Maine Technical Center is where the vocational program is housed. This is located at Waterville High School.

Winslow High School sends students to this program. There are two groups of vocational students who attend.

A.M. group from 8:30 to 11:00

P.M. group from 11 :00 to 1 :50

Transportation is provided for these students by a Winslow School Department bus. This vocational bus takes Winslow students to MMTC and brings them back to Winslow High School.

### GRADING SYSTEM

NUMERICAL	LETTER	
98 – 100	A+	SUPERIOR
95 - 97	A	
92 – 94	A-	
89 – 91	B+	ABOVE AVERAGE
86 – 88	B	
83 – 85	B-	
80 – 82	C+	AVERAGE
77 – 79	C	
74 – 76	C-	
71 – 73	D+	CONDITIONAL PASSING
68 – 70	D	
65 – 67	D-	
64 and below	F	FAILING

A student having an unexcused absence during mid-year or final exams will receive a grade of zero (0%).

### HONOR ROLL/HONORABLE MENTION

Highest Honors may be achieved by a student who has received all A's for a nine week period.

Honors may be achieved by a student who received all A's and B's or all B's for a nine week period.

Honorable Mention is given to students who have only one C, with at least one A to balance the one C.

The Honor Roll is within reach of all students regardless of the course they may be pursuing.

### **CLUBS / GROUPS**

Bowling  
Concert Band  
Jazz Band  
Marching Band Chorus  
Drama  
Musical  
One Act Play  
Interactive Theater  
National Honor Society  
Periscope - School Yearbook  
Service Club  
Renaissance Program  
Boys State  
Girls State  
Science Fair  
Math Team  
Art Club  
Civil Rights Team  
Student Senate



### **CO-CURRICULAR**

#### ***Fall***

Cheering  
Cross Country  
Field Hockey Football  
Golf  
Boys Soccer Girls Soccer

#### ***Winter***

Cheering  
Basketball (Girls & Boys)  
Hockey (Girls & Boys)  
Indoor Track (Boys/Girls)  
Swimming (Boys/Girls)  
Wrestling



#### ***Spring***

Baseball  
Outdoor Track (Boys/Girls)  
Softball  
Tennis

## **LIBRARY**

The library is open every day from 7:00a.m. to 3:00p.m. when school is in session. The librarian is available for assistance at all times. The privilege of using the library will depend upon strict adherence to the following rules:

### **1. Admission to the Library**

To use the library during a study hall the student will sign up in the library before their homeroom. Each study hall teacher will receive a list of those signed up to be in the library, and the library staff will take attendance

using that list. Students may not get a library pass from their study hall teacher.

Students coming from a class to use the library resources must have a pass from the teacher stating the purpose of the visit.

Students are under the responsibility of the library staff for the whole period.

Students are required to ask for a pass and sign out (giving the time) if they must leave the library.

Students must bring something to do, plan to do research, or read quietly. The library is not a place to socialize, it is reserved for research and other quiet studying activities.

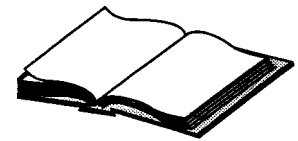
Students do not need to sign up to be in the library before and after school.

Students may not skip lunch to be in the library.

Students may lose library privileges if their behavior is disruptive.

## 2. Circulation of Library Books and Materials

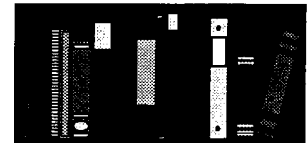
All general reading books may be borrowed for two weeks. These books must be signed out with the library staff. Books may be renewed if necessary, provided they have not been reserved. Some books pertaining to pertinent subjects have limited borrowing time.



All books must be signed out at the circulation desk. The return date will be stamped on the date due slip in the back of the book. All books must be returned to the librarian or placed in the book return slot by the library's entrance. Overdue books make a student's account inactive and only in library use materials is allowed until the books are returned or proper replacement fees are paid. Students not taking responsibility for their accounts will have their names passed on to the office and detentions will be issued at the Assistant Principal's discretion.

## 3. Reference Books

Reference books such as encyclopedias, atlases, indexes, dictionaries, etc., do NOT leave the library at any time except by special permission of the librarian. These may be taken to the classroom on request of the teacher, and with permission of the librarian.



## 4. Magazines and newspapers

Magazines and newspapers circulate for one hour (or one class period). Students' accounts must be in good standing to check out a magazine or a copy of the newspaper. Vandalism, theft or overdue materials will not be tolerated and replacement fees will be imposed on the borrower.

## 5. Videotapes

Under no circumstances are videotapes to be checked out of the library by student. However, any tape may be viewed by the student during the school day either in the library or by special arrangement by the teacher.

## 6. Photocopier

The photocopier is available for research purposes only, never for personal use and must be used according to the copyright law.

## 7. Videotape editing machines

Students may edit videotapes with permission of the librarian. You **must** have a pass!

## 8. Reserved books

Teachers may request any books to be placed on reserve for a certain length of time for their classes to use. Reserved books, if taken overnight, **MUST** be returned to the library by 8:00 a.m. the following morning. Reserved books **MUST** remain in the library the entire school day for student use. Books placed on "close reserve" may not leave the library at any time.

## 9. Computers

There are 10 computers available for student use, as well as laptops on the cart. Students **MUST** have signed the district's acceptable use policy in the beginning of the year to have permission to use the terminals. Students

needing to do research work will take precedence over all other student use of the machines. There will be no game playing, surfing or fooling around at any time on any of the computers. Terminals may not be reserved by students and are used on a first come-first serve basis.

## **10. Library conduct**

The library is a "media center". The library is not another study hall. A quiet study atmosphere for reading and research is requested at all times.

Creating a disturbance by loud laughing, loud talking, etc. will not be tolerated. Students found guilty will be asked to leave immediately and lose library privileges for one week.

The library must be reimbursed for damaged or lost books.

No food or drink is allowed.

Violation of library rules is punishable by detention. Further violations will lead to the loss of library privileges.

## **11. Student aides**

Students may volunteer to work in the library by applying for specific jobs. Please see the library staff for procedural details.

# **TECHNOLOGY USE**

The Internet is an "electronic highway" connecting millions of computers and millions of individual users all over the world. Access to the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with users throughout the globe. In addition, the system will be used to increase school and district communication, enhance productivity, and assist employees in upgrading their skills through greater exchange of information with their peers. The system will also assist us in sharing information with the local community, including parents, social service agencies, government agencies, and businesses.

With access to computers and people from around the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Families should be warned that some material obtained via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive. On a global network it is impossible to control all materials, and an industrious user may discover controversial information, either by accident or deliberately. We firmly believe, however, that the benefits to students from on-line access far outweigh the possibility that users may procure material that is not consistent with our educational goals.

The purpose of this agreement is to ensure that use of Internet resources is consistent with our stated mission, goals, and objectives. The smooth operation of the network relies upon the proper conduct of the students and faculty who must adhere to strict guidelines. These guidelines are provided here so that you are aware of your responsibilities. Any user who violates any of these provisions will lose his or her account and future access could be denied in accord with the rules and regulations discussed with each user during Internet training sessions.

To gain access to the Internet, all students under the age of 18 must obtain parental permission and must have their Internet License issued during our Internet Training Sessions. The signatures at the end of this document are legally binding and indicates the parties who signed have read the terms and conditions carefully and understand their responsibilities.

## **INTERNET - TERMS AND CONDITIONS**

1. Students are responsible for good behavior on the school computer networks, just as they are in a classroom or a school hallway. General school rules for behavior and communications apply.
2. The network is provided for students to conduct research and do appropriate school work. Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege - not a right. The access entails responsibility. Inappropriate use will result in a suspension or cancellation of

internet privileges. The system administrators will deem what is inappropriate use, and their decision is final. Furthermore, the administrators may close an account at any time as required. The administration, faculty, and staff may request the system administrator to deny, revoke, or suspend specific user accounts.

3. Users are expected to abide by our generally accepted rules of network etiquette and conduct themselves in a responsible, ethical, and polite manner while on-line. This includes but is not limited to the following:
  - A. Be polite. Do not get abusive in your message to others.
  - B. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
  - C. Do not reveal your personal address or phone numbers of students or colleagues.
  - D. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to the support of illegal activities will be reported to the authorities.
  - E. Do not use the network in such a way that you would disrupt the use of the network by other users.
  - F. All communications and information accessible via the network should be considered private property. Users are not permitted to use the computing resources for commercial purposes, product advertising, political lobbying, or political campaigning.
4. Users are not permitted to use the computing resources for commercial purposes, product advertising, political lobbying, or political campaigning.
5. Users are not permitted to transmit, receive, submit, or publish any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive, or illegal material.
6. Physical or electronic tampering with the computer resources is not permitted. Damaging computers, computer systems, or computer networks intentionally will result in cancellation of privileges.
7. Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data or another user, Internet, or any of the above agencies or other networks that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.
8. School computers should be used for educational purposes. Using the school's computers for such uses as game playing or participating in recreational Internet Relay Chats (IRC) is wasteful use of valuable resources. Recreational use of Internet Relay Chat may be permitted after school.
9. Users must respect all copyright laws that protect software owners, artists and writers. Plagiarism in any form will not be tolerated.
10. Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem in the school's computers, network, or Internet connection, you must notify the principal or system administrator. Do not demonstrate the problem to others. Using someone else's password or trespassing in another's folders, work, or files is prohibited. Attempts to log on to the Internet as anyone but yourself may result in cancellation of user privileges.
11. Winslow Schools make no warranties of any kind, whether expressed or implied, for the service it is providing. We assume no responsibility or liability for any phone charges, line costs or usage fees, nor for any damages a user may suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by your own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. We specifically deny any responsibility for the accuracy or quality of information

obtained through its services.

12. All communication and information accessible via the computer resources shall be regarded as private property. However, people who operate the system and school administrators may review files, disks, and messages to maintain system integrity and insure that users are using the system responsibly. Messages relating to or in support of illegal activities may be reported to the authorities. Any violations may result in a loss of computer access, as well as other disciplinary or legal action. Users are considered subject to all local, state, and federal laws.

13. MLTI School laptops – An easy way for a student or parent to determine if a school laptop is being used appropriately is to ask the following question. Is the use for school related work? Students need to be mindful that the laptop is the school's property and that there is no expectation of privacy. The following is the ladder of consequences for inappropriate use of a school laptop.

- ✓ 1<sup>st</sup> offense – 1 week without laptop
- ✓ 2<sup>nd</sup> offense – 2 weeks without laptop
- ✓ 3<sup>rd</sup> offense – 1 month without laptop
- ✓ 4<sup>th</sup> offense – remainder of school year without laptop

Administration reserves the right to give more severe consequences for incidents deemed to be of a more serious nature. Additional consequences can be detention, suspension, or referral to law enforcement, etc

# WINSLOW HIGH SCHOOL ATHLETIC CODE

The primary purpose of interscholastic sports is to contribute to the overall development of the student in concert with the school's philosophy and objectives. In this regard it is the responsibility of the athletic program to encourage the participation of all students who wish to be involved in any and all activities.

Participation in extracurricular activities is an important part of high school education. It is the goal of this school to make available a large number and wide variety of activities of interest to all.

Although athletes can play an integral part in student's lives, participation in athletics is a privilege, not a right. Winslow High School student athletes are expected to conduct themselves in a responsible manner both in and out of school.

Athletes will be suspended or removed for conduct that is detrimental to Winslow High School or the community, regardless of whether the conduct is in or out of an athletic season. This conduct involves, but is not limited to:

1. Criminal activity or other violations of law.
2. Harassment of faculty, students, or community members.
3. Inappropriate use of computer images or communications.
4. Other athletic code violations, outlined in this policy.
5. Any conduct that reflects poorly upon Winslow High School or the community.

Following appropriate meetings with the administration, if a student is found to be in violation, their suspension or removal will begin immediately.

While the school recognizes the importance of extracurricular activities, the school's intent is to ensure that participation in extracurricular activities does not interfere with satisfactory progress in all subject areas. All students are expected to maintain an acceptable level of academic performance.

The Winslow High School Athletic Code and training rules are in effect and enforced on a year-round basis. Athletes are considered a part of one sports team until that team's banquet is held, or they begin a new sport season.

## I. APPLICATION OF CODE VIOLATIONS

There may be times when athletes, coaches and/or parents disagree with certain rulings or disciplinary action taken under this policy. In those cases the Athletic Director will initially handle an attempt to arbitrate any conflicts.

- A. A conference to determine the facts concerning the violation will be held and may include the coach, appropriate school personnel, the involved student(s) and the parent(s)/guardian(s).

- B. If the facts indicate that a violation did occur, the student and his/her parent(s) will be notified via telephone that the student is to be suspended from participation subject to a review by the principal and athletic director. This will also be documented in the form a letter.
- C. If, however, it is felt by the administration that circumstances warrant further consideration, the right of appeal to a review committee consisting of the coach, Athletic Director, School Principal, parents and student will be convened to resolve any and all conflicts. The committee will meet and hear respective positions of the conflicting parties and will make a recommendation, in writing, to the parent.
- D. Should after consideration of the committee's recommendation, the problem not be resolved, the parent/guardian may appeal the decision to the Superintendent of Schools and if the issue is still unresolved it may be appealed to the School Committee.
- E. Nothing in this policy is intended to prevent a coach from suspending from play for temporary periods of time for reasons other than prescribed above. (Examples: skipping practice, poor sportsmanship, breaking curfew, etc.)

## II. ATTENDANCE

Regular school attendance is required of all athletes. Athletes absent from school any part of the day of a game or practice shall not participate without the written excuse of a parent or physician and the full sanction of the school administration. All athletes are expected to attend school the day following any contest played on a day or night which is followed by a school day.

All unexcused absences from practice will result in suspension of the athlete from the next contest. Athletes must notify the coach before the end of the school day if lateness or absence is anticipated for a practice session.

- A. Excused Absences may include, but are not limited to:
  - 1. Personal illness—to be verified by appropriate authority as deemed appropriate by the responsible school official;
  - 2. Appointments with health professionals that cannot be made outside of the regular school day. Appropriate documentation may be requested by the responsible school official.
  - 3. Observance of recognized religious holidays when the observance is required during a regular school day. Appropriate documentation may be requested by the responsible school official. Required means that there is no other opportunity for the observance;
  - 4. Emergency family situations as deemed appropriate by the responsible school official; and

5. Planned absences for personal or educational purposes which have received prior approval by a school official.

B. Unexcused Absences (truant)

1. All absences that are not included as excused absences.

III. CHANGING SPORTS WITHIN SEASON

A student may not participate in two school-sponsored sports during the same season. A student may change sports during a season only when both coaches and the athletic director consent and such change is beneficial to the student without being unfair to any participants of the teams involved.

It is encouraged that any changes be made prior to the last “cut” in a cut sport and prior to the first contest in any non-cut sport.

IV. EQUIPMENT RESPONSIBILITY

Athletes will be charged for any lost or damaged equipment which has been issued to the individual. The amount will be equal to the cost of replacing the equipment. Any outstanding debts must be paid or equipment turned in before any athlete will be able to practice or take part in any school activity.

V. GENERAL POLICIES

- A. **Dress Code**—Athletes are expected to be neatly and appropriately dressed when traveling as a team. Players should groom their hair in such a manner that it does not hinder or interfere with their performance to the detriment of the team. Players will be briefed as to dress and grooming by the coach.
- B. **Conduct/Sportsmanship**—In all sports, practices and games, players, managers, coaches and other designated team representatives will conduct and display the proper ideals of sportsmanship, ethical conduct and fair play toward opposing teams, fellow players, coaches and other designated team representatives. Vulgar language will not be tolerated. A winning spirit is encouraged but not at the expense of losing sight of the high ideals set out above or those expected from families, friends and the general community.
- C. **Designated Team Members**—Team managers, statisticians, trainers, or other authorized participants on a team shall meet the same requirements as the players. They will perform their duties as designated and be more than mere spectators.

- D. **Suspension from School**—Team members suspended from school shall not be allowed to practice/participate/compete while on school suspension.
- E. **Lateness or Absence**—Athletes must notify the coach before the end of the school day if lateness or absence is anticipated for a specific session. Coaches may excuse students with specific requests. Failure to comply could result in suspension. The suspension period shall be determined by the individual coach.
- F. **Stealing School Equipment**—Stealing school equipment will not be tolerated under any circumstances. Any student athlete found guilty of stealing school equipment or in possession of stolen or unauthorized goods will be suspended from his/her athletic team for the remainder of that season.
- G. **Training Rules**—All squad members will abide by additional training rules which may be set forth by coaches and given out in writing. Coaches/advisors have the responsibility to take disciplinary action pertaining to problems that may arise and that have not been addressed.
- H. **Competing on Outside Teams**—Winslow recognizes that many of its student athletes are involved in one or more outside, non-school-sponsored activities at different times during the school year. Parents are encouraged to monitor the degree of activity involvement of their student athletes during the school year to alleviate an overload situation. Such a situation could most certainly affect his/her performance both in the classroom and in the athletic arena.

Since a school's athletic programs have to be scheduled within specific time periods, the expectation of the school is that if there is a conflict in times between a scheduled school team's practice/game and an outside activity, the athlete's first obligation will be to the school program. Failure to honor this obligation will be treated as an unexcused absence. Unless there are extenuating circumstances, a first unexcused absence under this provision will result in the athlete forfeiting his/her right to compete in the next scheduled contest.

- I. **Hazing/Initiation**—Hazing/initiation will not be tolerated under any circumstances. Any student athlete initiating or being involved in this type of activity will be suspended from his/her athletic team for the remainder of that season.

Student athletes being harassed should report this activity to the coach or athletic director immediately.

There may be times when athletes, coaches and/or parents disagree with certain rulings or disciplinary action taken under this policy. In those cases, the athletic director will initially handle an attempt to arbitrate any conflicts.

If, however, it is felt that circumstances warrant further consideration, the right of appeal to a review committee consisting of the coach, athletic director, school principal, parents and student will be convened to resolve any and all conflicts. The committee will meet and hear respective positions of the conflicting parties and will make a recommendation, in writing, to the parent.

After consideration of the committee's recommendation, should the problem not be resolved, the parent/guardian may appeal the decision to the Superintendent of Schools, and if the issue is still unresolved, it may be appealed to the School Committee.

#### **J. FILM VIEWING**

It is mandatory that all Winslow High School athletes and a parent/guardian see the film Sports Risk: You Be The Judge **once** before participation in athletic events takes place.

#### **K. AWARDING OF LETTERS** – the criteria for earning a varsity letter will be as follows:

Baseball – Participation in one half innings played. Exceptions are pitchers and designated hitters (33%).

Basketball – Participation in one half of the periods played by the team

Cheerleading – Participation in all assigned games/competitions

Cross Country – Participation in scheduled meets as a countable team member

Field Hockey – Participation in one half of halves played by the team

Football – Participation in one half of the quarters played by the team

Golf – Participation in one half of the matches

Ice Hockey – Participation in one half of the periods played by the team

Indoor Track – Must score 10 points in meets during the course of the season

Skiing – Discretion of Athletic Director (co-operative team)

Softball – Same as baseball

Swimming – Must score 10 points in meets during the course of the season

Track and Field – Must score 10 points in meets during the course of the season

Wrestling – Participate in one half of the team's matches

No letter shall be awarded to an athlete who fails to complete the season in good standing.

Managers and statisticians must serve as a varsity participant for two years before earning a letter.

A student may receive a varsity letter at the recommendation of a coach and in agreement with the Athletic Director. (Example: An exchange student who participates, but does not meet qualifications.)

## VI. GENERAL RULES

The following conditions must be met before a student may participate in interscholastic athletics at Winslow High School:

- A. Participation on athletic teams and representing one's school and community in athletics involves certain responsibilities to the school and to the community and also to the basic principles of athletics.
- B. All students participating in athletics do so voluntarily and are expected to adhere to certain standards commonly accepted as promoting healthy bodies and minds and in keeping with the traditions of amateur athletics.
- C. All students who participate in the athletic program at Winslow High School should be thoroughly familiar with the athletic code. Parents should also be familiar with the code. For purposes of the code, statisticians/ managers shall also be considered team members.

## VII. GUIDELINES AND POLICIES FOR PROGRAM ELIGIBILITY

To be eligible for interscholastic athletics, student athletes must meet those requirements set forth under the Maine Principals' Association Rules as well as the academic requirements set forth by Winslow High School.

In order for student athletes to participate, they must maintain a minimum of a D+ (71) grade point average (GPA) with no failing (F) grades. If an F grade is registered, the student athlete will be placed on a two week probationary period during which he/she may participate in practice sessions at the coach's discretion but not in game contests. The probationary period will continue to be in effect (in two week increments) until such time as the student, with verification from his/her teacher and/or Pupil Evaluation Team (PET) and/or administrative review, has demonstrated improved grade(s) above the F standing and within acceptable guidelines for his/her abilities and class course(s).

Academic ability will also be monitored for all student athletes at least once during the athletic season for which they are participating by their respective coach through individual evaluations from each participant's teacher.

## TRANSFER RULE

The following transfer rule is taken from the Maine Principal's Association Handbook:

Except as provided in paragraph E below a student who transfers enrollment, to another school, without a corresponding change of legal residence by his/her parent(s) or legal guardian(s), shall be eligible to participate in interscholastic athletics unless it is determined that the transfer was primarily for athletic purposes. For purposes of this paragraph and application of this transfer rule, "primarily" shall mean that the student would not have transferred and/or would not have sought to transfer "but for" athletic purposes.

The receiving principal shall determine if the transfer was for athletic purposes. If the transfer was for athletic purposes, the student shall be declared ineligible in accordance with paragraph A above. If the transfer was not for athletic purposes, the student is eligible. This status is in effect until a challenge is initiated by the sending principal and a ruling made by the Eligibility Committee at its next regularly schedule meeting.

A student declared ineligible due to a violation of the transfer rule shall be eligible to participate only after being in attendance at the new school for three hundred sixty-five days (365) consecutive calendar days which time period will commence with the first day of attendance at the new school.

In the "special situations" described below, this transfer rule shall not apply and the eligibility of the student may not be challenged.

6. Foreign exchange students who have not graduated from a four-year course in an approved secondary school or its equivalent, and who meet all other eligibility requirements, are eligible for participation upon registration and enrollment.

Students placed in a school by outside agencies; or as the result of federal or state statutes (e.g., courts, State Department of Human Services, Pupil Evaluation Teams, their school district, medical referrals) become eligible upon registration and enrollment in the receiving school.

A student who marries and establishes a new residence in another school district is eligible upon registration and enrollment.

A student of divorced or legally separated parents who moves into another school district with one of the aforementioned parents and enrolls in a school in the district to which said parent has moved within four weeks of the time said parent moves into the district, will be eligible upon registration.

A student who parents move out of the district may continue to be eligible in the same school provided enrollment is unbroken.

A student who returns from service in the armed forces to the school in which she/he was enrolled prior to serving in the armed forces is eligible immediately if she/he meets all other eligibility requirements.

## **E. Legal Guardianship**

1. For the purpose of the transfer rule, a legal guardian is one who is entrusted by law with the care of a student.
  2. If a student transfers from one school to another a new legal guardian is appointed for the student, the student is in violation of the transfer rule and is thus ineligible if it is determined in accordance with paragraph B above that the transfer was primarily for athletic purposes.
  3. If a student transfers from one school to another without the student's legal guardian moving to the new school attendance area, the student will be in violation of the transfer rule and is thus ineligible even though a new legal guardian is appointed if it is determined in accordance with paragraph B above that the transfer was primarily for athletic purposes.
- F. All requests for a ruling on the transfer rule shall be presented to the Eligibility Committee, which, in its discretion, may waive, but not shorten, the time requirement of subsection C above.
- G. Notwithstanding the provisions of subsections D and F above, a student who transfers enrollment without a corresponding change of legal residence after having participated in interscholastic athletics at another MPA school is ineligible for all sports during the sport season in which the student participated in interscholastic athletics at the other MPA School. For purposes of this subsection, participation in interscholastic athletics commences with attendance at the organization or orientation meeting for a sport, of the initial practice which is conducted in the sport, whichever occurs earlier.

In addition to the MPA policy regarding transferring students, Winslow High School will honor any sanctions (grades, substance policy, truancy, etc.) that the sending school has in their handbook/policy.

## **Summer School**

If a student athlete makes up a 4<sup>th</sup> quarter failure in Summer School with a passing mark, the student athlete will be eligible for participation in the fall sports season.

## **VIII. SUBSTANCE ABUSE POLICY**

The Winslow School Committee recognizes that substance abuse is treatable, that our primary responsibility is education and that we have a responsibility for the safety and well being of the student body as a whole.

- A. Because early detection and treatment of substance abuse are more likely to be effective, staff members must report all infractions.
  
- B. Student athletes are prohibited from attending school or school-sponsored activities while under the influence of alcohol or drugs and are prohibited from drinking alcohol, using inhalants, using any drugs for performance enhancement, taking illicit drugs or possessing alcohol, drugs, or drug paraphernalia while in school, at school functions, on a school bus, or on school grounds.

Starting with the first offense, the appropriate administrator is required to notify the parent/guardian. The administrator is required to notify the parent/guardian. The administrator may suspend the student for up to 10 days depending on the circumstances of the offense and the willingness of the student to undertake treatment. . The school administrator may suspend the student from school-sponsored activities for an additional period of 10 days for each violation.

During suspension, the student must make up all written work. Full credit will be given for the grades attained for this written work.

- C. Drug and alcohol sale or furnishing will result in immediate suspension leading to a recommendation for expulsion by the School Committee and will result in a referral to law enforcement officials.
  
- D. A student athlete may, in confidence, seek assistance about substance abuse and will be referred to appropriate sources without risk or punishment.
  
- E. Since athletic policy and procedures need to be consistent with other school policies and procedures in order to be effective, the following general rules for drug and alcohol will be adhered to.

**Training Rules:** Training code violations relating to substance abuse and associated penalties are outlined below.

1. Consumption, possession, illegal transportation of alcoholic beverages, use of inhalants, use of any drugs for performance enhancement, and possession/use of any illegal drug or tobacco products will result in the individual being suspended from the team for a period of four (4) weeks.
2. The sale of illegal substances is prohibited. A conviction or violation of drug laws shall result in a 12-month suspension from date of infraction/conviction.
3. A second violation of Section #1 (consumption, possession, illegal transportation of alcohol/tobacco products, etc.) will result in a student athlete's suspension from Winslow High School athletics for one calendar year.
4. A third violation of Section #1 will result in that student athlete's permanent removal from Winslow High School athletics.

IX. **TEAM MEMBER** Team member is defined as follows: Once an athlete becomes a member of an athletic team, that athlete is considered a member of that sports team until the next sports season in which that sport is played.

X. **VACATIONS** While Winslow High School recognizes the value of family time and family vacations, the administration also values team structure and philosophy. If a student athlete misses practices or games due to a prior family vacation, they will miss the same number of contests (countable games and scrimmages) that were played during their absence. The administration will intervene in disputed areas where the student athlete is put at a possible disadvantage.

XI. **TRAVEL REQUIREMENTS WITH TEAM**

All athletes shall travel to and from out-of-town contests with the team in school-provided transportation. Permission to return home with his/her parents after an away contest may be granted on special occasions with prior permission of the principal/athletic director/coach. If the student misses the assigned travel bus he/she cannot participate in that contest without permission.

XI. **PHYSICALS AND PARENT/GUARDIAN PERMISSION**

A signed permission statement by parent/guardian and participant is required to give permission for student participation.

XII. **PHYSICAL EXAMINATION POLICY**

A. A student needs two thorough exams to carry him/her through competition in grades 6-12—one for level 6-8 and one for level 9-12. Physicals will be acceptable after May 1 prior to grade six or nine. Athletes are responsible for procuring their own physical exam at their expense. A copy of this completed exam must be given to the athletic director before the athlete may participate.

- B. Health History Questionnaires will be submitted each year prior to sport participation to the school nurse for review. Questionnaires needing further evaluation will be sent to the student's personal physician and a physical exam given if indicated.
- C. The participant must indicate that the appropriate accident insurance is in effect either through private and/or school insurances.

Participants must acknowledge the existence of the athletic code by having both the student and his/her parent/guardian sign the appropriate forms.

Adopted: May 21, 2003

Revised: November 3, 2008

*I have read and understand the above rules and regulations, and by my signature agree to abide by them.*

**Athlete Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

*I have read and understand the above rules and regulations to which the athlete in my custody has agreed by his/her signature.*

**Parent's/Guardian Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**WINSLOW HIGH SCHOOL LETTER  
TO PARENTS  
HIGHLY QUALIFIED TEACHER INFORMATION For Title I  
Schools and Programs Only**

We at Winslow High School are sending you this information as one way to fulfill our obligations under the "Parents' Right to Know" requirements of the federal *No Child Left Behind Act* (NCLB). Under these requirements, Title I teachers must meet general qualifications as well as the specific requirements of the subject they are teaching. This means we will be informing parents whenever a child is taught for four consecutive weeks by a Title I teacher who does not meet the new federal definition of "Highly Qualified".

Maine has some of the most qualified teachers in the country, and we are extremely proud of our teaching staff. We work hard to assure that every class has a teacher with the appropriate background, experience, and credentials for his or her current teaching assignment.

We believe that a caring, competent, and qualified teacher for every child is the most important ingredient in education reform, and we want to assure you that we consider all our teachers to be fully qualified for their positions. All of our teachers are currently entitled to teach under Maine's strict certification requirements. All of our teachers have college degrees and many have advanced degrees. In addition, every teacher continues his or her own learning through professional development activities and our teachers are evaluated each year to make sure that their teaching skills remain at the highest possible level.

Additional information on the NCLB Act, as well as on the qualifications of your child's teacher is available on request. Please contact Assistant Principal Terry Atwood at 872-1990 if you have questions or would like further information. Working with parents is an important aspect of our efforts to help students learn and we welcome your interest.

Douglas Carville  
Principal

- Prior to completing this form, please review the student handbook on line at [www.winslowk12.org](http://www.winslowk12.org) or contact the main office to request a copy of it.

## PARENT/GUARDIAN REVIEW FORM

PRINT STUDENT'S NAME \_\_\_\_\_ GRADE \_\_\_\_\_

I, *(Print Parent/Guardian Name)* \_\_\_\_\_, have reviewed the Winslow High School student handbook with my student, and I am aware of the rules and procedures outlined in this document as well as the Winslow School Policies on technology use, student bus behavior and student parking areas.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I do not agree to the following: \_\_\_\_\_

**Please check here if you wish to receive a printed copy of the Student Handbook.**

### PERMISSIONS

By signing this form, I agree to the following: To allow my student to attend Winslow High School field trips; to allow my student to be included in pictures or descriptions of Winslow High School sponsored activities for the school and for the media; to allow my student to leave school grounds during mid-terms and finals when he/she does not have an exam; that I have been informed that I can view the dates for progress reports and report cards and that I am responsible for obtaining this information.

\*\*\*\*\*

**STUDENT NAME:** \_\_\_\_\_

### VEHICLE FORM

Parent: I have read the Parking Policies. I understand this as well as the consequences. I give my daughter/son permission to bring the vehicle (s) listed below to school. I certify that the vehicle(s) meets the minimum liability requirements of \$10,000 - \$20,000 bodily injury and \$5,000 property damage coverage.

VEHICLE *(Number One)*:

Make of Vehicle \_\_\_\_\_ Model/Style \_\_\_\_\_

Color \_\_\_\_\_ Year \_\_\_\_\_ Plate Number \_\_\_\_\_

VEHICLE *(Number Two)*:

Make of Vehicle \_\_\_\_\_ Model/Style \_\_\_\_\_

Color \_\_\_\_\_ Year \_\_\_\_\_ Plate Number \_\_\_\_\_

## **VIDEO SURVEILLANCE ON SCHOOL PROPERTY**

The Winslow School Committee recognizes the school's continuing responsibility to maintain order and an appropriate learning environment in and around schools to ensure the safety of staff and students. After carefully balancing the need for safety with student and staff interests in privacy, the School Committee supports the use of video surveillance cameras on school grounds and in areas of common use within buildings. Areas of common use include but may not be limited to parking lots, school entrances, hallways, cafeterias, libraries and gymnasiums.

In an effort to maintain order and school safety, the cameras may be used to monitor activity during the school day and monitor activities in and around the school property at any time.

Notice of use of video cameras for safety and security purposes will be provided to students, parents and staff in appropriate handbooks on an annual basis. Appropriate signage, indicating the use of video cameras, will be displayed outside and within Winslow School Department buildings.

Violations of School Committee policies/procedures and school rules viewed or recorded on the video surveillance system shall be addressed in accordance with the applicable School Committee policies and/or school rules. In addition, evidence of illegal activities may be referred to law enforcement authorities. (In regard to such video recordings, the school system will comply with all applicable provisions of state and federal law concerning staff and student records).

The Superintendent is responsible for the development of administrative procedures regarding the use of the video surveillance system. Such procedures will provide a process for review when significant violations of the staff or student discipline/conduct code occur. Procedures will also address monitoring of cameras and requests to view video recordings, retention of video recordings, the security of video cameras and recordings, the school official(s) responsible for purchase, installation, maintenance, and replacement of equipment and scheduling and placement of cameras.

Cross Reference: EEAFA-R -Video Surveillance on School Property Administrative

Procedure

EEAEF -Video Camera Use on School Vehicles

JRA - Student Educational Records

Adopted: November 3, 2008

# WINSLOW HIGH SCHOOL

## SCHOOL SONG

Stand loyal to our school,  
Our Winslow High, We'll  
All unite and send Our  
Cheers up to the sky.

Here's to our Winslow High  
Stand up and sing  
There is no finer school  
So let your loyal voices loudly ring.

Stand back old Waterville, (Opposing Team)  
Stand back or fall  
We're coming down your way  
And Winslow has possession of the ball.

*(Theme: Anchors Aweigh)*

**School Motto:** We Go Unafraid  
**School Colors:** Orange and Black  
**School Mascot:** Black Raider