

Waterville Senior High School



**STUDENT HANDBOOK & PLANNER
2017-2018**

**WATERVILLE SENIOR HIGH
SCHOOL**

Student Handbook & Planner

This belongs to:

Name _____

Address _____

City/Town _____ Zip _____

Phone _____

Student # _____

Homeroom # _____

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Waterville Senior High School

One Brooklyn Avenue
Waterville, Maine 04901
(207) 873-2751

Brian M. Laramée, Principal
Joseph W. Haney, Assistant Principal
Heidi P. Bernier, Athletic Director

This student planner has been written and organized to emphasize the school philosophy. Please take time to read it. Human dignity, mutual respect and responsibility are the cornerstones of character development and are a very high priority at Waterville Senior High School.

Be proud of your school. Invest yourself in your education, and enjoy your high school years.

If there is a conflict between this student planner and the policies of Waterville Public Schools, policy will govern.

MISSION OF WATERVILLE PUBLIC SCHOOLS

The mission of Waterville Public Schools is to help students attain the knowledge, skills, and attitudes they need to achieve personal fulfillment, be responsible citizens, do meaningful work, and pursue lifelong learning. To achieve our mission we believe that our curriculum should provide all students with a foundation of knowledge, skills and academic standards, along with opportunities to demonstrate and apply learning in varied ways across all curriculum areas. Curriculum and program offerings should provide opportunities for all students to realize their fullest potential and to celebrate their individual worth. Programs and activities should be challenging and should promote and enhance students' physical, emotional, intellectual, and social well-being. Furthermore, we will strive to produce graduates who think critically and independently, adapt to new and changing situations, make appropriate choices, and act in a respectful and responsible manner. We believe that all employees of Waterville Public Schools should serve as models for students in helping them:

- Demonstrate the ability to solve problems.
- Communicate clearly and effectively.
- Discover ways to express themselves creatively.
- Make responsible decisions as world citizens.
- Use technological resources to enhance their learning.
- Research, analyze, and apply information.
- Behave in a respectful and responsible manner.
- Appreciate world cultures and diversity.

Waterville Public Schools is committed to working with parents and the community to provide the necessary leadership, resources and support to accomplish our mission.

WATERVILLE SENIOR HIGH SCHOOL'S CORE VALUES

The Waterville Senior High School community values:

Respect

We strive to demonstrate self-worth, exhibit courteous behavior, and value the beliefs and opinions of others.

Responsibility

We strive to fulfill our commitments, be mindful of our actions, and be accountable for our behavior.

Perseverance

We strive to make continuous progress toward our goals despite adversity, hardships or obstacles.

Openness

We strive to embrace diversity by honoring the ideas, experiences, and differences of others.

Curiosity

We strive to grow by exploring new ideas and experiences both inside and outside the classroom.

Kindness

We strive to actively demonstrate concern and caring for others and the environment.

Engagement

We strive for depth of commitment in both school activities and in the greater community.

Integrity

We strive to act in an honest and ethical manner and demonstrate consistency of character regardless of self-interest or outcome.

WATERVILLE SENIOR HIGH SCHOOL'S BELIEFS ABOUT LEARNING

We believe that education at Waterville Senior High School

- Activates the human potential in every student.
- Encourages a culture of self-motivation that fosters lifelong learning.
- Promotes creative and innovative student expression.

We believe that effective conditions for learning occur when

- Students are in a safe, respectful and caring environment.
- Students are challenged to think critically.
- Students are engaged in authentic, inter-disciplinary learning activities.
- Students work both independently and collaboratively.
- Students have regular opportunities to self-assess and reflect.

WATERVILLE SENIOR HIGH SCHOOL'S LEARNING EXPECTATIONS

Academic Expectations

Each Waterville Senior High School student shall be:

A clear and effective communicator who

- Adjusts communication for a variety of purposes
- Employs varied modes of expression appropriate for authentic tasks

A self-directed and lifelong learner who

- Demonstrates initiative and gains understanding through self-assessment and reflection
- Works independently and collaboratively to meet challenges and accomplish goals

A creative and practical problem solver who

- Frames questions, makes predictions, and designs data/information collection and analysis strategies
- Uses information and appropriate technology to address real world problems

A responsible and involved citizen who

- Demonstrates personal responsibility, cultural awareness and ethical behavior
- Practices personal wellness and demonstrates awareness of health concerns and issues

An integrative and informed thinker who

- Analyzes, synthesizes, and evaluates information from multiple sources
- Applies ideas across disciplines

Civic Expectation

Each Waterville Senior High School student shall be positively engaged in the community.

Social Expectation

Each Waterville Senior High School student shall demonstrate respectful and responsible behavior.

School Wide Rubric 1

Learning Expectation: Each Waterville Senior High School student shall be a clear and effective communicator.

	Adjusts communication based on intended audience.	Uses a variety of modes of expression.
4 Evidence Exceeds Standard	<input type="checkbox"/> Adjusts tone and style to appeal to specific or appropriate audiences.	<input type="checkbox"/> Exemplary creation of excellent products that clearly meets school wide standards which achieve desired purpose.
3 Evidence Meets Standard	<input type="checkbox"/> Adjusts tone and style to appeal to different audiences.	<input type="checkbox"/> Consistent creation of products that clearly meets conventional standards which achieve desired purpose.
2 Evidence Partially Meets Standard	<input type="checkbox"/> Adjusts tone and style to appeal to specific and familiar audiences.	<input type="checkbox"/> Occasional creation of products that clearly meets conventional standards which achieve desired purpose.
1 Evidence Does Not Meet Standard	<input type="checkbox"/> Inappropriate for intended audience.	<input type="checkbox"/> Rare creation of products that clearly meets conventional standards which achieve desired purpose.

School Wide Rubric 2

Learning Expectation: Each Waterville Senior High student shall be a self-directed and lifelong learner who

- **demonstrates initiative and independence.**
- **demonstrates flexibility including the ability to learn, unlearn, and relearn.**

4 Evidence <i>Exceeds</i> Standard	<input type="checkbox"/> Consistently meets deadlines. <input type="checkbox"/> Identifies and assumes task with proficiency until completion. <input type="checkbox"/> Locates, utilizes and evaluates information independently and seeks assistance when needed. <input type="checkbox"/> Utilizes a variety of appropriate learning tools and information. <input type="checkbox"/> Independently practices self-reflection and evaluation methods. <input type="checkbox"/> Extends inquiry beyond established requirements. <input type="checkbox"/> Ability to anticipate obstacles and persevere in learning.
3 Evidence <i>Meets</i> Standard	<input type="checkbox"/> Meets deadlines almost all the time. <input type="checkbox"/> Identifies, assumes, and prioritizes tasks. <input type="checkbox"/> Seeks information before asking for assistance. <input type="checkbox"/> Utilizes appropriate learning tools and information. <input type="checkbox"/> Practices self-reflection and evaluation methods. <input type="checkbox"/> Completes inquiry to fulfill established requirements. <input type="checkbox"/> Ability to overcome obstacles and persevere in learning.
2 Evidence <i>Partially</i> <i>Meets</i> Standard	<input type="checkbox"/> Meets some deadlines. <input type="checkbox"/> Sometimes identifies and /or assume tasks. <input type="checkbox"/> Seeks information with some assistance. <input type="checkbox"/> Identifies and locates some appropriate learning tools and information. <input type="checkbox"/> Practices self-reflection and evaluation methods with assistance. <input type="checkbox"/> Uses inquiry skills to partially fulfill established requirements. <input type="checkbox"/> Acknowledges obstacles and attempts to persevere in learning.
1 Evidence <i>Does Not</i> <i>Meet</i> Standard	<input type="checkbox"/> Does not meet deadlines. <input type="checkbox"/> Does not identify and/or assume tasks. <input type="checkbox"/> Does not seek information or ask for assistance. <input type="checkbox"/> Does not identify or locate appropriate tools and information. <input type="checkbox"/> Does not use self-reflection or evaluation methods. <input type="checkbox"/> Does not demonstrate inquiry skills to fulfill established requirements. <input type="checkbox"/> Does not overcome obstacles or persevere in learning.

School Wide Rubric 3

Learning Expectation: Each Waterville Senior High School student shall be a creative and practical problem solver who

- **frames questions, makes predictions, and uses analytical strategies.**
- **uses information and technology to solve problems.**

4 Evidence <i>Exceeds</i> Standard	<input type="checkbox"/> Consistently demonstrates a clear and thorough understanding of real world problems by using information and appropriate technology to frame questions and make predictions. <input type="checkbox"/> Final answers and or conclusions are supported by complete analysis of accurate data and information.
3 Evidence <i>Meets</i> Standard	<input type="checkbox"/> Frequently demonstrates a clear understanding of real world problems by using information and appropriate technology to frame questions and make predictions. <input type="checkbox"/> Final answers and or conclusions are supported by adequate analysis of accurate data and information.
2 Evidence <i>Partially</i> <i>Meets</i> Standard	<input type="checkbox"/> Occasionally demonstrates an understanding of real world problems by using information and technology to frame questions and make predictions. <input type="checkbox"/> Final answers and or conclusions are supported by incomplete analysis of data and information.
1 Evidence <i>Does Not</i> <i>Meet</i> Standard	<input type="checkbox"/> Rarely demonstrates an understanding of real world problems. <input type="checkbox"/> Weak use of information and technology to frame questions and make predictions. <input type="checkbox"/> Final answers and or conclusions are missing or not supported by data and information.

School Wide Rubric 4

Learning Expectation: Each Waterville Senior High School student shall be a responsible and involved citizen who

- **accepts responsibility for personal decisions and actions.**
- **demonstrates awareness of personal and community health and wellness.**

	Self Mastery/ Decision Making	Personal Health and Wellness	Community Health and Wellness
4 Evidence Exceeds Standard	<input type="checkbox"/> Identifies problems, accurately sees consequences and analyzes various solutions. <input type="checkbox"/> Tries several solutions and implements best.	<input type="checkbox"/> Accurately identifies and utilizes various resources in establishing healthful personal habits. <input type="checkbox"/> Develops, evaluates and effectively communicates a personal health and wellness plan. <input type="checkbox"/> Participates in a personal health and wellness plan.	<input type="checkbox"/> Actively involved in efforts to promote and advance community health and wellness.
3 Evidence Meets Standard	<input type="checkbox"/> Identifies some problems, sees some consequences and can analyze one perspective solution. <input type="checkbox"/> Works toward implementing solution.	<input type="checkbox"/> Accurately identifies or is aware of appropriate resources in the school and community to meet personal health and wellness needs. <input type="checkbox"/> Develops a personal health and wellness plan.	<input type="checkbox"/> Accesses or is aware of appropriate resources in the school and community to meet the health and wellness needs of peers, family, and others.
2 Evidence Partially Meets Standard	<input type="checkbox"/> Cannot see problems and has difficulty accurately seeing any consequences. <input type="checkbox"/> Solutions based on faulty idea of consequences.	<input type="checkbox"/> Demonstrates limited knowledge in identifying health and wellness resources <input type="checkbox"/> Gives incomplete or confused explanation of a personal health and wellness plan.	<input type="checkbox"/> Understands the need for and presence of services that promote community health and wellness.
1 Evidence Does Not Meet Standard	<input type="checkbox"/> Lets others make the decisions. <input type="checkbox"/> Cannot see any solutions. Misconception of role in the situation.	<input type="checkbox"/> Misunderstands personal health and wellness needs <input type="checkbox"/> Ignores, misinterprets the need for a personal health and wellness plan.	<input type="checkbox"/> Misunderstands community health and wellness needs.

School Wide Rubric 5

Learning Expectation: Each Waterville Senior High School student shall be an integrative and informed thinker.

	Evaluates and synthesizes information from multiple sources.	Applies ideas across disciplines.
4 Evidence Exceeds Standard	<ul style="list-style-type: none"> <input type="checkbox"/> Demonstrates an original idea that enhances student's knowledge of the subject through synthesis and evaluation of multiple sources. 	<ul style="list-style-type: none"> <input type="checkbox"/> Interprets information, integrates ideas or develops solutions that are exceptionally clear, coherent and cohesive. <input type="checkbox"/> Student product distinctly applied across three or more additional disciplines.
3 Evidence Meets Standard	<ul style="list-style-type: none"> <input type="checkbox"/> Demonstrates ability to develop an original point of view through examination and evaluation of multiple sources. 	<ul style="list-style-type: none"> <input type="checkbox"/> Presents information, connects ideas or develops solutions in a clear and coherent order. <input type="checkbox"/> Student product distinctly applied to two additional disciplines.
2 Evidence Partially Meets Standard	<ul style="list-style-type: none"> <input type="checkbox"/> Demonstrates limited ability to develop original ideas from research. Depends solely on secondary material and limited sources for insights into subject matter. 	<ul style="list-style-type: none"> <input type="checkbox"/> Reports information, arranges ideas or solutions into a simple pattern. <input type="checkbox"/> Student product distinctly applied to only one other discipline.
1 Evidence Does Not Meet Standard	<ul style="list-style-type: none"> <input type="checkbox"/> Demonstrates either little or no ability to develop original ideas from research and sources. Depends solely on secondary material and draws from it only obvious remarks about the subject matter. 	<ul style="list-style-type: none"> <input type="checkbox"/> Copies information, lists ideas or expresses solutions in a fragmentary manner without a clear or coherent order. <input type="checkbox"/> Student product not distinctly applied to other disciplines.

School Wide Rubric 6

Learning Expectation: Each Waterville Senior High School student shall make positive contributions to the community.

	Classroom Community	School Community	Outside Community*
4 Evidence Exceeds Standard	<input type="checkbox"/> Consistently promotes good classroom behavior by example. <input type="checkbox"/> No detentions or expulsions in the last two years of school.	<input type="checkbox"/> Classroom dues and "materials owed" account are current. <input type="checkbox"/> Participates and leads by example in school wide celebratory days (winter carnival, focus day, etc) <input type="checkbox"/> Volunteers time to class activities. <input type="checkbox"/> Participates in school service organizations	<input type="checkbox"/> Clear evidence of participation in civic groups outside the school with organizations such as the Boys and Girls club, church groups, veterans organizations, Boy and Girl Scouts, 4H, etc.
3 Evidence Meets Standard	<input type="checkbox"/> Occasionally promotes good classroom behavior by example. Behavior has never contributed to poor classroom community spirit. <input type="checkbox"/> No detentions or expulsions in the last two years of school.	<input type="checkbox"/> Classroom dues and "materials owed" accounts are current. <input type="checkbox"/> Volunteers time to class activities at least once a year. <input type="checkbox"/> Participates in at least one school service organization during one academic year.	<input type="checkbox"/> Self stated evidence of participation in a civic group outside the school with various organizations.
2 Evidence Partially Meets Standard	<p>At least one of the following:</p> <input type="checkbox"/> Occasionally promotes good classroom behavior by example. Behavior has never contributed to poor classroom community spirit. <input type="checkbox"/> No detentions or expulsions in the last two years of school.	<p>At least one of the following:</p> <input type="checkbox"/> Classroom dues and "materials owed" accounts are current. <input type="checkbox"/> Volunteers time to class activities at least once a year. <input type="checkbox"/> Participates in at least one school service organization during one academic year.	<input type="checkbox"/> Self stated evidence of participation in a civic group outside the school with various organizations.
1 Evidence Does Not Meet Standard	<input type="checkbox"/> May or may not meet some of the above standards.	<input type="checkbox"/> May or may not meet some of the above standards.	<input type="checkbox"/> No evidence offered of participation in any civic group outside of the school.

* Although "community" in this rubric is measured in three arenas, the learning expectations are clearly directed at the greater community outside the school. For this reason, some participation in non-school community organizations is necessary for even partial assessment. It is understood that this evidence will, in the majority of cases, be self-stated.

School Wide Rubric 7

Learning Expectation: Each Waterville Senior High School student shall demonstrate respectful and responsible behavior.

	Respectful Behavior	Responsible Behavior
4 Evidence Exceeds Standard	<ul style="list-style-type: none"> <input type="checkbox"/> Seeks out others opinions and tries to understand reasoning. <input type="checkbox"/> Does own work, gives others credit for their work. <input type="checkbox"/> Demonstrates trustworthiness in difficult situations. <input type="checkbox"/> Becomes advocate for others and for tolerant behavior. 	<ul style="list-style-type: none"> <input type="checkbox"/> Follows rules & stays on task until completed. <input type="checkbox"/> Accepts responsibility for self and encourages others. <input type="checkbox"/> Actively contributes to learning community. <input type="checkbox"/> Consistently demonstrates an outstanding work ethic. <input type="checkbox"/> Consistently demonstrates a high level of responsibility for own learning. (make-up work, coming in for extra help, paying attention in class, doing homework, etc.). <input type="checkbox"/> Consistently has a positive attitude and is a positive influence in the classroom.
3 Evidence Meets Standard	<ul style="list-style-type: none"> <input type="checkbox"/> Listens and respects others viewpoints and opinions sometimes, even if they disagree. <input type="checkbox"/> Does their own work and attempts to give others credit for theirs. <input type="checkbox"/> Demonstrates that they are trustworthy. <input type="checkbox"/> Treats all people fairly. 	<ul style="list-style-type: none"> <input type="checkbox"/> Follows rules and stays on task. <input type="checkbox"/> Accepts responsibility for own actions. <input type="checkbox"/> Contributes to learning community. <input type="checkbox"/> Consistently demonstrates a good effort. <input type="checkbox"/> Takes responsibility for own learning. <input type="checkbox"/> Has a positive attitude most of the time.
2 Evidence Partially Meets Standard	<ul style="list-style-type: none"> <input type="checkbox"/> Recognizes others viewpoints and opinions but struggles with differences of opinion other than their own. <input type="checkbox"/> Attempts work. Fails to credit others. <input type="checkbox"/> Mostly trustworthy. <input type="checkbox"/> Picks and chooses who to treat well. 	<ul style="list-style-type: none"> <input type="checkbox"/> Behaves and works only when teacher is present. <input type="checkbox"/> Beginning to recognize and accept responsibility for own actions. <input type="checkbox"/> Contributes when called upon. <input type="checkbox"/> Effort level varies or demonstrates moderate effort. <input type="checkbox"/> Level of responsibility for own learning varies or is beginning to take responsibility for own learning. <input type="checkbox"/> Has a positive attitude some of the time or attitude varies from day to day.
1 Evidence Does Not Meet Standard	<ul style="list-style-type: none"> <input type="checkbox"/> Struggles to recognize others viewpoints and opinions. "I centered." <input type="checkbox"/> Does not do their own work. Fails to credit others. <input type="checkbox"/> Not worthy of trust. <input type="checkbox"/> Only treats people well when it is to their advantage. 	<ul style="list-style-type: none"> <input type="checkbox"/> Detracts from learning community. <input type="checkbox"/> Blames others or does not recognize or accept responsibility for own actions. <input type="checkbox"/> Refuses to participate. <input type="checkbox"/> More effort needed. <input type="checkbox"/> Does not take responsibility for own learning. <input type="checkbox"/> Attitude detracts from the learning environment.

WATERVILLE SENIOR HIGH SCHOOL						
SCHOOL CALENDAR 2017 - 2018						
The letter P or W following a number indicates whether the day is a Purple or a White Day.						
If no letter follows, an explanation is listed to the right of the month.						
AUGUST/SEPTEMBER						
M	T	W	TH	F		
			24		24	New Staff In-Service
28	29	30	31P	1W	28 & 29	All Staff In-Service - Opening Day
H	5P	6W	7P	8W	30	First Day of School – Grade 9
11P	12W	13P	14W	15P	31	First Day of School All Students
18W	19P	20W	21P	22W	4	Labor Day - No School
25P	26W	27P	28W	29P		
OCTOBER						
M	T	W	TH	F		
2W	3P	4W	5P	6	5	Early Release
H	10W	11P	12W	13P	6	Faculty In-Service – No School
16W	17P	18W	19P	20W	9	Columbus Day – No School
23P	24W	25P	26W	27P		
30W	31P					
NOVEMBER						
M	T	W	TH	F		
		1W	2P	3W	3	1 st Quarter Ends
6P	7W	8P	9W	H	6 + 8	Parent Teacher Conferences
13	14P	15W	16P	17W	10	Veterans' Day – No School
20P	21W	X	H	X	13	Faculty In-Service - No School
27P	28W	29P	30W		22-24	Thanksgiving Recess - No School
DECEMBER						
M	T	W	TH	F		
				1P		
4W	5P	6W	7P	8W	22-29	Christmas Recess - No School
11P	12W	13P	14W	15P		
18W	19P	20W	21P	X		
X	X	X	X	X		
JANUARY						
M	T	W	TH	F		
H	2W	3P	4W	5P	1	New Year's Observed– No School
8W	9P	10W	11P	12W	15	Martin Luther King Jr. Day – No School
H	16	17	18	19	16-19	Mid-Year Exams
22P	23W	24P	25W	26P	19	2 nd Quarter Ends
29W	30P	31W				

WATERVILLE SENIOR HIGH SCHOOL						
SCHOOL CALENDAR 2017-2018						
The letter P or W following a number indicates whether the day is a Purple Day or a White Day.						
If no letter follows, an explanation is listed to the right of the month.						
FEBRUARY						
M	T	W	TH	F		
			1P	2	2	Faculty In-Service - No School
5W	6P	7W	8P	9W	19	Presidents' Day - No School
12P	13W	14P	15W	16P	19-23	Winter Vacation - No School
H	X	X	X	X		
26W	27P	28W				
MARCH						
M	T	W	TH	F		
			1P	2W	15	Early Release
5P	6W	7P	8W	9P	16	Faculty In-Service - No School
12W	13P	14W	15P	16	30	3rd Quarter Ends
19W	20P	21W	22P	23W		
26P	27W	28P	29W	30P		
APRIL						
M	T	W	TH	F		
2W	3P	4W	5P	6W	16	Patriots' Day - No School
9P	10W	11P	12W	13P	16-20	Spring Vacation - No School
H	X	X	X	X		
23W	24P	25W	26P	27W		
30P						
MAY						
M	T	W	TH	F		
	1W	2P	3W	4P	24	Early Release
7W	8P	9W	10P	11W	25	Faculty In-Service - No School
14P	15W	16P	17W	18P	28	Memorial Day - No School
21W	22P	23W	24P	25	29	Adult Education Graduation
H	29W	30P	31W			
JUNE						
M	T	W	TH	F		
				1P	7	Graduation - Colby College - 7 p.m.
4W	5P	6W	7P	8W	12-15	Final Exams
11P	12	13	14	15	15	4 th Quarter Ends
18					18	Faculty In-Service - No School
Unused snow days will be subtracted from end of this calendar						
Total Seat Days					178	
Snow Days					3	
Total In-Service					8	
Total Days Scheduled					183	

BLOCK SCHEDULE

Meetings, make-up work, academic tutoring	7:15 – 7:45
BLOCK #1 (Period 1 ends 8:24) (Period 2 starts 8:26)	7:50 – 9:00
BREAK	9:00 – 9:10
BLOCK #2 (Period 3 ends 9:44) (Period 4 starts 9:46)	9:10 – 10:20
Passing Time	10:20 – 10:23
S.W.A.P.	10:23 – 11:05
For MMTC morning students: Remediation:	10:50—11:05
For MMTC afternoon students: Remediation:	10:23—10:38
Afternoon MMTC student lunch:	10:41 – 11:05
Passing Time	11:05 – 11:08
Advisory	11:08 – 11:18
Passing Time	11:18 – 11:21
BLOCK #3 (Period 5 ends at 11:58) (Period 6 starts at 12:25)	11:21 – 11:48 A 11:58 – 12:25 B 12:34 – 1:02 C
Passing Time	1:02 – 1:05
BLOCK #4 (Period 7 ends at 1:39) (Period 8 starts at 1:41)	1:05 – 2:15

Vocational Students

Morning MMTC: Class 8:27 a.m. – 10:45 a.m., SWAP 10:50—11:05
Afternoon MMTC: SWAP: 10:23—10:38, Lunch 10:41– 11:05, Advi 11:08-11:18,
and MMTC Class 11:21 a.m.– 1:45 p.m.

ASSEMBLY SCHEDULE

Meetings, make-up work, academic tutoring	7:15 – 7:45
BLOCK #1 (Period 1 ends 8:24) (Period 2 starts 8:26)	7:50 – 9:00
BREAK	9:00 – 9:15
BLOCK #2 (Period 3 ends 9:44) (Period 4 starts 9:46)	9:10 – 10:20
Passing Time	10:20 – 10:23
ASSEMBLY	10:23 – 11:15
Passing Time	11:15 – 11:18
BLOCK #3 (Period 5 ends at 11:58) (Period 6 starts at 12:25)	11:15 – 11:45 A 11:58 – 12:25 B 12:34 – 1:02 C
Passing Time	1:02 – 1:05
BLOCK #4 (Period 7 ends at 1:39) (Period 8 starts at 1:41)	1:05 – 2:15

Vocational Students

Morning MMTC: Will attend vocational program from 8:27 until 10:23 and then attend assembly.

Afternoon MMTC: Will eat A Lunch and will attend vocational program from 11:35 to 1:45.

EARLY RELEASE SCHEDULE

Meetings, make-up work, academic tutoring	7:15 – 7:45
BLOCK #1 (Period 1 ends at 8:11) (Period 2 starts at 8:14)	7:50 – 8:35
BREAK	8:35 – 8:45
BLOCK #2 (Period 3 ends at 9:06) (Period 4 starts at 9:09)	8:45 – 9:30
Passing Time	9:30 – 9:33
ADVISOR/ADVISEE	9:33 – 9:53
Passing Time	9:53 – 9:56
BLOCK #3 (Period 5 ends at 10:17) (Period 6 starts at 10:20)	9:56 – 10:41
Passing Time	10:41 – 10:44
BLOCK #4 (Period 7 ends at 11:05) (Period 8 starts at 11:09)	10:44 – 11:30

Vocational Students

Morning MMTC: Will attend vocational program until 9:30, report for A/A at 9:33, and attend WSHS classes the last two blocks of the day.

Afternoon MMTC: Will attend the first two blocks of classes and A/A at WSHS.
Vocational attendance is optional.

PEP RALLY SCHEDULE

Meetings, make-up work, academic tutoring	7:15 – 7:45
BLOCK 1 (Period 1 ends 8:26) (Period 2 starts 8:28)	7:50 – 9:00
BREAK	9:00 – 9:10
BLOCK 2 (Period 3 ends 9:41) (Period 4 starts 9:43)	9:10 – 10:15
Passing Time	10:15 – 10:18
ADVISOR/ADVISEE	10:18 – 10:32
Passing Time	10:32 – 10:36
BLOCK 3 (Period 5 ends at 11:10) (Period 6 starts at 11:40)	10:35 – 11:05 A 11:10 – 11:40 B 11:42 – 12:12 C
Passing Time	12:12 – 12:15
BLOCK 4 (Period 7 ends at 12:46) (Period 8 starts at 12:48)	12:15 – 1:20
PEP RALLY	1:20 – 2:15

Vocational Students

Morning MMTC: Will attend vocational program from 8:27 until 10:15 and then report to A/A.

Afternoon MMTC: Will eat Lunch A, attend vocational program from 11:21 to 1:20, and then attend pep rally.

ONE HOUR DELAY SCHEDULE

Meetings, make-up work, academic tutoring	8:15 – 8:45
BLOCK 1 (Period 1 ends at 9:19) (Period 2 starts at 9:21)	8:50 – 9:50
BREAK	9:50 – 10:00
BLOCK 2 (Period 3 ends at 10:29) (Period 4 starts at 10:31)	10:00 – 11:00
Passing Time	11:00 – 11:04
ADVISOR/ADVISEE	11:04 – 11:20
Passing Time	11:20 – 11:24
BLOCK 3 (Period 5 ends at 12:05) (Period 6 starts at 12:33)	11:24 – 11:52 A 12:05 – 12:33 B 12:42 – 1:10 C
Passing Time	1:10 – 1:15
BLOCK 4 (Period 7 ends at 1:44) (Period 8 starts at 1:46)	1:15 – 2:15

Vocational Students

MMTC does not run a delay schedule.

Morning MMTC: Will attend vocational program from 8:50 until 10:45.

Afternoon MMTC: Will eat Lunch A and attend vocational program from 11:52 to 1:45.

MID-YEAR EXAM SCHEDULE

Tuesday, January 16	8 – 9:30	Purple Block 1 Exam
	10 – 11:30	Purple Block 2 Exam
	12:30 – 2	Make-Up Exams
Wednesday, January 17	8 – 9:30	Purple Block 3 Exam
	10 – 11:30	Purple Block 4 Exam
	12:30 – 2	Make-Up Exams
Thursday, January 18	8 – 9:30	White Block 1 Exam
	10 – 11:30	White Block 2 Exam
	12:30 – 2	Make-Up Exams
Friday, January 19	8 – 9:30	White Block 3 Exam
	10 – 11:30	White Block 4 Exam
	12:30 – 2	Make-Up Exams

FINAL EXAM SCHEDULE

Tuesday, June 12	8 – 9:30	Purple Block 1 Exam
	10 – 11:30	Purple Block 2 Exam
	12:30 – 2	Make-Up Exams
Wednesday, June 13	8 – 9:30	Purple Block 3 Exam
	10 – 11:30	Purple Block 4 Exam
	12:30 – 2	Make-Up Exams
Thursday, June 14	8 – 9:30	White Block 1 Exam
	10 – 11:30	White Block 2 Exam
	12:30 – 2	Make-Up Exams
Friday, June 15	8:00 – 9:30	White Block 3 Exam
	10:00 – 11:30	White Block 4 Exam
	12:30 – 2	Make-Up Exams

Final and mid-year examinations will be given to all students. The only exceptions are that seniors with a cumulative average of 85 or higher in any individual course shall be excused from the final examination for that course, and students taking an AP exam may be exempt from taking a final in that course at teacher discretion.

All students are expected to be in class for their assigned mid-year and final exams. Teachers are expected to keep students in their rooms for the full block. If a student is absent for an exam, the student must obtain written permission from the principal or assistant principal to reschedule it. Permission will only be given for an excused absence. Students have up to 10 minutes to enter the classroom to take the exam. Missed time will not be added to the end of the block. After 10 minutes, students must obtain written permission from the principal or assistant principal to reschedule it. Permission will only be given for an excused tardy.

Dates above are subject to change based on the number of snow days used. If school is canceled on a day when exams are scheduled, the exams that would have been given on the canceled day will be given on the day students return to school and exams will run a day longer than originally scheduled. If school is delayed for one hour, the exam schedule will also be delayed for an hour.

Vocational students are to take WSHS exams at the scheduled time and may attend their afternoon classes.

Seniors must complete all exams, including make-ups, by May 31st. Eligibility for graduation will be determined based on grades as they stand at the end of the school day on May 31st.

ACADEMIC HONESTY

A student is expected to be the author of all work (including but not limited to quizzes, tests, papers, laboratory work, art projects, speeches, etc.) he/she submits or presents, whether for a grade or not. By seeking credit or recognition for work that is not his/her own, a student engages in an act of academic dishonesty that is a serious offense in an academic community. There are two kinds of academic dishonesty: cheating and plagiarism.

Cheating includes giving or receiving assistance on an examination, quiz or assignment in a way not specifically permitted by the instructor. Plagiarism includes the use of another's scholarship, words, ideas or artistic product without proper citation or acknowledgment.

If a student is caught cheating or plagiarizing:

1. The teacher will inform the parent/guardian.
2. The student will receive a zero for the assignment.
3. The administration will notify:
 - a. Other faculty members who have the student in class.
 - b. The student's advisor.
 - c. The student's guidance counselor.
(depending on the severity and frequency of offenses, colleges and universities may have to be notified of cheating or plagiarism).
 - d. The Renaissance Committee Chairperson.
(cheating or plagiarism makes a student ineligible for most Renaissance Awards).
 - e. The National Honor Society Advisor.
(cheating or plagiarism is grounds for non-admittance or expulsion from NHS).
 - f. The Awards & Scholarships Committee Chairperson.
4. Subsequent offenses will include:
 - a. The same consequences as a first offense.
 - b. The student receiving 5 demerits.
 - c. Additional consequences at the discretion of the administration.

ACADEMIC SCHEDULES

Schedules for the following school year are distributed to students in May/June. The guidance office will publish a deadline for course change requests. This is done by contacting the guidance office. Course change requests will not be honored once classes begin in August.

If a student feels he/she has been misplaced in an academic class he/she should discuss the situation with the teacher. If the teacher is in agreement he/she will contact the parent/guardian to seek approval. The teacher will then submit a course change form to the guidance office and the change will be initiated if possible. In most cases, the student will be involved in the actual change of classes.

A great deal of effort is made by the administration and guidance staff to maintain class sizes that are as equal and fair as possible. Therefore, teacher requests by students and parents are not allowed. Students may not adjust their classes in order to have late arrival or early dismissal.

ADVISOR/ADVISEE PROGRAM

The Advisor/Advisee Program has been implemented to address several critical issues for students and faculty at Waterville Senior High School. Specifically, those issues include, but are not limited to the following:

- Relationships: peers and adults
- Career preparation
- Building leadership capacity
- Connecting with the community
- Ethical behavior: peers and adults
- Sharing academic information
- Student advocacy

The Advisor/Advisee Program takes place every day from 11:08 a.m. to 11:18 a.m. Announcements are made regarding activities and issues in our school during this time.

ALCOHOL, TOBACCO AND OTHER DRUGS POLICY JFCH

I. PHILOSOPHY

The Waterville Public School System is committed to developing and implementing programs related to the use and abuse of controlled and/or illegal substances. Recognizing that all students, faculty and staff may be adversely affected it is imperative that the Waterville Public Schools engage in a variety of activities and strategies designed to promote and/or model positive behaviors while educating all as to the adverse consequences associated with the inappropriate or illegal use of such substances. The Waterville Public School System is dedicated to providing a safe, healthy, productive learning environment free from alcohol, tobacco and illegal substances. Accomplishing this goal requires a cooperative effort among school staff, students, parents, law enforcement, and organizations concerned with the healthy development of all students entrusted into our care.

The Waterville Public School System actively promotes safety and wellness throughout our school system. The Waterville Public School System will assist students and parents to become more knowledgeable about the dangers associated with the use of various substances. To promote a quality-learning environment, the System endorses an approach to (1) prevent, discourage and eliminate drug use by students by addressing prevention by education, (2) intervene with an emphasis on assessment and treatment and (3) discipline.

II. POLICY

While on school property, while on a school sponsored activity or while that person's conduct directly interferes with the operation, welfare or educational environment of any school within the system, no student shall:

- possess, use or distribute cigarettes, chewing tobacco, "snuff", other tobacco products, or any look alike substances including but not limited to e-cigarettes, and vape pens.
- illegally possess, use, distribute or be under the influence of any alcoholic beverage, malt beverage, fortified wine, or other intoxicating liquor.
- possess, use, distribute or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana,

inhalants, drug paraphernalia, anabolic steroid, any other controlled substance, any look-alike substance that is represented to be a controlled substance.

Students involved with athletic or co-curricular activities refer also to Section VI.

It is not a violation for a student to be in the possession of a legally defined drug specifically prescribed for the student's own use by any person legally authorized to prescribe drugs.

III. PROCEDURE FOR STUDENTS

Students found to be in violation of this policy with respect to tobacco products shall be exposed to the following sanctions:

- First Offense:
- a. Any related materials will be confiscated,
 - b. Parents/guardians will be notified,
 - c. School Resource Officer or local law enforcement will be notified,
 - d. The school will provide student and parents/guardians with referral information regarding local tobacco cessation programs.
 - e. The student will be suspended for two schools days. The suspension will be reduced to one day if the student agrees to participate in an administrator approved education / cessation program.

Second Offense:

In addition to sanctions a., b., c., and d. listed above under First Offense there shall be added:

- e. The student will be suspended for four school days. The suspension will be reduced to two days if the student agrees to participate in an administrator approved education / cessation program.

Third Offense:

In addition to sanctions a., b., c., and d. listed above under First Offense there shall be added:

- e. The student will be suspended for six school days. The suspension will be reduced to 4 days, if the student agrees

to complete ten hours of community service. These hours shall not fulfill any additional requirements, graduation or otherwise.

Students found to be in violation of this policy with respect to alcohol or controlled or illegal substances shall be exposed to the following sanctions:

First Offense:

- a. Any related materials will be confiscated,
- b. Parents/guardians will be notified,
- c. School Resource Officer or local law enforcement will be notified,
- d. The student will be suspended for four school days. The suspension will be reduced to two days if the student agrees to participate in an administrator approved education / intervention program.

Second Offense:

- In addition to sanctions a., b., c., and d. listed above under First Offense there shall be added
- e. The student will be suspended for six school days. The suspension will be reduced to four days if the student can provide evidence or proof of having consulted with a health care provider, regarding the student's use or possession of the prohibited substance.

Third Offense:

- In addition to sanctions a., b., c., and d. listed above under First Offense there shall be added:
- e. The student will be suspended for ten school days. At the discretion of the Building Administrator, if the student provides evidence of having consulted with a health care provider regarding the student's current use of the prohibited substance, the suspension will be reduced to six days if the student agrees to follow the recommendation of the health care provider and also agrees to complete twenty hours of community service. These hours shall not fulfill any additional requirements, graduation or otherwise.
 - f. The student will be referred to the Superintendent; under certain conditions, the Superintendent may request a more

- in-depth meeting with the student's parent or legal guardian and/or nurse or counselor. The Superintendent may set a re-entry plan that must be followed prior to the student returning to school,
- g. The student and parents or legal guardian may be required to appear before the Waterville Board of Education for an expulsion hearing.

IV. REFERRAL PROCEDURES

The following procedures are intended to assist any student who may be affected directly or indirectly with alcohol, tobacco and other drugs. The students should feel safe coming forward with his/her concerns. All referrals will be processed through the School Nurse/Substance Abuse Counselor or designated staff member who will maintain confidentiality while providing assistance, help with community referrals to appropriate treatment/intervention programs, and be responsible for general education of students on the dangers associated with drug use.

Student Assistance is the goal. District staff needs to inform students that disclosing information about a peer is actually helpful. The important message is that it is not okay to use; but if someone needs help, it is safe to seek that help.

Self-referral:

- a. A student who believes that he or she has a substance abuse problem may contact the substance abuse counselor, school nurse, or other designated person to get help.
- b. A student may be referred by another student, parent, teacher, or administrator.
- c. A self-referral will not prevent disciplinary action based on a report from a source other than the student, which leads to the discovery of a violation.
- d. Self-referrals provide student assistance for a substance abuse problem.

Community Referral:

- a. Any reported violation of this policy from the community will be reported to the Principal for investigation.
- b. Any reported violation of this policy from the community will be reported to the substance abuse counselor, school nurse or other designated staff person for appropriate education, assessment

and intervention; such referral will be made independent from any disciplinary investigation.

V. DISTRIBUTION OR SALE OF ALCOHOL OR OTHER DRUGS

Distribution or sale of alcohol, drugs or other controlled or illegal substance(s) will result in a referral to the Superintendent of School for appropriate action.

VI. CO/EXTRA-CURRICULAR ACTIVITY

Participants in all athletic or extra-curricular activities will follow the Waterville Public School procedures regarding signing contracts. The contract takes effect on the date it is signed by the student and parent/guardian and will remain in effect throughout the student's high school career as follows:

1. The contract is valid and binding through the last day of school scheduled for all students.
2. The contract is not valid or binding during the summer. For purposes of this policy summer is defined as the time between the last day of school scheduled for all students and either the first day of summer preseason for students whose team/club meets during that time or the first day of school for all others who previously signed a contract but whose team/club does not meet during the summer preseason.
3. The contract becomes valid and binding once again beginning on either the first day of summer preseason for students whose team/club meets during that time or on the first day of school for all others who previously signed a contract but whose team/club does not meet during the summer preseason.

If the student is not currently participating in an athletic activity at the time of the offense, any penalty will be served during the next athletic activity that the student participates in.

If any substantive change is made to contracts, they will be reissued to all students participating in athletic and extra-curricular activities.

*Violations will be accumulated within one school such that when a student changes school(s) he starts with a clean slate, except that

sanctions from other schools currently being served will be enforced. Exceptions may be made for junior high students transitioning into Waterville Senior High School at the discretion of both junior high and Waterville Senior High School Administrators.

*Law enforcement will be notified of all illegal activity.

*The sanction applies to all activities in which the student is involved.

*Any Athlete who is a team captain, found to be in violation of this policy, will lose their captain's position.

First Offense: (alcohol, marijuana, tobacco products or any look alike substances including but not limited to e-cigarettes, vape pens, and other drugs)

The student will be suspended from all activities athletic/non-athletic or both, whichever the case may be, for one calendar year from date of offense, unless the student agrees to:

Attend an administrator-approved program. Participation in the appropriate program will reduce their penalty to a 20% suspension for athletics and twenty hours of community service for non-athletic activities, half of which must be completed before participation of any public performance or activity.

For athletes, the 20% suspension will be defined as 20% of Maine Principals' Association (M.P.A.) countable games. The season ending banquet will be considered an M.P.A. countable game for purpose of serving a penalty but not for computation of the 20% penalty. Athletes may not return to any competition until the 20% M.P.A. game suspensions have been met. Students must agree, in writing, to attend the next scheduled administrator approved program. The 20% suspension must be served immediately. If the date of the next available administrator approved program is known and this date conflicts with scheduled games, adjustments may be made to the order of suspended games, so that the athlete is not penalized more than 20%. Athletes will be required to practice and travel with the team during this suspension but shall be out of uniform.

For non-athletics, the student must complete twenty hours of approved community service, half of which (ten hours) must be completed before any public performance.

EXAMPLE for athletic activities:

Varsity basketball has 18 countable games $\times .20 = 3.6$, or 4 games suspension (Round up or down to the nearest whole number.) A violation occurs before and two games of suspension are served then. During all subsequent Christmas tournament games the suspension is still active, thus, the athlete is still ineligible to participate. After Christmas break, the last two countable games are served and the game suspension is over.

Second Offense: (alcohol, marijuana, tobacco products or any look alike substances including but not limited to e-cigarettes, vape pens, and other drugs)

The student will be suspended from all activities athletic/non-athletic or both, whichever the case may be, for one calendar year from date of offense, unless the student agrees to:

- A. An evaluation from a health care provider, which will be paid for by the student-athlete or his/her parent or legal guardian. In cases of serious financial hardship to the student or the student's family, WPS may arrange for the evaluation at the school's expense. The student must follow the recommendation of the counselor.
- B. A Community service obligation of 45 hours. (This must be completed prior to regaining eligibility).
- C. Drug testing for the remainder of his/her career at WSHS. All tests will be paid for by the student-athlete or his/her parent or legal guardian. In cases of serious financial hardship to the student or the student's family, WPS may arrange for the testing at the schools expense.

Provided that steps A-C have been followed, the penalty will be reduced to 95 school days for all activities.

Third Offense: (alcohol, marijuana, tobacco products or any look alike substances including but not limited to e-cigarettes, vape pens, and other drugs)

The student will be suspended from all activities athletic/non-athletic or both, whichever the case may be, for the remainder of their career at the school the student attended at the time of the offense. After two calendar years, an appeal may be made to the Building Administration for reinstatement.

VII. COMMUNICATION OF POLICY

This policy shall be printed in student handbooks. Acknowledgment of review and an understanding of this policy shall be signed by parents/legal guardians on the emergency card and returned to the school where they shall be kept on file by the school unit. Tobacco free signs will be posted at all entrances of school buildings, school playgrounds and athletic fields and announcements of our drug free campus will be made at the beginning of each event.

ASSEMBLIES

Attendance at all assemblies is expected for all students and staff.

- There should be minimum talking upon entering and exiting the auditorium and all talking should cease when the person leading the assembly approaches the podium.
- Courteous attention to the assembly program is expected of all students. Approval may be expressed by applause.
- Students are required to sit in their assigned area with their advisor.
- Students who have to be removed from an assembly will be subject to disciplinary action. Administrators have the authority to bypass the progressive nature of the disciplinary policy based on the seriousness of the offense.

ATTENDANCE POLICY JE (1)

It is the joint responsibility of the school, the student, and the student's family to assist students in the development of responsible habits of punctuality and attendance. A student's participation in classroom activities is a vital part of his/her education and contributes in a positive way which cannot be adequately replicated outside of the classroom.

Every student has a limited number of allowable absences. The figures below represent total absences (the total of both excused and unexcused absences):

- Semester course meeting every other day = 5 absences
- Semester course meeting every day = 10 absences
- Full-year course meeting every other day = 10 absences
- Full-year course meeting every day = 20 absences

Students will receive an EDD for every absence (excused or unexcused) that exceeds the limits set out above. Students exceeding the absentee limits will not receive demerits.

Absences due to school sponsored activities (athletic contests, drama productions, field trips, etc.) will not be counted toward total absences.

Work missed due to an unexcused absence can be made up, however the best grade a student can receive on such an assignment is 50%.

Under exceptional circumstances, the At Risk/Attendance Committees may recommend to the administration that certain absences be waived. To initiate this process, the student must submit an Absence Waiver Form to the appropriate At-Risk/Attendance Committee explaining why the absence(s) should be waived.

If a student misses more than 30 minutes of an 70 minute class due to either being tardy or being dismissed, the student is considered absent. If a student misses more than 15 minutes of a 40 minute class due to either being tardy or being dismissed, the student is considered absent.

COMPULSORY ATTENDANCE

Under state law, full-time school attendance is required of all children from their 7th to their 17th birthday except:

1. A person who graduates from high school before that person's 17th birthday;
2. A person who has matriculated and is attending an accredited, post-secondary, degree-granting institution as a full-time student. The commissioner must approve an exception to the attendance in public school under this paragraph.
3. A person who has:
 - a. Reached the age of 15 years or completed the 9th grade;
 - b. Permission to leave school from that person's parent/legal guardian;
 - c. Been approved by the principal for a suitable program of work and study or training;
 - d. Permission to leave school from the School Board or its designee; and
 - e. Agreed in writing with that person's parent/legal guardian and the School Board or its designee to meet annually until that person's 17th birthday to review that person's educational needs. When the request to be excused from school has been denied pursuant to this paragraph, the student's parent/legal guardian may appeal to the commissioner.

MAKE-UP WORK

In accordance with procedures established by the high school administration and faculty, class work may be made up for all excused absences. Work missed due to an unexcused absence can be made up, however the best grade a student can receive on such an assignment is 50%. Make-up work must be completed within a specific time frame. Students will receive the same number of color days (purple or white) that they were absent. Teachers and students may arrange to extend the deadline for make-up work by mutual agreement.

Pre-assigned work (work due on the day of an absence or scheduled before the student's absence) must be passed in on the day the student returns to school.

It is important that some long term assignments are passed in on time regardless of circumstances. If a teacher classifies an assignment as such in writing, then it is due on the specified date regardless of whether

a student is in school or not. Such assignments will be the exception rather than the rule.

Make-up work and assignments will not necessarily be the same as assignments initially completed in the classroom. For assignments that cannot reasonably be replicated, an alternative assignment will be given or the student will be exempt.

1. Scenario: A student has excused absences on Monday (purple) and Tuesday (white).
 - a. Purple Day Resolution:
 - i. Pre-assigned work: Due when the student returns to school on Wednesday. Material for block 1 is due block 1, material for block 2 is due block 2, etc.
 - ii. Missed work: The student has the next purple day (Wednesday) to make up the work, so it is due in class on Friday.
 - b. White Day Resolution:
 - i. Pre-assigned work: Due when the student returns to school on Wednesday. It is the student's responsibility to turn in the work to the teacher even though class does not meet that day.
 - ii. Missed work: The student has the next white day (Thursday) to make up the work, so it is due in class on Monday.
2. Scenario: A student misses an entire class because he is dismissed for an athletic contest, a drama production, a field trip or any school sponsored activity.

Resolution: Students are responsible for meeting all deadlines. If work is due for the class missed, the student must turn it in before he leaves. If a homework assignment is given that is due for the next class, the student must have his homework ready to turn in for the next class.
3. Scenario: A student attends class but does not pass in assignment because she left it at home (or because the dog ate it).

Resolution: The attendance policy only addresses work missed due to absence. Consequences for missed work not due to absence remain the prerogative of individual classroom teachers.

HABITUAL TRUANCY

Under Maine law, the school board is required to enforce the truancy laws of the state and has elected principals to serve as attendance coordinators. A student is habitually truant if the student is subject to compulsory attendance law and has attained the equivalent to 10 full days of unexcused absences or seven consecutive school days of unexcused absences during the school year.

Alternatives to attendance at public day school

1. A person shall be excused from attending public day school if the person obtains equivalent instruction alternatives are as follows:
 - a. A private school approved for attendance purposes pursuant to section 2901
 - b. A private school recognized by the department as providing equivalent instruction
 - c. A manner approved by the commissioner pursuant to subparagraph (2) or
 - d. Any other manner arranged for by the School Board and approved by the commissioner
2. A student is credited with attendance at a private school only if a certificate showing the name, residence and attendance of the person at the school, signed by the person or persons in charge of the school, has been filed with the school officials of the administrative unit in which the student resides.
3. A person may obtain approval of equivalent instruction under rules established by the commissioner for equivalent instruction through home instruction.

Excusable absence (per State of Maine statute)

A person's absence is excused when the absence is for the following reasons:

1. Personal illness
2. An appointment with a health professional that must be made during the regular school day
3. Observance of a recognized religious holiday when the observance is required during the regular school day
4. A family emergency
5. A planned absence for a personal or educational purpose, which has been pre-approved
6. Education disruption resulting from homelessness, unplanned psychiatric hospitalization, unplanned hospitalization for a medical emergency, foster care placement, youth development center

placement or some other out-of-district placement that is not otherwise authorized by either an individualized education plan or other education plan or a superintendent's agreement developed in accordance with section 5205, subsection 2. This paragraph does not apply to a student who is out of school for 10 or more consecutive school days as a result of a planned absence for a reason such as a family event or a medical absence for planned hospitalization or recovery.

ATTENDANCE MAILBOX

If your student will be absent or tardy leave a message for the Attendance Clerk at extension 1, day or night. For an absence to be excused, it must:

1. Meet one of the criteria established in state statute (above).
2. Be communicated to main office personnel either face to face, via the attendance mailbox, or with a note. Students missing school for a formal appointment (doctor's appointment, court date, etc.) must submit a note from the doctor, court, etc., upon their return to school.
3. Be communicated to main office personnel no later than the day your student returns to school.

Work missed due to an unexcused absence can be made up, however the best grade a student can receive on such an assignment is 50%.

Dismissals cannot be arranged through the attendance mailbox. For reasons of safety and security, dismissals require either a note from the parent/guardian or for the parent/guardian to come into the main office. A note submitted prior to the start of the school day is preferred as it minimizes classroom disruptions and allows the student to be ready and waiting when the parent/guardian arrives.

ATTENDANCE-PLANNED ABSENCES

Planned absences for personal and/or educational purposes are limited to five consecutive school days, must be requested five school days in advance in writing with a Planned Absence Form, and must be approved by the Principal or Assistant Principal in accordance with procedures established by the high school administration. A student must be passing all of his or her classes in order for a Planned Absence Form to be

approved. An absence for personal and/or educational purposes that has NOT been approved will result in an unexcused absence. Work missed due to an unexcused absence can be made up, however the best grade a student can receive on such an assignment is 50%.

If work missed during a planned absence is provided to the student in advance and in a timely manner, it is due upon the student's return to class from the planned absence. For purposes of this paragraph, a timely manner is at least two full school days prior to the planned absence. For example, if a student's planned absence is from Monday to Friday, teachers should have the work to the student by the end of the Wednesday prior to the planned absence. If work is not provided in a timely manner, the student will have the same number of color days (purple or white) that they were absent to make up the work after the planned absence.

ATTENDANCE-TARDINESS/DISMISSAL

Tardy to school:

Every student may be tardy to school 10 times per semester regardless of the day. Students will receive an EDD for every time he or she is tardy (excused or unexcused) after that.

Tardy to class (once students have arrived to school for the day):

First Offense: Verbal warning

Second Offense: Teacher detention and phone call home

Third Offense: Office referral – EDD (extended day detention)

For the purposes of consequences, tardy counts are reset at the semester.

Students who arrive at school after 7:50 a.m., or have to be dismissed early for any reason, MUST check in and out with the main office to receive proper slips/passes. To minimize class disruption, the parent is to send a note in with the student to obtain a dismissal pass from the main office when arriving at school. Parents must pick up their student in the main office. Students who leave school without permission will receive consequences according to the Demerit Chart.

BOMB THREATS

Making a bomb threat is a crime under Maine law. Any student suspected of making a bomb threat shall be reported to law enforcement authorities for investigation and possible prosecution. Apart from any penalty imposed by law, and without regard to the existence or status of criminal charges, a student who makes a bomb threat shall be subject to disciplinary action by the school.

The administration may suspend and/or recommend for expulsion any student who makes a bomb threat. The making of a bomb threat will be considered deliberately disobedient and deliberately disorderly within the meaning of 20-A M.R.S.A. § 1001(9) and will be grounds for expulsion if found necessary for the peace and usefulness of the school.

In addition, a student who is found after a hearing by the Board to have brought a bomb to school shall be expelled from school for at least one year in accordance with 20-A M.R.S.A. § 1001(9-A) and Policy JICIA, except that the Superintendent may modify the requirement for expulsion based on individual circumstances. A student who has been identified through the IEP process as having disability and whose conduct in violation of this policy is related to the disability shall be disciplined as provided in Policy JKF.

***With all disciplinary action, administrators reserve the right to modify penalties of infractions depending on the severity of the incident.**

BULLYING POLICY JICK

The Board believes that bullying, including cyber bullying, is detrimental to student well-being and to student learning and achievement. It interferes with the mission of the schools to educate their students and disrupts the operations of the schools. Bullying affects not only students who are targets but also those who participate in and witness such behavior.

Bullying Prohibited

Bullying, including "cyber bullying," is not acceptable conduct in Waterville Public Schools and is prohibited. Retaliation for the reporting of incidents of such behavior is also prohibited.

In adopting this policy, it is not the Board's intent to prohibit students from expressing their ideas, including religious, political and philosophical views that may offend the sensibilities of others, or from engaging in civil debate. However, the Board does not condone and will take action in response to conduct that directly interferes with students' rights at school under applicable laws or with the educational mission, operations, discipline or general welfare of the schools.

Definition of Bullying

"Bullying" and "cyber bullying" have the same meaning in this policy as in Maine law:

Bullying

"Bullying" includes, but is not limited to a written, oral or electronic expression or a physical act or gesture or any combination thereof directed at a student or students that:

- A. Has, or a reasonable person would expect it to have, the effect of:
 1. Physically harming a student or damaging a student's property;
or
 2. Placing a student in reasonable fear of physical harm or damage to his/her property;

- B. Interferes with the rights of a student by:
 1. Creating an intimidating or hostile educational environment for the student; or
 2. Interfering with the student's academic performance or ability to participate in or benefit from the services, activities or privileges provided by the school; or

- C. Is based on:
 1. A student's actual or perceived characteristics identified in 5 MRSA § 4602 or 4684-A (including race; color; ancestry; national origin; sex; sexual orientation; gender identity or expression; religion; physical or mental disability) or other distinguishing personal characteristics (such as socioeconomic status; age; physical appearance; weight; or family status); or
 2. A student's association with a person with one or more of these actual or perceived characteristics or any other distinguishing characteristics; and that has the effect described in subparagraph A. or B. above.

Cyber bullying

“Cyber bullying” means bullying through the use of technology or any electronic communication, including but not limited to, a transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted by the use of any electronic device including, but not limited to, a computer, telephone, cellular telephone, text messaging device or personal digital assistant.

Application of Policy

This policy applies to bullying that:

- A. Takes place at school or on school grounds, at any school-sponsored or school-related activity or event or while students are being transported to or from school or school-sponsored activities or events; or
- B. Takes place elsewhere or through the use of technology, but only if the bullying also infringes on the rights of the student at school as set forth in the definition of “bullying.”

Consequences for Policy Violations

Students

Students who violate this policy may be subject to disciplinary action which may include suspension, expulsion or a series of graduated consequences including alternative discipline or other behavioral interventions.

The Board retains the right to impose disciplinary consequences for bullying and other conduct that occurs at any time or place that substantially disrupts the instructional program, operations of the schools or welfare of students.

Any student violating this policy may also be subject to civil or criminal penalties.

School Employees and Others

Administrators, professional staff and all other employees who violate this policy may be subject to disciplinary action up to and including dismissal, and in accordance with any applicable collective bargaining agreements.

Volunteers, contractors and visitors who violate this policy will be excluded from school property until the Superintendent is satisfied that the person will comply with Maine's bullying law and this policy.

Any person violating this policy may also be subject to civil or criminal penalties.

Any school-affiliated organization that authorizes or engages in bullying or retaliation is subject to forfeiture of Board approval/sanctioning and/or suspension or revocation of its permission to operate on school grounds.

Staff Training

Waterville Public Schools will provide professional development and staff training in bullying prevention and response.

Delegation of Responsibility

The Superintendent will designate the school principal and/or other school personnel to be responsible for implementation/enforcement of this policy and associated procedures on the school level. The Superintendent/designee will be responsible for developing and implementing procedures in accordance with applicable law to implement this policy.

Dissemination of Policy

This policy, any associated administrative procedures and the names of the person(s) responsible for implementing the policy/procedure at the school level will be provided, in writing to students, parents/legal guardians, school employees and volunteers in handbooks, and on the school unit's website and by such other means (if any) as may be determined by the Superintendent.

CANCELLATION

If for any reason school is canceled, announcements to that effect will be made on radio stations WTVL (1490 AM) (98.5 FM), WSKW (1150 AM), WABK (1280AM) WMME (92 Moose), and WEZQ (92.9). TV stations: WABI (5), WCSH (6), WVII (7), WMTW (8), WGME (13).

CLASS DUES

In order to offset the cost of class activities, students are expected to pay class dues according to the schedule below. Students are not eligible for parking privileges, senior privileges, or participation in the commencement ceremony if they have not paid their class dues (or any other outstanding obligations). Permission of the administration and permission of the students in the class in the form of a secret ballot vote must be obtained in order to increase or decrease class dues.

Freshmen	\$5
Sophomores	\$5
Juniors	\$10
Seniors	\$10
Total	\$30

CO-CURRICULAR ACTIVITIES

Art Club	Goulet
Band, Jazz	Barre
Band, Pep	Barre
Band, Pit	Barre
Book Club	Letourneau
Drama & Thespian Clubs	Giguere
Green Team	Letourneau
Homeroom Buddies	Casoria
Junior Classics League	Metcalf
Key Club	L'Heureux
Math Team	Rivard
National Honor Society	Cobb
Ocean Bowl	Ramgren
Outing Club	Goulet
Panther Press	Wygant
Robotics	Grenier
Science Olympiad	Ramgren
Ski Club	Giguere
Skills USA	Hallen
Sound Check	Hargrove
STAND	L. Brown
Student Ambassadors	Frame
Student Council	Rasmussen
Tri-M Music Honor Society	Barre
Yearbook	S. Brown

CO-CURRICULAR ELIGIBILITY

Athletics

To be academically eligible to participate in all athletic activities:

- a. Freshman, Sophomores, and Juniors must be enrolled in at least (6) 80 minute blocks of instruction or the equivalent thereof, and passing all classes (including vocational classes) at the time of eligibility checks (below).
- b. Seniors must be enrolled in at least (5) 80 minute blocks of instruction or the equivalent thereof, and passing all classes (including vocational classes) at the time of eligibility checks (below). This is contingent upon having 10 credits as the student enters grade 11 and 15 credits (or 13 credits with a plan to graduate) as the student enters grade 12.
- c. At the end of the school year, eligibility will be determined by reviewing quarter grades and/or end of year grades. In addition, failed courses made up during the summer can be used to regain eligibility for the next quarter.
- d. A student ruled ineligible under (a. or b.) above may regain academic good standing after three weeks by obtaining written confirmation from teachers that the student is now passing all of his/her respective classes. The student will remain on academic probation for the remainder of the season and he/she is required to obtain weekly eligibility checks. If he/she becomes ineligible while on probation, the student/athlete will be ineligible for the remainder of the season.
- e. Incoming freshmen will be immediately eligible. However, freshmen students who do not meet the minimum high school eligibility will be put on an academic probation list. During probation, students will be allowed to participate in activities while being provided with additional support from coaches and advisors. Freshman students will have until first quarter progress report to become compliant. While on probation, students will be allowed to practice with their team, but they will not be permitted to suit up for games. Transfer students must meet these criteria based on their academic work from the sending school.
 - All transfer students must be in good disciplinary standing with their sending school before being eligible to participate at Waterville Senior High School.
- f. Eligibility checks will take place at the following times:

- First Quarter progress report (failing grades only)
- End of 1st Quarter (report card)
- End of 2nd Quarter (report card)
- End of 3rd Quarter (report card)
- Fourth Quarter progress report (failing grades only)
- End of 4th Quarter (report card)

Students must also adhere to the Alcohol, Tobacco and Other Drugs Policy as printed in this Handbook.

Drama, Jazz Band, Vocal Traction, Math Team, Science Olympiad, and Ocean Bowl

To be academically eligible to participate in the aforementioned non-athletic co-curricular groups that publicly represent Waterville Senior High School and do not have their own national standards, students must meet the academic eligibility requirements set forth in the Athletic Eligibility Policy above with only the following exceptions:

1. Drama (musical): students must have 70 or better in all classes when grades close for first quarter progress reports. At the discretion of the director, students who became ineligible at this checkpoint may continue to practice and can become eligible again if they are passing all their classes when grades close for first quarter report cards.
2. Drama (one act play): students must have 70 or better in all classes when grades close for first semester report cards. At the discretion of the director, students who became ineligible at this checkpoint may continue to practice and can become eligible again if they are passing all their classes when grades close for third quarter progress reports.

Students must also adhere to the Alcohol, Tobacco and Other Drugs Policy as printed in this Handbook.

All Other Non-Athletic Co-Curricular Activities

There are no academic eligibility requirements for other non-athletic co-curricular groups; however students must adhere to the Alcohol, Tobacco and Other Drugs Policy as printed in this Handbook.

In order to participate in any co-curricular activities, students must sign a contract acknowledging eligibility requirements. Parent/guardians of

participating students are also required to sign the contract. Contracts are provided by the coach/advisor.

At a minimum, a student must be in school by 11 a.m. (9:30 a.m. on an early release day) and attend for the remainder of the day to be eligible to participate in a contest/performance that day. To be eligible to participate in a contest/performance on a weekend, holiday, or other day when school is not in session, a student must be in school by 11 a.m. (9:30 a.m. on an early release day) and attend for the remainder of the last school day prior to the contest/performance. Exceptions can only be granted by the principal.

COLLEGE VISITS

As part of the college admission process, students and their parents are urged to visit colleges of interest. Many times these visits can be arranged on Saturdays or school holidays. If other arrangements cannot be made, absences from school for college visits will be excused. The same procedure applies for students who are taking a college placement test, going on a college interview, job shadowing, or meeting with a military representative. It must be understood that these trips are not chaperoned by Waterville Senior High School staff. Prior to the planned absence, the student must:

1. Seek approval from your guidance counselor
2. Obtain a college visitation form in the guidance office and present it to each of your teachers for signature.
3. Obtain parent's/guardian's signature
4. Submit the signed form two (2) days prior to the visit to the attendance clerk.

COMMUNITY HOMEROOM PROCEDURES

Schools must be a place to share ideas and deal with issues, while preserving the important relationships that are a hallmark of a high quality education. It is important that no student or faculty is treated in a way that is not respectful or dignified. As we explore the great potential of the Community Meeting format, we all must remember that the ultimate issue will always be "how we are treated and how we treat others." Hurtful personal remarks are unacceptable. The following protocol will govern our meetings:

1. Any students who wish to speak at the Community Homeroom must contact their advisor (for a Chess Club announcement, the Chess Club Advisor, for other issues, their homeroom advisor for example) and explain the topic of their remarks.
2. The advisor may decide these remarks are appropriate for the Community Homeroom and issue the student a "Gold Card."
3. The advisor may feel the remarks are questionable and refer the student to Administration, who will make a final determination as to the suitability of the student's comments.
4. Any student whose remarks are significantly different from those shared with the advisor will be subject to no less than two days of suspension.
5. No student will be allowed at the podium without a gold card.
6. When the moderator pro tem determines that an issue of significance has surfaced, students may be invited to a "Lunch Forum" that day to discuss the issue. This means that students can get their lunch, during their scheduled lunch period and bring it to the auditorium to engage in a dialogue about the issue. Students are not to use class time for the Lunch Forum.
7. Students who disrupt the Community Homeroom will be subject to disciplinary action.

DANCE PROCEDURES

Waterville Senior High School has dances several times throughout the year. These are sponsored by high school organizations or classes with approval by our Student Council.

Ticket Prices:

Ticket prices for the three formal dances are as follows:

	Purchased in Advance		Purchased at the Door (No couples discount)
Homecoming	\$8 (single)	\$15 (couple)	\$10 (single)
Sadie's	\$8 (single)	\$15 (couple)	\$10 (single)
Prom	\$25 (single)	\$45 (couple)	\$30 (single)

Ticket prices for casual dances are as follows:

	Purchased in Advance (No couples discount)	Purchased at the Door (No couples discount)
	\$3	\$5

Before the Dance:

1. The Assistant Principal is responsible for soliciting volunteer chaperones and scheduling a police officer.
2. Regular dances are held from 8 – 11 p.m. with doors closing one hour after the start of the dance. The Prom is held from 9 p.m. – 12 a.m.
3. All expenditures for performing musicians and decorations or other expenses must be approved by the faculty advisors and the principal in advance of the dance.
4. All costs for dances, including the police officer, are the responsibility of the sponsoring organization.

During the Dance:

1. Adequate lighting will be present so chaperones can see onto and across the dance floor.
2. Once a person leaves the building he/she will not be permitted to reenter unless special permission to leave and return has been granted by the Administration.
3. Anyone suspected of being under the influence of alcohol or drugs is not allowed to enter, will have their parents contacted, and receive disciplinary action.
4. Dances will be open only to students attending Waterville Senior High School. Exceptions may be granted for the three formal dances. Students bringing a guest to formal dances must fill out an application which is available in the Main Office.
5. Grinding is not permitted at dances. Any student engaging in the following behaviors will immediately be removed from the dance and will not receive a refund for the price paid for tickets
 - a. Rubbing pelvises.
 - b. Dancing back to front.
 - c. Dancing in a sexually suggestive manner.
 - d. Dancing in a tightly packed cluster.
6. Balloting procedures. Any group sponsoring a dance that involves the election of a king, queen, court, or any other honorary position will adhere to the following balloting procedures:
 - a. Students will submit ballots directly to the Class Advisor(s).
 - b. The Class Advisor(s) will keep the ballots in a securely locked location until such time as the

Class Advisor(s) deems the ballots are to be counted.

- c. Ballots will be counted by the Class Advisor(s) or his/her designee in the presence of the Class Advisor(s).
- d. The Class Advisor(s) will keep all ballots in a securely locked location for a period of no less than one month after the date of the dance in case the results of the balloting are challenged.

After the Dance:

1. Clean up groups will be established prior to the dance and will be under faculty supervision. Duties include removal of all decorations and sets, return of all tables and chairs to their proper locations and general cleaning.
2. Cost of replacement or repair for any property damage will be charged to the sponsoring organization.

DISCIPLINE

Demerit System

Waterville Senior High School operates on a merit-by-default system; that is all students are viewed as responsible, diligent, and self-disciplined individuals. Demerit points are applied when student behavior is less than satisfactory. The demerit chart serves as a basic guideline.

A student, who has demerits and wishes to reduce them, may do so by contacting a teacher or a community member. The student must demonstrate a genuine willingness to improve the atmosphere of the classroom, school, or community positively. Students may work them off one hour per demerit and this cannot be done during the school day. They should suggest a way/plan/idea how they could do this (form is available in the main office). The plan/idea should be presented to Administration for approval. If the plan/idea is accepted and carried out satisfactorily, then the demerit point(s) will be removed.

Demerit System Progression

5 to 19 demerits	=	Extended Day Detention (EDD) or Suspension
20 to 29 demerits	=	3 – 5 day suspension
30+ demerits	=	referral to Superintendent of Schools for further disciplinary action

Administrators will make the determination of whether a student will serve an EDD or a Suspension.

Teacher Detention

Students may be required to serve a Teacher Detention when circumstances warrant for classroom related infractions and infractions of general school rules. Teacher assigned detentions will be held in the classroom of the teacher involved for a length of time set by the teacher. Failure to serve a teacher detention will result in an Extended Day Detention (EDD).

Extended Day Detention (EDD)

Extended Day Detention will be assigned when appropriate. EDD will be assigned when appropriate from 2:30-5:00. If the EDD is not served at the assigned time, the student will be suspended until the EDD(s) has been served. Students who do not cooperate with the supervisor will be sent home, suspended out of school the next school day and must serve the original EDD. Students assigned EDD are given one day notice, so that transportation arrangements may be made. Transportation in these cases is the student's responsibility. Jobs, extra-curricular activities, visits, appointments, etc., will not take precedence over EDD.

Suspension

In most circumstances prior to suspension from school, students will be afforded due process by a meeting with a building administrator(s). A day of suspension is one calendar day. A suspended student reverts to a student in good standing only when their suspension is completed. Example, i.e., student suspended for two days on a Friday will not be eligible for any school activity until the following Tuesday.

Social Probation

The administration can, if necessary, minimize or eliminate participation or attendance in any extracurricular activity or function due to excessive discipline issues by students. Any student earning 20 or more demerits is immediately ineligible to participate in extracurricular activities until the student has worked his/her demerits down to zero. One hour of documented community service removes one demerit.

Due Process

Every Waterville Senior High School student has the right to due process regarding disciplinary procedures. In the school context this means that students have a right to know what they are accused of, to explain their side of the issue, to know why a decision regarding their disciplinary status is made, to appeal disciplinary decisions to the principal and superintendent in that order.

DEMERIT CHART

<u>Infraction</u>	<u># of demerits per infraction</u>
AUP Violation	2
Bus Violation	2
Cheating/Plagiarizing (2 nd & subsequent offenses)	5
Community/Assembly Violation	2
Displays of Affection	1
Disrespect Staff	5
Disrupting Class	2
Dress Code Violation	2
Electronics Violation	2
Failure to check in at Main Office	2
Fighting/Assault	5
Forged Note	3
Harassment-Racial	5
Harassment-Sexual	5
Harassment-Verbal	5
Illegal Substance Possession/Use	10
Inappropriate Action	5
Inappropriate Language	2
Insubordination	2
Leaving Campus	5
Leaving Class Without Permission	2
Littering	2
Lying /Dishonesty	3
Motor Vehicle Violation	3
Not Where Supposed to Be	1
Propping Exit Doors Open	3
Roughhousing	3
Sent Out of Class	2
Skipped Class	3
Skipped School	5
Skipped Teacher Detention	5
Skipping ARISE	3
Sr. Privilege Violation	2
Thievery	5
Threatening	5
Throwing Food	3
Vandalism	5
Weapons possession	10

***Administration reserves the right to increase demerits depending on the severity of the violation.**

DISPLAYS OF AFFECTION

Displays of affection are offensive to staff and students. Please show respect for yourself and others by refraining from this type of behavior. Consequences for these actions may include:

- Demerits will be assigned according to the Demerit Chart.**

DISTRIBUTION OF LITERATURE

Literature which a student wishes to distribute on school property is not only his/her responsibility but also of the school authorities. False statements or innuendoes which may subject any person to hatred, ridicule or contempt or which may injure the reputation of any person, or statements grossly offensive to the reasonable sensibilities of school personnel or which are unfairly or unduly injurious to their reputations are prohibited. However, legitimate criticism for the purpose of redressing grievances actually deemed to exist is permissible.

DRIVERS EDUCATION

Students may not fulfill driving time during regularly scheduled classes. Students may fulfill driving time during study halls if they are passing all of their classes and provide the main office with a parent/guardian note prior to the dismissal. If the student does not return by the end of the study hall, the tardy/absence from the student's next class will be unexcused.

ELECTRONIC DEVICES

1. Students may use privately owned electronic devices, including but not limited to, cellular telephones, Blackberries, PDA's, handheld computers, MP3 players and electronic games before 7:55 a.m. and after 2:15 p.m. and during break, passing time and lunch.
2. Within classes all such devices must be turned off.
 - a. An exception to this rule is when a teacher specifically authorizes students to use a personal electronic device for a specific curricular purpose, at the teacher's discretion.
 - b. If this rule is violated, the teacher will immediately confiscate the device for the remainder of the school day, and demerits may be assigned.

3. Pictures and/or videos may be taken for school purposes, such as class pictures, athletics, or yearbooks. In other instances, students are required to obtain permission before photographing any individual.
4. Any use of cellular telephones and other electronic devices that violates any Board policy, administrative procedure, or school rule is strictly prohibited. This includes, but is not limited to, violations of the student code of conduct, harassment and cheating.
5. If students need to contact a parent/guardian they should report to the main office for assistance. It is not appropriate for parents to be calling students on cell phones during class time.

- 1st offense: Surrender item for the remainder of the school day.
2nd offense: Confiscated item will be returned after 24 hours.
3rd offense: Confiscated item will be returned after 24 hours and a meeting with parents.

Demerits will be assigned according to the Demerit Chart.

Note: Failure to surrender an electronic device may result in further disciplinary action by Administration.

***Additional consequences may be included when multiple offenses are made at the discretion of the Administration.**

Electronic Information K-12/Adult Ed Acceptable Use Policy IIBG (1)

1. Guidelines on the Acceptable Use of Electronic Information Resources

Information resources offer access to computers and people throughout the world. Students and staff will have access to electronic mail, college and university libraries, information and news from a variety of sources and research institutions, software of all types, discussion groups on a wide variety of topics, and much more.

The following guidelines are intended to be helpful and provide a base from which district and school policies can be tailored. While the emphasis here is on appropriate use, there is no intent to diminish the vital nature of electronic information services.

While electronic information resources offer tremendous opportunities of educational value, they also offer persons with illegal or inappropriate purposes avenues for reaching students, teachers, and others including parents.

The following represent some of the illegal and inappropriate uses that may occur:

- ◆ Using the network for commercial advertising
- ◆ Using any non-school supported email program, instant messaging programs or chat rooms
- ◆ Using copyrighted material in reports without permission
- ◆ Using the network to lobby for votes
- ◆ Using the network to access a file that contains pornographic pictures
- ◆ Using the network to send/receive messages that are racist
- ◆ Using the network to send/receive inflammatory messages
- ◆ Creating a computer virus and placing it on the network
- ◆ Using the network to send/receive a message with someone else's name on it
- ◆ Using the network to send/receive a message that is inconsistent with the school's code of conduct and mission statement
- ◆ Using the network to send/receive messages that are sexist and/or contain obscenities
- ◆ Using the network to provide addresses or other personal information that others may use inappropriately
- ◆ Using the network for sending and receiving a large number of personal messages
- ◆ Malicious or intentional damage to school- or state-owned equipment

*All users should be aware that the inappropriate use of electronic information resources can be a violation of local, state, and federal laws. Violations can lead to prosecution.

Protection of users:

Waterville Public schools will make every attempt to protect the users from inappropriate material available on the Internet or World Wide Web. To this end Waterville Public Schools will employ filtering technology to

prohibit inappropriate material from entering the school network. In addition, to ensure the safety of both students and staff, the use of any non-school supported email program, instant messaging program, or chat rooms is forbidden.

2. Electronic Information Resource Contract

We are pleased to announce that Internet, Maine-Net, e-mail and other school- or state-owned electronic information services are now available to students and teachers in the Waterville Public School System. The Waterville Public School System strongly believes in the educational value of such electronic services and recognizes the potential of such to support our curriculum and student learning in our school system. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. The Waterville Public School System will make every effort to protect students and teachers from any misuses or abuses as a result of their experiences with an information service. All users must be continuously on guard to avoid inappropriate and illegal interaction with the information service.

Listed below are the provisions of this contract. If any user violates these provisions, access to the information service may be denied and you may be subject to disciplinary action.

Terms and Conditions of this Contract

1. Personal Responsibility

As a representative of this school, I will accept personal responsibility for reporting any misuse of the network or school, or state-owned equipment to the system administrator. Misuse can come in many forms, but is commonly viewed as vandalism or any message(s) sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues described in this document.

2. Acceptable Use

The use of my assigned account and school- or state-owned equipment must be in support of education and research and with the educational mission of the Waterville Public School System. I am personally

responsible for this provision at all times when using the electronic information service.

- a) Use of other organization's networks or computing resources must comply with rules appropriate to that network.
- b) Transmission of any material in violation of any United States or other state organizations law is prohibited. This includes, all but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.
- c) Use of product advertisement or political lobbying is also prohibited.

3. Privileges

The use of the information system is a privilege not a right, and inappropriate use of school - or state owned-equipment may result in the cancellation of those privileges. The Waterville Public School System Technology Committee (operating under the aegis of the school board and the central office) will decide what is appropriate use, and their decision is final. The system administrator(s) may close an account at any time deemed necessary. The administration, staff, or faculty of the Waterville Public School System may request that the system administrator deny, revoke, or suspend specific user accounts and/or the use of school - or state-owned equipment. The school administration reserves the right to remove any messages or files that are deemed to be inappropriate.

4. Network Etiquette and Privacy

You are expected to abide by the generally accepted rules of network etiquette. These rules include (but are not limited to) the following:

- a) BE POLITE! Never send, or encourage others to send, abusive messages.
- b) Use APPROPRIATE LANGUAGE. Remember that you are a representative of our school and our school system on a non-private system. You may be alone with your computer, but what you say and do can be viewed globally! Never swear, use vulgarities, or any other kind of inappropriate language. Illegal activities of any kind are strictly forbidden.

- c) **PRIVACY.** Do not reveal your home address or personal phone number or the addresses of students or colleagues.
- d) **ELECTRONIC FILES.** Electronic mail and files stored or transmitted, using school resources are not guaranteed to be private. The Network Administrator has access to all electronic information for the purposes of backups, records retention, and routine system monitoring. Messages relating to or in support of illegal activities must be reported to the authorities.
- e) **DISRUPTIONS.** Do not use the network in any way that would disrupt the use of the network by others.

5. Services

The Waterville Public School System makes no warranties of any kind, whether expressed or implied, for the service it is providing. Waterville Public Schools will not be responsible for any damages suffered while on this system. These damages include loss of data as a result of delays, non-deliveries, mis-deliveries, or service interruptions caused by the system or your errors or omissions. Use of any information via the information system is at your own risk. Waterville Public Schools specifically disclaims any responsibility for the accuracy of information obtained through its services.

6. Security

Security on any computer system is a high priority because there are so many users. If you identify a security problem, notify the system administrator at once. Never demonstrate the problem to other users. Never use another person's account without written permission from that person. All use of the system must be under your own account. Any user identified as a security risk will be denied access to the information system.

7. Vandalism

Vandalism is defined as any malicious attempt to harm or destroy school - or state-owned equipment or the data of another user or any other agencies or networks that are connected to the system. This includes, but is not limited to physical damage and the uploading or creation of computer viruses. Any vandalism will result in the loss of computer services, disciplinary action, reimbursement of costs of malicious or intentional damages, and legal referral.

8. Updating

The information service may occasionally require new registration and account information from you to continue the service. You must notify the information system of any changes in your account information.

EMAIL & INFINITE CAMPUS

Every student is given an email account. Every student is also given an Infinite Campus account on which they can view their grades online. Questions regarding these services should be directed to the technology department.

EQUAL OPPORTUNITY

The Waterville Board of Education will fully comply with Section 504 of the Rehabilitation Act of 1973 and intends not to discriminate on the basis of disability in any of its employment practices or educational programs.

Inquiries may be made to Affirmative Action/Title IX/504 Coordinator, or to the Director, Office of Civil Rights, Department of Health Education and Welfare, Washington D.C.

FIGHTING

Every individual must behave in a manner that ensures safety for everyone. Behavior that causes physical harm to students, school staff or visitors while under the jurisdiction of the school will not be tolerated. Fighting is strictly prohibited. In order to maintain an environment that is safe for everyone at Waterville Senior High School:

- Students who engage in fighting will be dealt with equally. Fighting will not be tolerated under any conditions.
- A student who starts a fight will be dealt with strictly. If, however, the non-aggressor returns physical harm to the instigator, he/she may receive the same consequences as the instigator.

Demerits will be assigned according to the Demerit Chart. Depending on the severity of the incidence, a 1st or 2nd offense could result in up to a 10 day suspension with a recommendation for further disciplinary action.

FIRE DRILLS

Directions for leaving the building in the event of a fire drill are posted in all classrooms. When an alarm sounds, it is the duty of every student to follow, without question, the directions given by the teacher in charge of the room. Students who may be in lavatories or other areas of the building should use the nearest exit to leave the building.

GRADING

Report Cards

Report cards are issued for all students every nine weeks. It is the responsibility of the parent to be aware of the student's progress and study. In addition to numerical grades abbreviations may appear on report cards.

The following may appear in the grade column:

A	Audited Course (Does not count toward GPA)
EX	Exempt from mid-year or final exam
F	Fail (Does not count toward GPA)
I	Incomplete: student has missed work as the result of being excused for a prolonged period; student has until end of next quarter to make up work
P	Pass (Does not count toward GPA)

The following may precede a course title on a transcript:

A/E	Adult Ed (Does not count toward GPA)
S/S	Summer school (Does not count toward GPA)
TR	Transfer course
X	Off campus course: <ul style="list-style-type: none">• College courses do not count toward GPA• Courses taken at other local high schools do count toward GPA

Honor Roll

In order to qualify for honor roll status, seniors must carry a minimum of 5 blocks; freshmen, sophomores, and juniors must carry at least 6 blocks; and all students must receive no grade below 70.

High Honors	90 and above
Honors	85 to 89.99999

GPA

Grade point average is the average of the student's numerical grades. For example, if a student earns a 96 in every high school class she takes, her GPA will be 96. Grades will be weighted for credit. For example, a grade in a 1.5 credit course will count 1.5 times; a grade in a two credit course will count twice.

GRADUATION REQUIREMENTS

English	4 credits
Mathematics	3 credits
Social Studies (must include US & World History)	3 credits
Science (Physical Science, Biology, & Chemistry)	3 credits
Fine Arts	1 credit
Physical Education	1 credit
Career Preparation	½ credit
Health	½ credit
Electives	6 credits
Total:	22 credits

Students must earn a minimum of 4 credits in order to be promoted to the sophomore class. Students who have not earned a minimum of 4 credits will be retained in the freshman class.

Students must earn a minimum of 10 credits in order to be promoted to the junior class. Students who have not earned a minimum of 10 credits will be retained in the sophomore class.

Students must earn a minimum of 15 credits (or 13 credits with a plan to graduate) in order to be promoted to the senior class. Students who have not earned a minimum of 15 credits (or 13 credits with a plan to graduate) will be retained in the junior class.

GUIDANCE SERVICES

The Guidance Department offers ongoing support and information to students and their parents throughout high school. Counselors are available for personal and academic counseling and to serve as referral agents to community agencies and resources. The guidance program includes individual conferences with freshmen to help with the transition to high school, juniors to encourage post-secondary planning, and assistance with individual post-secondary plans for seniors.

Upon enrollment at Waterville Senior High School, each student is assigned a counselor with whom he/she will remain as a counselee until graduation. Students are encouraged to take initiative in seeking the assistance of a counselor and parents are encouraged to participate in all aspects of the guidance program.

Juniors and seniors who are planning to visit a college must first request a College Visitation Form from their counselor. If the visit is approved, the form must then be signed by the student's teachers for the day(s) the student will be absent. The form must also be signed by the student's parent/guardian and submitted to the attendance clerk in the Main Office.

HARASSMENT

The Waterville Public Schools recognizes the right of each employee and student to work and study in an atmosphere which is free of intimidation, hostility and offensiveness. It promotes a work and study environment free of harassment based on race, color, religion, national origin, age, sexual orientation or disability. The Waterville Public Schools expect all employees, students and other members of the school community to conduct themselves in an appropriate and professional manner, with respect and concern for colleagues and students.

Examples of harassment might include physical, verbal or non-verbal incidents, unwelcome sexual advances, gestures, comments or contacts, threats, offensive jokes or clothing, racial slurs, derogatory actions or remarks. If a student suspects at any time that he/she is a victim of harassment he/she should seek help by notifying a teacher, counselor or administrator. Information about harassment and descriptions of grievance procedures are available in all Waterville Public School Offices

or by contacting the Affirmative Action Coordinator, Mr. Floyd Wygant, at 873-2751 x4724.

Administrative Action:

The range of Administrative actions regarding harassment includes, but is not limited to:

- Demerits will be assigned according to the Demerit Chart.**

HARASSMENT POLICY AC

The Waterville Public Schools is committed to equal employment and educational opportunity for all employees, applicants, students, parents, and members of the school community, including those parties who are contracted to perform work for the Waterville Public Schools, without unlawful regard to race, color, sex, sexual orientation, age, physical or mental disability, genetic pre-disposition, religion, ancestry or national origin in all aspects of employment and education. Members of the school community include the school board, administration, faculty, staff, students, and volunteers working in the schools, while they work and study subject to school authorities.

The Waterville Public Schools is also committed to maintaining a school and work environment free of harassment based on race, color, religion, national origin, age, sex, sexual orientation, or disability. The Waterville Public Schools expects all employees and other members of the school community to conduct themselves in an appropriate and professional manner, with respect and concern for their colleagues and students.

Harassment on the basis of race, color, sex, sexual orientation, age, physical or mental disability, genetic pre-disposition, religion, ancestry or national origin for any reason or in any form is prohibited and will not be tolerated.

Examples of prohibited harassment include: (These examples are not intended to be an exhaustive list, but simply provide some examples of conduct, which the Waterville Board of Education deems to violate its sexual harassment policy.)

- A. Unwelcome and/or continued sexual advances, gestures, comments, or contact;

- B. Threats;
- C. Offensive jokes;
- D. Ridicule, slurs, derogatory action or remarks;
- E. Basing employment decisions on practices of submission to harassment; and
- F. Articles of clothing with displays, which are sexual, vulgar, lewd, indecent, or include insulting words (e.g. racial, ethnic slurs).

Each Waterville Public School will include information on this harassment policy in its yearly faculty and student/parent handbooks, which address discipline expectations, responsibilities, rules and consequences.

The Waterville Public Schools adhere to Maine State Law identifying sexual harassment and Equal Employment Opportunity Commission (EEOC) guidelines.

Harassment on the basis of sex shall be unlawful educational discrimination within the meaning of Title 5, sec. 4602.

This shall include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature in the following situations.

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's educational benefits or as a term or condition of individual's employment.
2. Submission to or rejection of such conduct by a student is used as the basis for decisions on educational benefits.
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic work performance or creating an intimidating, hostile or offensive educational working environment.
4. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.

Employees and students should be advised of the importance of informing the harasser that his/her behavior is unwelcome, offensive,

in poor taste, or highly inappropriate. Anyone who believes that this policy statement has been violated should follow procedures set forth in Waterville Public School's procedures for resolving complaints as outlined in the Affirmative Action Policy.

Any attempt by an employee or a student to retaliate against a person who makes, or provides information regarding a claim of harassment is also strictly prohibited. No one will be reprimanded or punished in any way for initiating a good-faith inquiry or complaint.

HOMEWORK

Homework is an integral part of the instructional program and learning process. Homework extends the time available for formal learning, encourages students to work on their own, and acknowledges the existence of different learning styles. Homework provides reinforcement of class studies and expands applications of knowledge and skills. It is a natural and meaningful outgrowth of classroom activity with flexibility in quantity and purpose. Homework encourages and measures a student's progress and teaches responsibility and self-direction.

Purpose

Homework may involve reading, writing, drill work or memorization. Homework may be assigned or may be voluntary, individualized or requested of the entire class. Homework may take as little time to complete as part of one evening or as long as several weeks. Homework may have the following purposes: practice, preparation, extension or creativity. Assignments involving practice help students master specific skills. These assignments should be limited to materials presented in class. Assignments involving preparation help students gain the maximum benefit from future lessons. Assignments involving extension determine whether the students can transfer specific skills or concepts to new situations. Such assignments require abstract thinking. Assignments involving creativity require students to integrate many skills and concepts in order to produce original responses. The completion of these assignments (e.g. book reports, research projects) may take several days or even several weeks to complete.

Guidelines for parents

1. A suitable environment for study, free from distractions, radios, TV's, etc., for at least ninety minutes per night where homework is the only focus, should be provided for the student.
2. All parents should take an interest and assist their child with their homework whenever possible.

Requesting homework during an absence

Parents should call the Main Office in the morning to request homework from the student's teachers if an absence is longer than four days. Parents may pick up the assignments the following day in the office after school or request that a friend of the student pick it up. When the absence is for less than four days the student should contact his or her teachers directly.

HAZING

Maine statute defines injurious hazing as "any action or situation which recklessly or intentionally endangers the mental or physical health of a student enrolled in a public school."

It is the policy of the board that injurious hazing activities of any type, either on or off school property, by any student, staff member, group or organization affiliated with this school unit, are inconsistent with the educational process and shall be prohibited at all times.

No administrator, faculty member, or other employee of the school unit shall encourage, permit, condone, or tolerate injurious hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in injurious hazing activities. Persons not associated with the school unit who fail to abide by this policy may be subject to ejection from school property and/or other measures as may be available under the law.

Administrators, faculty member, students, and all other employees who fail to abide by this policy may be subject to disciplinary action, which may include suspension, expulsion, or other appropriate measures.

In the case of an organization affiliated with this school unit which authorizes hazing, penalties may include rescission of permission for that organization to operate on school property or to receive any other benefit of affiliation with the school unit.

These penalties shall be in addition to any civil or criminal penalties to which the violator or organization may be subject.

The superintendent shall assume responsibility for administering this policy. In the event that an individual or organization disagrees with an action or lack of action, on the part of the superintendent as he/she carries out the provisions of this policy, that individual or organization may appeal to the full school board. The ruling of the school board, with respect to the provisions of this policy, shall be final.

A copy of this policy shall be included in all school, parent, and faculty handbooks or otherwise distributed to all school employees and students

LATEX

Latex presents health risks to some students and staff in our school. In order to prevent these health problems, latex balloons should not be present in our school. They should not be used for decorating, gift giving, etc. Mylar balloons are an acceptable substitute for latex balloons.

LOST AND FOUND

The lost and found is located in front of the Athletic Office. Books found in the building are returned to the appropriate teacher or to the media center.

LUNCHES/CAFETERIA

The cafeteria provides both a regular hot lunch program and an a la carte menu. Students report to the cafeteria when their class is assigned lunch and may sit at any table. Seniors with privileges are allowed to eat lunch on the senior benches. There is also an outside eating area with picnic tables for all students. Students are responsible for picking up their own trash and making sure their table is clean when they leave. The direct number for Food Services is 873-5758.

MEDIA CENTER

The Media Center offers several areas for student use. The Center is staffed by a Director and two Ed. techs.
Circulation Room – browsing and quiet study

Learning Center – research, silent study, and tutoring
The Media Center is open from 7:00 a.m. to 3:00 p.m.

NATIONAL HONOR SOCIETY

Criteria

To be eligible for membership, a student must be a member of the junior class. In addition, students must have been in attendance at Waterville Senior High School for at least one semester. The Faculty Council, in consultation with the principal, may waive this requirement.

The four basic criteria for membership are: Outstanding scholarship, character, leadership and service.

Juniors or seniors who have transferred from other high schools and who have been inducted into the NHS will be formally welcomed into the Waterville Senior High School Chapter as part of the induction ceremony.

A member may be placed on probation or dismissed if he/she fails to meet any of the criteria specified below (see Section VI, Discipline Policy, for information on probation and dismissal). It is the duty of all members of the National Honor Society to uphold the highest standards of conduct and behavior both in and out of school.

1. Scholarship

Juniors with a minimum grade point average of 90 or above shall be eligible and may apply for membership in the National Honor Society.

2. Character

A student of character demonstrates the following qualities:

- a. Honesty and integrity.
- b. Respect for self and others.
- c. Responsibility.
- d. Fairness, compassion, and caring.
- e. Good citizenship.
- f. Does the right thing, even when not being observed.
- g. An honest effort to live the pledge and to refrain from any action which would “blemish” their good character.

3. Leadership

The number of offices a student has held in school or community organizations, or role as a captain of a sports team is an important aspect of leadership. However, leadership also exists outside elected/appointed positions, including effective participation in other co-curricular activities.

The student who exercises leadership:

- a. Identifies issues and proposes solutions to problems.
- b. Promotes school activities.
- c. Exercises influence on peers in upholding school ideals.
- d. Maintains a positive attitude.
- e. Seeks position of responsibility.
- f. Is reliable and dependable.

4. Service

Service is considered to be those actions that are done with or on behalf of others without any direct financial or material compensation. Service may include contributions to school, to classmates, or to the community.

A student who demonstrates service:

- a. Participates in some outside community activity; such as: Girl Scouts, Boy Scouts, church groups, volunteer services for the aged, poor, or disadvantaged.
- b. Works well with others (team player) and is willing to take on difficult tasks without regard for recognition.
- c. Cheerfully and enthusiastically renders any requested service for the school.

Eligibility for Graduation Stole and Diploma Seal

To earn a gold NHS graduation stole and an NHS seal on your diploma, you must be a member in good standing at the end of your eighth semester. A senior member in good standing has:

- a. Completed all required service hours.
- b. Paid all required dues.
- c. Maintained a minimum of a 90 cumulative GPA.
- d. Is not on a probation, suspension or dismissal from NHS or administration of the high school.

Selection Procedures

Students who are invited to membership and have met the above four basic criteria for membership (scholarship, character, leadership, and service) must submit a letter of intent to the NHS advisor by the assigned date. The student NHS Information Sheet, narrative and letter of recommendation must be passed in by the assigned date. The Faculty

Council of Waterville Senior High School will use this form and information gathered from the staff and faculty to select new members of the Waterville Senior High School Chapter of the National Honor Society. The selection of members to the chapter shall be by a majority vote of the Faculty Council.

NON-DISCRIMINATION

The Waterville Board of Education insures equal employment/educational opportunities/affirmative action regardless of race, color, sex, sexual orientation, age, physical or mental disability, genetic predisposition, religion, ancestry or national origin.

NURSE

The School Nurse will notify appropriate staff regarding special health needs that students may have. The nurse is available as a resource to staff regarding interventions that can be made to meet the biological, psychological and social health needs of students. It is the goal to minimize the impact of health needs on student learning.

Medication

Nonprescription medications are available in the school health office. This service is available to alleviate students' minor discomforts and to avoid early dismissals from school. In order for students to receive discretionary medications at school, the Consent for Administration of Discretionary Medications form must be completed and signed by the parent/guardian and returned to the health office on an annual basis. If a student requires prescription or non-prescription medication on a regular basis, the parent/guardian will notify the nurse and bring the medication that the student will receive to school in the original container filled by the pharmacy. A written order may be required from a health care provider for long term medication administration.

Student Dismissal for Illness

Students who become ill during the school day are expected to see the nurse who will evaluate them and make a plan for dismissal, if appropriate. Students should not be using cell phones or school phones to contact parents for dismissal. The nurse will contact the parent

regarding a student going home due to illness; this is the only way a dismissal will be considered medical.

OPEN CAMPUS

Sophomores, juniors, and seniors have open campus privileges. If they do not have a class scheduled for first block, they do not have to report to school at 7:50 a.m. However, they do need to report to school in order to be on time for their first scheduled class. Sophomores, juniors, and seniors may leave school after their last class of the day. Regardless of their mode of transportation (bus, bicycle, private vehicle, walking, etc.), once sophomores, juniors and seniors arrive on campus they may not leave until after their last class (seniors eligible for senior privileges are an exception). Students taking advantage of open campus privileges do not need to sign in or out in the main office. Freshmen do not have open campus privileges; they must report to school prior to 7:50 a.m. and remain until 2:15 p.m.

PASSES

Students passing through the corridors when classes are in session are required to have a pass.

RESPECT FOR BUILDING AND SCHOOL PROPERTY

1. Students are not to be sitting on tops of desks, window sills or tables at any time.
2. No graffiti on the building, furniture or lockers.
3. Students are asked to help keep our school clean by picking up litter and other debris.
4. Lockers are assigned to students for their use during the school year. They are the property of Waterville Senior High School. Students should make sure the lockers remain in good condition throughout the year. If a locker does not work, report it to the office and it will be repaired or a new locker will be assigned.
5. Vandalism/thievery of any kind will be treated as an extremely serious offense which will warrant suspension or expulsion as well as restitution to the school for damages.
 - **Demerits will be assigned according to the Demerit Chart.**

SENIOR PRIVILEGES

1. Senior privileges allow students to sit, eat and drink on the senior benches and leave campus during study halls and lunch.
2. It is the responsibility of each senior to monitor respectful behavior and eligibility in senior areas. Senior benches are to remain clear of all debris and unattended articles such as coats and backpacks.
3. Seniors who completed the SAT, the MHSA Science Test, and who attended the College Fair are eligible for senior privileges at the beginning of the first quarter. Students who have not met these obligations will not be eligible for senior privileges until second quarter.
4. All obligations must be paid in full to be eligible for senior privileges.
5. To be eligible for senior privileges, a student must be passing all classes. Progress reports and quarterly reports cards are the eligibility checkpoints.
6. Senior privileges will be lost for a period of 20 school days for any one of the following reasons. Losing privileges for 20 days more than twice will result in loss of privileges for the year.
 - a. Failing to sign in and out upon entering or leaving the building.
 - b. Leaving school with underclassmen during the school day.
 - c. Leaving school during class, advisory, an assembly, or any other planned school event.
 - d. Acting in an unsafe, disrespectful, or irresponsible manner while off campus during the school day.
 - e. Disrupting classes while coming and going from school, including loud radios and squealing tires.
 - f. Any other reason warranted as defined by the administration.
7. A student will be ineligible for senior privileges if s/he is suspended from school for any reason.
 - a. Senior privileges may be earned back after a suspension. For every one day of suspension, a student must receive no demerits for 10 consecutive days to earn senior privileges back. For example, a student suspended for three days would have to be demerit-free for 30 consecutive school days in order to have senior privileges reinstated.
 - b. A student must petition the administration in writing to have senior privileges reinstated. Privileges are not reinstated until administration notifies the student in writing of the fact.
8. Senior privileges will be effective upon satisfaction of all of the above criteria and submission of the senior privilege form to the main office, signed by the student and the parent/guardian.

SENIORS WILL BE SUPPLIED WITH AN ACTUAL CONTRACT THAT WILL REQUIRE SIGNATURES BY STUDENT, PARENT AND ADMINISTRATION.

SKIPPING CLASS

Attendance at every class and assigned study hall is an essential student responsibility. Students are expected to attend all assigned classes, study halls, and homeroom. Students who skip class will not be allowed to make-up missed work.

•Demerits will be assigned according to the Demerit Chart.

SONG

Hurrah for the Waterville High!
She's the grandest of schools in the State, Boys!
Her friends come from far and from wide
To proclaim her the best of them all.
Her sons will remember her name,
Sharing all of her victories and joys.
The whole world will ring with her fame,
And with her wit and with her grit,
She'll shine forever.

SPECIAL EDUCATION SERVICES

Referral Process

Students who exhibit academic and/or behavioral difficulties may be referred to the Individual Educational Plan Team for consideration of eligibility for special education services.

Parents may refer their child to the Individual Educational Plan Team by contacting the building principal, guidance counselor or classroom teachers. School personnel who are informed by parents or others of a desire to refer a student shall direct that person to above mentioned school professionals for initiation and discussion of the referral process. The school professional shall assist the parent or others in completing the referral form and shall forward that documentation to the Special Education office.

The Individual Educational Plan Team consists of the child's teacher and parent/guardian, the building administrator and appropriate special education staff. The I.E.P. Team will review existing evaluation and

classroom performance data in accordance with federal and state guidelines to determine whether a referred student has a disability. If a referred student is found to be eligible for special services, the I.E.P. Team will develop an I.E.P. that is appropriate for that student and determines any necessary modifications and/or adaptations in the student's regular education program. Services may be provided within the regular classroom or in a special education classroom, whichever is most appropriate for the student. This determination is made by the I.E.P. Team.

STAFF MEMBERS & DUTIES

MAIN OFFICE

Dr. Brian Laramee, Principal
Mr. Joe Haney, Assistant Principal
Ms. Cindy Bell, Principal's Secretary
 Graduation caps & gowns
 Worker's permits
 Student activity accounts
 Fee payments
 Suspension letters
Ms. Kathy Colwell, Secretary
 Announcements
 Attendance
 Tardy/dismissal slips
 Planned absence forms
 Parking permits
 Senior privileges
 IC Parent Portal
Ms. Ann Bouchard, School Nurse
 Medical forms/records
 Flu shot clinic

ATHLETICS

Ms. Heidi Bernier, Athletic Director
Ms. Leslie Duvall, Secretary
 Sports rosters & uniforms

MEDIA CENTER

Ms. Julie Letourneau-Ayers, Librarian
Ms. Dawn England, Circulation Room Monitor
Ms. Robin Duplessis, Academic Study Teacher

GUIDANCE OFFICE

Dr. Lisa Hallen, Director of Guidance
Ms. Brenda Holt, Guidance Counselor
Ms. Ashley Rancourt, Social Worker

- Ms. Valerie Stacey, Registrar
Record keeper of students' school records
Assigns lockers
Grading
- Ms. Nicole Desjardins, Guidance Secretary
Schedules guidance counselors' appointments
Letters of recommendation
Scholarships
College visitation forms

STUDENT DRESS CODE POLICY JFCA (1)

The Waterville 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 Waterville Public School system to provide a safe, healthy and nondiscriminatory environment for maximum academic and social development, the following restrictions will be enforced:

1. Shirts and footwear must be worn at all times.
2. Clothing with vulgar or profane lettering or drawings, either explicit or implied is prohibited.
3. Clothing that advertises drugs, alcohol, or tobacco is prohibited.
4. Clothing depicting images of weapons or violence is prohibited.
5. Clothing with insulting words or images, (e.g., racial or ethnic slurs) either explicit or implied is prohibited.
6. Clothing or other items indicative of gangs are prohibited.
7. Shorts, skirts, and dresses must be of sufficient length to cover the leg to mid-thigh.
8. No undergarments may be visible.
9. Strapless tops and tops that have a low cut neckline or are inappropriately revealing are prohibited.
10. All shirts must touch the top of pants when in a standing position.
11. Headgear or any head covering may not be worn inside the school building.
12. Sunglasses may not be worn inside the school building.

13. Clothing that is either dangerous or destructive of school property (e.g. spiked collars and wristbands, cleats, or heavy chains) is impermissible.
14. Administrators reserve the right to prohibit items not specifically named above if such items disrupt the educational environment.
15. Building administrators have the authority to waive parts of this policy for school wide special activities (e.g., hat days) sponsored by school sanctioned groups.

School administrators or teachers may require special clothing for health or safety reasons for students participating in physical education, certain extracurricular activities, or work with or around machines or other activities. However, no particular brand may be required.

Administrators at each school will develop procedures and sanctions for dealing with students who violate this policy.

STUDENT DRESS CODE PROCEDURES

Refusal to comply with the dress code will result in a progressive discipline process ranging from a warning to possible suspension.

1st offense: Student warned. If student is sent from class, they will not return without appropriate attire.

2nd offense: Student will be sent home to acquire appropriate school attire.

3rd offense: Possible Suspension.

•Demerits will be assigned according to the Demerit Chart.

Hats, bandanas, hoods or other types of head coverings are not to be worn in the school building until after 2:15 p.m. The removal of one's hat indicates a show of respect for the institution and all members of the school community. Upon entering the building hats need to be stored in a locker or backpack.

1st offense: Hat/head covering will be taken until the end of the day.

2nd offense: Hat/head covering will be taken and returned the next day.

•Demerits will be assigned according to the Demerit Chart.

STUDENT PARKING

The student lot is in the front of the building. In order to make it more orderly and safe, free parking permits are issued annually in late August. Priority is given by class, i.e. seniors, then juniors, then all other students. A letter will be sent to all students in August containing the dates and details of the registration process.

In order to be eligible to obtain a parking permit, students must not owe any financial obligations to the school. A Student Vehicle Registration Form must be completed, signed by a parent/guardian, and submitted at registration. This form must be accompanied by a valid driver's license, current vehicle registration, and current proof of insurance.

Once a student is issued a parking permit, s/he must abide by the following regulations:

1. The student must have a valid Maine driver's license.
2. The vehicle must be properly registered with school and state authorities.
3. The vehicle must be properly insured at all times.
4. The vehicle will only be parked in the assigned numbered space. Students may not park in visitor, handicapped or faculty spaces or drive behind the school at any time.
5. The parking permit must be displayed on the vehicle's rearview mirror while on school grounds.
6. The student will exercise proper caution in operating this motor vehicle in entering and leaving all school areas and at all times on or near school grounds (no excessive speed, careless driving, squealing of tires, racing of engine, cutting off school buses, excessive radio noise or bass, etc.).
7. The vehicle will be locked at all times while parked on school grounds.
8. Students assigned a parking permit are not allowed to let other students use their spot if they decide not to drive to school, have sold their vehicle, cannot drive their vehicle due to mechanical problems, or have lost driving privileges.
9. Students must follow all rules as defined in the Student Handbook.
10. Any violation of the above regulations will result in the suspension of a student's parking privileges for 40 school days. The second offense will result in the suspension of privileges for 80 days. The third offense will result in loss of privileges for the remainder of the school year.

Violation of these regulations will result in the loss of all parking privileges according to the schedule above. Depending on the violation, a student may also be suspended from school.

If a student is unable to park in assigned spot for any reason, the student must temporarily park in visitor parking and immediately report to the office with the license plate number of the vehicle parked in his/her spot.

STUDENT RECORDS

Notification of Parent/Student Rights Pertaining to Student Records

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records.

They are:

1. The right to inspect and review the student’s education records within 45 days of the day the district receives a request of access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent (Section 34 CFR, section 99). One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an

administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist). A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

5. Waterville Public Schools may make public at its discretion personally identifiable information from the education records of a student without parental consent if that information has been designated as directory information by the school. Waterville Public Schools has designated the following information as directory information: "Directory information" includes the following information contained in an education record of a student: name, the student's participation in officially recognized activities and sports, height, weight of student athletes, grade level in school of participants in extracurricular activities, date of attendance at Waterville Public Schools, and honors and awards received.

Such information will not be disclosed if the parent of the student or an eligible student informs Waterville Public Schools in writing by July 1 for the upcoming school year or within 30 days after enrollment, whichever is later, that such information is not to be designated as directory information with respect to that student. Any such notice should be sent to the Superintendent of Schools at the following address:

25 Messalonskee Avenue, Waterville, ME 04901.

Under Maine Law, Waterville Public Schools shall not publish on the Internet without written parental consent any information, whether directory or otherwise, that identifies a student, including but not limited to the student's full name, photograph, personal biography, e-mail address, home address, date of birth, social security number, and parents' name.

References: 34 C.F.R. 99.7; Federal Register, Vol. 61, No. 226, at 59297 (Nov. 21, 1996); 20-A.M.R.S.A. 6001.

6. Federal public law 107-110, section 9528 of the Elementary and Secondary Education Act/No Child Left Behind requires school districts to release student names, addresses, and phone numbers to military recruiters upon their request. The law also requires the school district to notify parents/guardians of their rights to opt out by requesting the district not release information to military recruiters. Prior to the beginning of the school year, Waterville Senior High School sends a form to every parent/guardian giving them the choice to opt out.

TRANSPORTATION

The transportation office is located in the central office and may be reached at 873-7048.

To ride a bus other than the one assigned, a parent must write a note in advance explaining the circumstance. The note must then be submitted to and approved by an administrator.

VALUABLES

Each student is provided a locker to store books, clothing, skateboards and other belongings. These should be kept locked and secure. Students are advised not to bring articles of extreme value or large sums of money to school without prior arrangements for securing them. WSHS is not responsible for any items lost or stolen on campus.

VISITORS

Visitors must report to, sign in, and obtain a pass from the main office. All visitors must park in spaces assigned for visitors. Numbered spaces are assigned to students.

WEAPONS IN SCHOOL POLICY JFCJ (Possession or Use of Weapons)

Possession or use of a weapon in a school building is prohibited. A pupil found to be in possession of a weapon on school premises before, during,

or after school or at any school sponsored activity is subject to administrative and/or legal action.

Administrative Implemental Procedures

1. Weapons are identified in two categories:
 - A. Articles commonly used or designed to inflict bodily harm and/or to intimidate other persons. Examples are firearms, knuckles, switch blade/butterfly knives, chains, clubs, stars, etc.
 - B. Articles designed for other purposes but which could easily be used to inflict bodily harm and/or intimidate. Examples are belts, combs, pencils, files, compasses, scissors, etc.
2. A pupil acting in an aggressive or belligerent manner with any article will be administratively judged to be in possession of a weapon. Disciplinary action will be taken.
3. A pupil using a weapon in a fight or altercation will be administratively judged to be a danger to others and self will be subjected to extended suspension or expulsion proceedings, or other appropriate disciplinary action.
4. Administrators or other delegated school officials, in their professional judgment, will confiscate any article previously identified as a weapon under 1(a) above. Such weapons will be submitted to the appropriate law enforcement agency. Articles previously identified in 1(b) above and any other article deemed a weapon will be confiscated and disciplinary action will be taken. The appropriate law enforcement agency may be called.
5. A pupil who has caused injury to another person with a weapon, intended or unintended, will be subject to disciplinary and/or legal action.
6. A pupil in possession of a weapon is in violation of state statutes.

