

# **Wiscasset Middle High School**

## **Student Handbook**

### **2019-2020**

*last updated 8/19*



## **Wiscasset Wolverines!**

Our community recognizes the strength and potential of teaching and learning. We are dedicated to cultivating an environment that honors growth and change for all learners.

We believe the best learning occurs when...

- our basic needs are met by creating a safe, compassionate school environment full of essential support systems.
- we are held accountable through clear, consistent expectations, have positive relationships with students and adults, and are heard and valued.
- the curriculum is relevant, has meaningful interdisciplinary and community connections, and provides high expectations for all learners.
- we are members of a rigorous, respectful environment that fosters pride, provides multiple pathways to success, and encourages innovation.

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## **Section 1: Student Expectations and Consequences**

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**WMHS students are expected to respect themselves, respect others, and respect their environment!**

**Respect for Self:** students should take care of themselves, come prepared for classes, participate in a positive way, and be the best forms of themselves that they can be. “Respect yourself and others will respect you.”

**Respect for Others:** WMHS students are kind to others, show concern for their peers, are responsible for self and actions, and provide others with the opportunity to learn by maintaining a positive classroom environment.

**Respect for the Environment:** “Leave no trace” is a fundamental tenet of WMHS citizenship. Students should leave any school space used cleaner than when they found it - and with no sign of impact. Every student should also seek ways to be an energy saver, with both personal technology and school electrical use. Finally, WMHS citizens are encouraged to seek and advocate for ways to make our school more “green.” “Act as if what you do makes a difference. It does.”

### **Student Behavior and Consequences**

When students demonstrate behaviors that are disrespectful to themselves, disrespectful to each other or disrespectful to their environment, there will be three types of possible consequences. Descriptions of each type of consequence are below.

**Detention:** students may be required to attend a one-hour office detention or a three-hour Friday detention.

\* Office detentions can be held Monday-Friday from 2:30-3:15pm. Students must report by 2:30 to the assigned detention room. Students must do school work or read during detention and must be on task for the duration. Food, drinks, hats, music, games, and personal electronic devices are not allowed.

\* Friday Detention (from 2:30-4:30pm) will be held every Friday beginning the first week of school and ending the week prior to the close of school in June. Fridays that fall within school vacations will be exempted. Students should come prepared with school work complete.

**In-School Suspension:** students may be given an in-school suspension for a certain amount of time, depending on the severity of their behavior. (See Title 20-A for more information).

\* In-school suspension will be utilized by the Principal and Assistant Principal for flagrant acts of disrespect, cumulative offenses, or serious acts of misconduct. If in-school suspension is deemed necessary, the student will be afforded all due process rights guaranteed by law prior to suspension. Parents will be notified. The student will be expected to make up missed work including tests and quizzes.

Out of School Suspension: students may be suspended from school for a certain amount of time, depending on the severity of the behavior. (See Title 20-A for more information).

\* Suspension will be utilized by the Principal and Assistant Principal for flagrant acts of disrespect, cumulative offenses, or serious acts of misconduct. If suspension is deemed necessary, the student will be afforded all due process rights guaranteed by law prior to suspension. Parents will be notified. The student will be expected to make up missed work including tests and quizzes. The student cannot be on school grounds for any reason until suspension is completed.

### **Attendance**

Being present, both physically and mentally, is essential for student success. Students are expected to attend classes in which they are enrolled and be prepared to engage actively and positively. If a student misses a class, he/she must be proactive and connect with the teacher whose class was missed.

According to state law, there are five excused absences:

- a. Personal illness – if four days or longer, verification from a health office, doctor, or school nurse is necessary.
- b. Appointments that cannot be made outside the school day.
- c. Observance of recognized religious holidays when required during a regular school day (no other opportunity for observance).
- d. Emergency family situation.
- e. A planned absence for personal or educational purposes that has been pre-approved, to include family vacations. The principal must approve a planned absence in advance, to be in compliance with state law. A specific form is available from the office for such requests.

### **Tardy to class (including start of day) process:**

Part of being a responsible student is arriving to class on time! Students who arrive tardy to class will have the following consequences:

If a student arrives late to class, including the start of the day, the student must stay after school for a 30 minute detention. The school communicates with the student's parent about his/her tardiness and the detention.

- At the start of the day, the student checks in with attendance secretary, is reminded that he/she must stay after school for 30 minutes for detention, and receives a pass to class. When the student enters class, he/she gives the pass to the teacher.

## Dress and Appearance

WMHS students will show respect for themselves and respect for those around them by the way that they dress. Students should promote healthy lifestyles; therefore, articles of clothing that promote the use of alcohol, tobacco, other drugs may not be worn to school or to school functions.

1. Student dress shall reflect personal cleanliness, neatness, and politeness. Clothing that could be viewed as sexual, vulgar, lewd, or insulting may not be worn.
2. Student dress should match the purpose of the school: education. Clothing that exposes the body or undergarments inappropriately may not be worn. Specifically, strapless tops and tops that expose cleavage are prohibited. Shorts and skirts should be long enough to allow the student to move in all ways necessary without the risk of exposure.
3. Students may not wear hats at any time in the school building.
4. As a safety precaution, students must wear shoes at all times in the building and on the school grounds.

## Student Use of Substances: Alcohol, Drug, or Tobacco

*Code JICH*

Our goal is to support the social, emotional, and physical well-being of students. WMHS students are expected to make choices that are healthy and are aligned with respecting themselves and their environments. No student shall distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage, fortified wine, or other intoxicating liquor. Students will refrain from using or having in their possession illegal drugs, alcohol, tobacco, drug paraphernalia, or any other related item. If a student is found having such substances in his or her possession or is found under the influence at school, on school grounds, or during a school-sponsored activity, that student will have consequences outlined based on the situation. Consequences may include: team intervention involving WMHS administration, school counselor, and/or other personnel; detention or suspension; the recommendation for expulsion; substance abuse counseling; or any other consequence that is appropriate in order to best support the social, emotional, and physical well-being of the student. (Consult the approved policy Code JICH for more information; the expulsion is governed by Title 20-A)

**\*\*Captain/Leadership Positions:** For students who participate in co-curricular activities and hold a leadership position, any violation of this policy, elected or appointed leaders may lose the leadership position for the remainder of the sports season or term of the office. Prior violations will be considered by coaches and advisors together with school administrators in selecting future leadership positions.

## Use of Technology

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### Student Use of Cellular Telephones and Other Electronic Devices

*Code: JFCK*

Technology is an exciting, evolving part of our culture. We recognize that with technology comes possible distractions from the learning environment. Many students possess cellular telephones and other electronic devices, and these devices should be used in a way that is not disruptive to the learning community. Use of electronic devices (eg cell phones, CD players, iPods, mp3 players, headphones, earbuds, radios, and tablets) **will only be allowed in the building before and after school, and in the cafeteria/outdoors during lunchtime.** Cell phones are not to be used in the classrooms including study halls, or hallways during the instructional day and should be kept in a backpack, out of sight and turned off unless expressly approved by

school personnel. Use of digital or other technology to videotape or audio record within the school building is not allowed without prior permission from school authorities. Violations will result in administrative action. Violators will be required to leave their device with school personnel or in the main office to be picked up after school. Failure to comply is cause for disciplinary action as outlined in our WMHS Discipline Code. Repeat offenders may face further administrative consequences.

### **Student Computer and Internet Use**

*Code: IJNDB; IJNDB-R*

Wiscasset School Department computers, network and Internet access are provided to support the educational mission of the schools. All students are responsible for their actions and activities involving school computers, network and Internet services, and for their computer files, passwords and accounts. Students, parents and school staff who have questions about whether a particular activity is prohibited are encouraged to contact a building administrator. The school computers, network and Internet services are provided for educational purposes and research consistent with the school's educational mission, curriculum and instructional goals. Students must comply with all school rules and expectations concerning student conduct and communications when using school computers, whether on or off school property. Students also must comply with all specific instructions from school staff when using the school unit's computers. Prohibited conduct includes but is not limited to using computers to access inappropriate material, illegal activity, plagiarism, avoiding school filters, or any malicious use.

### Consequences for Inappropriate iPad, Laptop, and Computer Use

If a student violates our acceptable use policy, he/she may receive a consequence that involves detentions, notifications to parents, loss of access for an identified period of time, and/or a restorative option.

## **Section 2: Student Programming**

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### **Wiscasset High School Daily Schedule**

The 2019-2020 Daily Schedule is linked [here](#). The student school day will begin at 7:50 am and end at 2:30 pm. There are designated early release Wednesdays, and the schedule for those days are posted on the document as well. Bells will only ring prior to block 1 and at 2:30.

### **Current Graduation Requirements (Carnegie System) for graduating classes 2018 - 2020**

The Wiscasset School Committee has set the minimum number of credits required for a Wiscasset Middle High School diploma as 24. Credits are awarded upon the successful completion of semester or year long courses. For courses being graded on a 0 -100 scale, a minimum grade of 70 is required.

| <b>Subject</b>     | <b>Credits Required</b> | <b>Classes Required</b>  |
|--------------------|-------------------------|--|
| English            | 4                       | English: 9, 10, 11, 12   |
| Math               | 3                       | Algebra and Geometry   |
| Science            | 3                       | Integrated Science, Biology, Chem/Phys.<br>(year long or semester) |
| Social Studies     | 3                       | World Cultures, American Studies,<br>Principles of Democracy       |
| Foreign Language   | 1                       | French I or Spanish I  |
| Fine Arts          | 1                       | Visual Arts, Drama, Music  |
| Physical Education | 1                       | Foundations of PE and electives                                    |
| Health             | .5                      | Foundations of Health  |
| Consumer Economics | .5                      | Consumer Economics   |
| Career Prep        | NA                      | Required Activities listed in the Advisory Program                 |

17 of the 24 credits to graduate are listed above. The remaining 7 may be completed through more core classes to meet proficiency, electives, internships, college courses, community service, or capstone project.

### Promotion Credit Guidelines

Minimum credits needed to be on target for graduation (based on 24 required credits):

Conclusion of Grade 9: 4 credits

Conclusion of Grade 10: 10 credits

Conclusion of Grade 11: 18 credits

### Traditional Report Card Grading System

Traditional grades will be calculated based on this formula: 60% Summative, 30% Formative 10% Habits of Work. Wiscasset Middle High School utilizes the following grading system for all subject areas:

|            |              |
|------------|--------------|
| A+ (99 up) | C+ (83-84)   |
| A (96-98)  | C (80-82)    |
| A- (93-95) | C- (77-79)   |
| B+ (91-92) | D+ (75-76)   |
| B (88-90)  | D (72-74)    |
| B- (85-87) | D- (70-71)   |
|            | F (Below 70) |

W/D – Withdrawn W/P - Withdrawn Passing W/F - Withdrawn Failing

### Standards Based Report Card

The standards based report card will include the following language:

|   |                          |
|---|--------------------------|
| 1 | Insufficient evidence    |
| 2 | Developing (in progress) |
| 3 | Meets                    |
| 4 | Exceeds                  |

### Honor Roll

The Wiscasset High School honor roll has been established as a means of promoting individual growth and improvement by recognizing academic achievement. Published two weeks after the close of each ranking period, the honor roll is determined by quarter grades in all subjects receiving a Carnegie unit or fractional part thereof, including band, chorus, and wellness. In order to qualify for the honor roll, a student must be carrying a minimum of five courses, or its equivalent, per semester.

The honor roll is calculated each quarter based on letter grades.

The honor roll at Wiscasset High School is composed of four classifications:

#### Honors

Meeting the standards in a course is a significant accomplishment. All students who have all As and Bs with a maximum of one C+ and no grades lower than that, will be recognized for achieving Honor Roll.

High Honors

Doing work that consistently exceeds the standards is an exceptional achievement. It often requires completing not just more work, but different, more sophisticated and rigorous work. Students who complete the quarter with all As and Bs will be recognized for achieving High Honors.

Highest Honors

Students who have all As will be recognized for achieving Highest Honors.

A student is not eligible for the honor roll if he/she:

- Receives a failure in any course.
- Receives an incomplete in any course.

Top Scholars Award

Top Scholars are awarded twice at Wiscasset High School, at the end of the sophomore and senior years. Awards are made to students who have a GPA of 3.5 or higher. These students are designated Top Scholars. Sophomore recipients are acknowledged at the end of the year at the Underclassmen Awards assembly. Seniors are announced at the Student of the Quarter assembly, have their names highlighted in the graduation program, and wear honor cords at graduation.

Graduation Marching and Honors Cords

Seniors receiving diplomas from Wiscasset Middle High School will not march at graduation with their class if they have an unexcused absence from more than one of the following: Alumni Banquet, Marching Practices, or Class Night. Seniors are expected to have all fees paid and materials returned by the first day of marching practice in order to march. Honors cords can only be worn by students whose cumulative GPA is 3.0 or higher. No rounding up will be used for GPAs of less than 3.0.

**Habits of Work**

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Quality Habits of Work are an essential part of student success. HOW will count as 10% of the overall grade per semester. Our HOW grade assesses how students interact with others, how they approach learning challenges, and how they participate in class.

**WMHS Habits of Work**

| <b>Traits</b>  | <b>1<br/>( 50 - 69 )<br/>Student rarely...</b>         | <b>2<br/>(70 - 84 )<br/>Student<br/>sometimes...</b>   | <b>3<br/>(85 - 96)<br/>Student<br/>consistently...</b> | <b>4<br/>( 97 - 100 )<br/>Student meets 3<br/>and often...</b>         |
|--|--|--|--|--|
| <b><u>Punctuality &amp; Preparedness</u></b><br>• <b>On time</b> | -Completes assignments and meets established deadlines | -Completes assignments and meets established deadlines | -Completes assignments and meets established deadlines | -Demonstrates initiative in starting, organizing, and completing tasks |

|   |   |   |   |  |
|---|---|---|---|--|
| <ul style="list-style-type: none"> <li>● <b>Attendance</b></li> <li>● <b>Materials</b></li> <li>● <b>Meeting deadlines</b></li> </ul> <p><b>*Self Directed and Lifelong Learner</b></p>   | <p>-Arrives on time and with the materials needed for class<br/>-Demonstrates importance of being present in class</p>  | <p>-Arrives on time and with the materials needed for class<br/>-Demonstrates importance of being present in class</p>  | <p>-Arrives on time and with the materials needed for class<br/>-Demonstrates importance of being present in class</p>  |  |
| <p><b>Engages in Class</b></p> <ul style="list-style-type: none"> <li>● <b>Collaborative Work</b></li> <li>● <b>Respectful towards all</b></li> <li>● <b>Focused on tasks</b></li> <li>● <b>Participation</b></li> </ul> <p><b>*Clear and Effective Communicator</b><br/><b>*Responsible and Involved Citizen</b></p> | <p>-Focuses on learning during various class activities<br/>-Contributes actively and respectfully to discussions and/or collaborative tasks<br/>-Behaves appropriately in all situations to foster learning<br/>-Listens actively to peers and teacher</p> | <p>-Focuses on learning during various class activities<br/>-Contributes actively and respectfully to discussions and/or collaborative tasks<br/>-Behaves appropriately in all situations to foster learning<br/>-Listens actively to peers and teacher</p> | <p>-Focuses on learning during various class activities<br/>-Contributes actively and respectfully to discussions and/or collaborative tasks<br/>-Behaves appropriately in all situations to foster learning<br/>-Listens actively to peers and teacher</p> | <p>-Independently engages in learning activities<br/>-Engages in self reflection processes to advance learning<br/>-Exemplary group member who facilitates the learning process<br/>-Works beyond what is expected</p> |
| <p><b>Responsible Conduct</b></p> <ul style="list-style-type: none"> <li>● <b>Responsible use of technology</b></li> <li>● <b>School and Classroom Expectations</b></li> <li>● <b>Accountability for actions and work</b></li> </ul> <p><b>* Responsible and Involved Citizen</b></p>                                 | <p>-Manages classroom behavior in a way that benefits the learning community and aligns with school policies<br/>-Appropriately asks for help when needed</p>   | <p>-Manages classroom behavior in a way that benefits the learning community and aligns with school policies<br/>-Appropriately asks for help when needed</p>   | <p>-Manages classroom behavior in a way that benefits the learning community and aligns with school policies<br/>-Appropriately asks for help when needed</p>   | <p>-Manages classroom behavior in an exemplary way that serves as a model for others</p>   |
| <p><b>Quality Work Ethic</b></p> <ul style="list-style-type: none"> <li>● <b>Produces thoughtfully completed work</b></li> <li>● <b>Produces thoroughly completed work</b></li> <li>● <b>Demonstrates perseverance</b></li> </ul>   | <p>-Puts forth strong effort to produce quality work<br/>-Perseveres and/or seeks additional resources when facing challenges<br/>-Utilizes feedback to improve the quality of work</p>   | <p>-Puts forth strong effort to produce quality work<br/>-Perseveres and/or seeks additional resources when facing challenges<br/>-Utilizes feedback to improve the quality of work</p>   | <p>-Puts forth strong effort to produce quality work<br/>-Perseveres and/or seeks additional resources when facing challenges<br/>-Utilizes feedback to improve the quality of work</p>   | <p>- Extends the parameters of the assignment<br/>- Seeks challenges and takes risks<br/>-Seeks feedback to improve learning caliber of work</p>   |

|   |   |   |   |  |
|---|---|---|---|--|
| <ul style="list-style-type: none"> <li>● <b>Utilizes feedback</b></li> </ul> <p><i>* Self Directed and Lifelong Learner</i></p> | <p>-Completes assignments as directed</p> | <p>-Completes assignments as directed</p> | <p>-Completes assignments as directed</p> |  |
|---|---|---|---|--|

Revised June 1, 2017

**Advisor/Advisee Program-**

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The purpose of the Advisor/Advisee Program is to foster intellectual growth and habits of commitment by developing closer relationships between staff and students, coordinate services, facilitate communication between student, teacher and parent, provide an adult contact, and most importantly, personalize each student’s experience at WMHS. Every student will have an advisor. The advisor will help the student with their personal learning plan, course selections, reflections and goal setting, career exploration, post-secondary planning, and completion of the senior exhibition. There are specific assignments that students must complete each year to graduate. Students must remain in their classrooms during Advisory blocks for structured activities and/or group activities. The advisor will also monitor the student’s progress in achieving the Benchmarks for Career Preparation and will support students in achieving the goal of creating a post-secondary plan that may include job training, military, community college, or 4-year college/university.

**Supports for Students at Wiscasset Middle High School**

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**Guidance Department**

The Guidance Department is designed to assist the student in a number of ways. It operates with the understanding that individuals sometimes face problems or issues that are confusing and difficult to resolve without the assistance of another person. Conversations with the guidance counselor are protected as privileged communications under Maine State Law. The Guidance Department provides information to support parents and students in the college application/acceptance process. The Guidance Department also offers services in individual and group counseling and test interpretation.

**Social Worker Services**

The Social worker supports parents and all students with individual counseling, substance abuse counseling, family counseling, and home visits. The social worker will provide information about: drug and alcohol counseling, family services, suicide hotlines and prevention information, shelter locations, the topic of running away, agencies for mental help assistance, United Way, and Alcoholics Anonymous meeting times and places.

## **Credit Recovery Program**

The purpose of the WMHS Credit Recovery Program is to afford every student multiple opportunities to be on track for graduation within their four years here at WMHS. Our philosophy is for students to not just “complete work” but demonstrate a clear understanding of course standards.

Pre- Credit Recovery Opportunities: All students throughout the course of the semester have multiple opportunities to recover assignments, assessments, and projects through our advisory program during achievement time of after school.

### Identification/ Credit Recovery Process:

- a.) At the end of each semester the WMHS Guidance office shares lists of students that failed the semester with WMHS teachers.
- b.) WMHS teaching staff should review lists to identify which students are able to “recover” standards.
- c.) WMHS teaching staff submits list to guidance office and administration no later than 2 weeks after semester’s end outlining specific standards each student can recover during credit recovery. Recommended benchmark assignments/projects should also be provided at this time.
- d.) Students and parents are notified by Credit Recovery Program Coordinator in writing outlining the credit recovery opportunity and expected number of hours the student may need to meet standard(s).
- e.) Students and parents enter into a written agreement outlining student, parent, and school responsibilities.
- f.) Credit Recovery will take place after each semester during February break (Recovery for semester 1), and Early July (Recovery for semester 2)
- g.) The Credit Recovery Program Coordinator will determine the completion of each student’s credit recovery. The coordinator will communicate with guidance and administration student progress.
- h.) Credit Recovery Program Coordinator will share list of students that did not complete credit recovery process to Student Support Team (SST).

## **Other Academic Support Services**

Achievement Time (HS): is a time when teachers are available to assist students with classwork. A teacher may also request to work with a student that is behind in their work to get some extra during this time.

The school nurse deals with issues of health and well being for student, faculty, and staff. The nurse is available to assist the ill and injured and to work with students requiring regularly administered or short-term medications. Other duties include: review student immunizations, screening for potential vision and hearing deficiencies, promoting healthy and responsible lifestyles, and serving as a classroom resource on particular health issues.

Our School Resource Officer provides parents, students and community members a wide range of resources regarding law enforcement, community resources and safety. Students, parents and community members are encouraged to call the school for answers to their questions.

## **Co-Curricular and Athletic Procedures and Policies**

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WMHS offers students an opportunity to participate in programs together with their academic schedule known as co-curricular activities, defined as a club or group that forms, meets or practices at times other than or in addition to the regular school day and school year. Participating in these co-curricular activities is a choice that students should make in cooperation with parents as they do take time. Each participant in co-curricular activities is expected to adhere to the rules of WMHS and conduct him/herself as a good citizen within the school and community at all times. Students are expected to meet eligibility requirements under the Maine Principals Association to participate.

### **Co-Curricular Offerings**

|                        |                                   |
|------------------------|-----------------------------------|
| Drama: One Act Play    | National Honor Society            |
| Drama: Three Act Play  | Student Council                   |
| Drama*                 | Outing Club                       |
| Math Team*             | Art Club*                         |
| Band*                  | News Team                         |
| Chorus*                | Volleyball Club*                  |
| Yearbook*              | Music Competitions                |
| Science Olympiad*      | Pep Band*                         |
| Civil Rights Team*     | Students for Social Action (SFSA) |
| Gay Straight Alliance* | Mentor Program                    |

\*denotes available for students in grades 7-12

### **National Honor Society Selection Process**

To be eligible for membership, the candidate must be a member of the senior, junior, or sophomore class (sophomores are only eligible in the spring). Candidates must have a cumulative scholastic average of at least 90 through the most recent grading quarter. Candidates will complete an application, which is submitted to the NHS committee for consideration, and be evaluated on the basis of outstanding service, leadership, and character. Copies of the guidelines defining outstanding service, leadership, and character may be obtained upon request. Students who question the fact that they were not selected, do not have a legal right to a hearing but they and their parents may present their concerns to the principal or chapter advisor. Once selected, members have the responsibility to continue to demonstrate the qualities of scholarship, leadership, service, and character. Failure to maintain these standards may result in a review of the student's eligibility.

### **Athletic and Co-Curricular Code of Conduct**

Participants should:

- ❖ Be responsible for all equipment, uniforms, or any other material assigned to him/her and be expected to pay for any lost items.
- ❖ Attend all practices, games, competitive events, meetings and other scheduled events unless permission is obtained in advance from the coach/advisor.
- ❖ Obtain adequate insurance coverage, have an updated physical examination, and provide a signed athletic participation permission form prior to the first athletic practice.

## **Eligibility for Participation in Co-Curricular Activities**

*Code JJIA*

All students are encouraged to participate in co-curricular activities sponsored by the WSD. These activities offer students the opportunity to learn new skills, to compete in a variety of sports, to experience being part of a team, to develop character, positive attitude, and self-discipline, to demonstrate leadership and to realize personal accomplishments. Participation in co-curricular activities is a privilege that carries with it responsibilities to self, classmates, school and community. Participation is entirely voluntary.

### Parent Permission

Before participating in the tryout or first practice, a student must provide the coach with:

1. A parent/guardian signed permission form
2. A parent/guardian signed form acknowledging and accepting the risk of injury that may occur as a result of participation
3. A medical emergency card by which parents give their permission for the student to be treated by medical personnel in the event of an injury
4. A form stating that the student has health insurance and identifying the insurance carrier

Middle High School Academic Eligibility: In order to participate in co-curricular activities:

- A. A student must be a full-time student or in an approved home school program.
- B. Eligibility will be determined at the mid-period point and at the end of each grading period. Eligibility of students on probationary status will be reviewed every two weeks. For the purpose of determining eligibility for the first assessment period of the year, the reference point will be the last cumulative grades of the previous year. Incoming freshmen will initially be considered eligible.
- C. At the point of determining or reviewing eligibility, a student whose cumulative grade is failing more than one credit will be placed on academic probation. Otherwise the student will be removed from academic probation and eligibility will be re-instated.
- D. Students on academic probation may practice but may not participate in competitions or performances; may not sit with the team or group at home or away competitions or performances; but may travel with the team at the coach's/advisor's discretion.

\* Students in approved school/work programs as well as students with partial days based on individualized education plans meet the eligibility requirements.

### Progress Reports

Students, parents and guardians may access PowerSchool at any time. Midway through each ranking period, teachers will make sure grades and comments are up to date in PowerSchool by 3PM on the dates specified below. Progress Reports will not be printed by the guidance office unless a parent requests a hard copy.

#### Ranking Period:

Quarter 1 ends November 8, 2019  
 Quarter 2 ends January 17, 2020  
 Quarter 3 ends April 10, 2020  
 Quarter 4 ends June 12, 2020 (pending snow days)

#### Progress Report Dates:

October 4, 2019  
 December 13, 2019  
 February 28, 2020  
 May 15, 2020

### Physical Examinations of Students

- A. Physical examinations and screenings: WSD schools recommend that parents/guardians have their children physically examined prior to entering school and again prior to 5th and 9th grades. Dental examinations shall also be encouraged. Vision screenings will be conducted as required by Maine law. Parents will be notified of any suspected health problems identified through screening.
- B. Participation in Athletics: Students who wish to participate in middle school or high school athletics are required to have a physical examination and medical approval before doing so. The physical examination must have been given within 2 years prior to participation. Thereafter, students participating in athletics must have a physical examination on a schedule recommended by their health care provider, but not less frequently than once every two years. A student will not be allowed to participate in tryouts, practices, or competitions without the required physical examination and medical approval.

### Return to Play

A student who suffers serious illness or injury must obtain “return to play” clearance from his/her healthcare provider before further participation in athletics is allowed. All students must have health insurance coverage before participating in athletic activities. The school will provide information on options for insurance coverage that can be purchased by the student.

### Attendance Standards

A student who is absent from school or who arrives at school after 9:00 am, is dismissed early, or misses any part of the school day may not participate in that day’s extracurricular activities unless the principal/designee has approved the absence or dismissal. Participation on the weekend is dependent upon the attendance on the last prior school day.

## **Section 3: Other Related Policies**

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### **Student Attendance**

*Code: JEAA*

School attendance is essential to student success. Refer to the board policy for the approved attendance policy.

### **Harassment and Sexual Harassment of Students**

*Code: ACAA*

Harassment of students because of race, color, sex, sexual orientation, religion, ancestry or national origin, or disability is prohibited. Such conduct is a violation of Board policy and may constitute illegal discrimination under state and federal laws. Harassment includes but is not limited to verbal abuse based on race, color, sex, sexual orientation, religion, ancestry or national origin, or disability. Harassment that rises to the level of physical assault, battery and/or abuse is also addressed in the board policy JICIA – Weapons, Violence and School Safety. Sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors or pressure to engage in sexual activity, physical contact of a sexual nature, gestures, comments, or other physical, written or verbal conduct that is gender-based that interferes with a student’s education.

School employees, fellow students, volunteers and visitors to the school, and other persons with whom students may interact in order to pursue school activities are required to refrain from such conduct. Harassment/sexual harassment of students by school employees is considered grounds for disciplinary action, up to and including discharge. Harassment/sexual harassment of students by other students is considered grounds for disciplinary action, up to and including expulsion.

### **Hazing**

*Code: ACAD*

Maine statute defines injurious hazing as “any action or situation, including harassing behavior, that recklessly or intentionally endangers the mental or physical health of any school personnel or a student enrolled in a public school.” 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. “Harassing behavior” includes acts of intimidation and any other conduct that recklessly or intentionally endangers the mental or physical health of a student or staff member. “Acts of intimidation” include extortion, menacing, direct or indirect threats of violence, incidents of violence, bullying, statements or taunting of a malicious and/or derogatory nature that recklessly or intentionally endanger the mental or physical health of another person, and property damage or theft. 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 students’ organizations, shall plan, encourage, or engage in injurious hazing activities. Students who violate this policy may be subject to disciplinary action which may include suspension, expulsion, or other appropriate measures.

### **Bullying**

*Code: JICK*

(Linked documents: [Bullying](#), [Bullying Report Form](#), [Bullying Procedure](#), [Bullying Documentation](#))

It is the intent of the Wiscasset School Board to provide all students with an equitable opportunity to learn. To that end, the board has a significant interest in providing a safe, orderly, and respectful school environment that is conducive to teaching and learning. 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, including “cyberbullying,” is not acceptable conduct in Wiscasset Schools and is prohibited. Retaliation for the reporting of incidents of such behavior is also prohibited.

#### Definition of Bullying

“Bullying” and “cyberbullying” have the same meaning in this policy as in Maine law:

“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.

### Cyberbullying

"Cyberbullying" 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 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.

Administrators, professional staff and all other employees are expected to intervene when they see acts of bullying in progress and are required to report incidents of bullying they have witnessed or become aware of to the building principal as soon as practicable.

### **Bomb Threats**

*Code: EBCC*

A bomb threat represents a potential danger to the safety and welfare of students and staff and to the integrity of school property. Bomb threats disrupt the instructional program and learning environment and also place significant demands on school financial resources and public safety services. These effects occur even when such threats prove to be false. Any bomb threat will be regarded as an extremely serious matter and treated accordingly. The board directs the superintendent to react promptly and appropriately to information concerning bomb threats and to initiate or recommend suitable disciplinary action.

**Use of Physical Restraint and Seclusion***Code: JKAA*

Physical restraint and seclusion may only be used as an emergency intervention when the behavior of a student presents an imminent risk of injury or harm to the student or others. Physical restraint is an intervention that restricts a student's freedom of movement or normal access to his or her body, and includes physically moving a student who has not moved voluntarily. Seclusion is the involuntary confinement of a student alone in a room or clearly defined area from which the student is physically prevented from leaving, with no other person in the room or area with the student.

*For all other policies, refer to the following [website](#).*