

# Wells High School

Eileen Sheehy, Principal  
Josh Gould, Assistant Principal  
Jack Molloy, Athletic Director

## Student/Parent Handbook 2016-2017

Main Office: 207-646-7011

Guidance Office: 207-646-8185

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**A.     WELLS HIGH SCHOOL**

**MISSION STATEMENT**

Our mission is to empower all students through individualized instruction to become literate critical thinkers and problem solvers committed to civic engagement.

**STATEMENT OF PURPOSE**

Wells High School, in a collaborative effort involving school personnel, students, family, and community members, ensures that all students have the opportunity to develop the knowledge and skills necessary to successfully confront the challenges they will face in their future. We set high academic expectations by providing all students with a challenging, rigorous, and comprehensive curriculum. We set high behavioral expectations by stressing the importance of communicating effectively, working cooperatively, making responsible decisions, and respecting each other’s uniqueness. We address differences in student learning by utilizing a variety of effective instructional strategies. We encourage students to develop an awareness of their environment and recognize their responsibilities as part of a global community.

### **EXPECTATIONS FOR STUDENT PERFORMANCE**

Students at Wells High School will be able to:

1. Demonstrate the ability to access and use current, accurate information, which they have gathered from multiple sources.
2. Demonstrate the ability to use clear effective written, oral, and visual communication.
3. Demonstrate the ability to read diverse types of materials and write for a variety of purposes.
4. Demonstrate the ability to think critically and creatively, solve problems, and make responsible decisions.
5. Demonstrate the ability to make conceptual, thematic, and historical connections within and among various subject areas.
6. Demonstrate the ability to use current technology and other tools, instruments, and equipment in a laboratory/studio setting.
7. Demonstrate the ability to listen, share opinions, and negotiate.
8. Demonstrate the ability to be a contributing member of a group.
9. Demonstrate the ability to organize time, management, and cooperative skills.
10. Demonstrate a broad perception of the world and an appreciation for its cultures.
11. Demonstrate an appreciation for and/or understanding of the arts. Understand the benefits of lifelong physical activities.
12. Demonstrate a basic understanding of people's effect on the environment.
13. Demonstrate respect for self, others, and the school environment.
14. Demonstrate knowledge of practical life skills including the management of personal finances.
15. Demonstrate appropriate behavior in public places.

### **EVACUATION PROCEDURES**

When the fire alarm sounds, students are to leave the building immediately, following the fire exit directions posted in each room in the building. Once out of the building, students are to move to the designated area to meet their teacher; attendance will be taken. If the alarm sounds during passing times, students are to go outside to the designated area of their previous class. Driveways are to be kept clear for emergency and fire apparatus. *The elevator is not to be used by anyone. Nurse will assist handicapped students out of the building.*

**SAFETY AT WELLS HIGH SCHOOL**

At 7:30 a.m. all doors will be locked. When entering the building after 7:30 a.m., all visitors, students and parents are asked to use the main entry to the building and report immediately to the Main Office. All visitors are asked to sign into our security system and wear a visitor badge. Upon departure, visitors must sign out of the Main Office.

If students have information regarding a dangerous intruder, violent act, or a student with a weapon, they are to report it to a teacher or an administrator immediately. **Propping open a locked door jeopardizes the safety of Wells High School and students found doing this will be subject to disciplinary action.**

In the event of an intruder/hostage/violent situation, Wells High School administration will announce “lock down.” All “lock down” procedures will be put into place until notice is given that the threat has been cleared.

Students should know there is much they can do to ensure Wells High School is a safe place. Most importantly, listen to friends. If friends share troubling feelings or thoughts, encourage them to get help from a trusted adult – teacher, guidance counselor, social worker, etc. If you remain concerned, seek help for them and share this concern with your parents.

**STAFF DIRECTORY**

<b>Adams, Josh</b>	<b>Computer Technician</b>
<b>Anderson-Wormwood, Sherri</b>	<b>Guidance Counselor (L-Z)</b>
<b>Audet, Jay</b>	<b>Math</b>
<b>Bechan, Ann</b>	<b>Social Studies/English</b>
<b>Bell, Liz</b>	<b>English</b>
<b>Brann, Michelle</b>	<b>Social Studies</b>
<b>Brayson, Paula</b>	<b>Social Studies</b>

<b>Bridge, Andy</b>	<b>Math</b>
<b>Carignan, Alison</b>	<b>Spanish</b>
<b>Casey, Patricia</b>	<b>Ed. Tech</b>
<b>Cole, Pierce</b>	<b>Science</b>
<b>Cotty, Nancy</b>	<b>Health</b>
<b>Curcio, Noel</b>	<b>Guidance Counselor (A-K)</b>
<b>Demos, Chrystopher</b>	<b>Science</b>
<b>Desveaux, Marcus</b>	<b>Special Education</b>
<b>Dion, Judi</b>	<b>Ed. Tech</b>
<b>Downing, Lawrence</b>	<b>Music</b>
<b>Dyer, Brenda</b>	<b>Ed. Tech</b>
<b>TBA</b>	<b>Math</b>
<b>Endsley, Pat</b>	<b>School Nurse</b>
<b>Ericson, Tim</b>	<b>Social Worker</b>
<b>Follansbee, Rebecca</b>	<b>English</b>
<b>Fox, Kevin</b>	<b>Math</b>
<b>TBA</b>	<b>Ed Tech</b>
<b>Gilpatric, Robert</b>	<b>Math</b>

<b>TBA</b>	<b>Food Service Director</b>
<b>Gould, Josh</b>	<b>Assistant Principal</b>
<b>Graceffa, Rachel</b>	<b>Ed Tech</b>
<b>Hewitt, Sandra</b>	<b>Ed Tech</b>
<b>Hludik, Jason</b>	<b>Technology Education</b>
<b>Kayser, Stephan</b>	<b>Social Studies</b>
<b>Knight, Emily</b>	<b>Art</b>
<b>Knight, Heidi</b>	<b>Ed Tech</b>

<b>Lewia, Jennifer</b>	<b>Physical Education</b>
<b>Lewia, Mark</b>	<b>Physical Education</b>
<b>Lopez, Andy</b>	<b>English Teacher</b>
<b>Matthews, Tari</b>	<b>Guidance Secretary</b>
<b>McGlashan, Lee</b>	<b>Science</b>
<b>Mercier, Andre'</b>	<b>Math</b>
<b>Molloy, Jack</b>	<b>Dir. Student Activities</b>
<b>Moore, Jay</b>	<b>Career Preparation</b>
<b>Murphy, Michelle</b>	<b>French/Spanish</b>
<b>Murphy, Rebecca</b>	<b>English</b>
<b>Neville, Emily</b>	<b>Science</b>
<b>O'Shaughnessy, Kevin</b>	<b>Social Studies</b>
<b>Oakes, Cheryl</b>	<b>Special Education</b>
<b>Provencher, Barbara</b>	<b>Ed. Tech</b>
<b>Quint, Karen</b>	<b>Guidance Secretary</b>
<b>Quinton, Jackie</b>	<b>French</b>
<b>Rich, Katelyn</b>	<b>English/Social Studies</b>
<b>Richard, Myra</b>	<b>Special Education</b>
<b>Riegel, John</b>	<b>School Resource Officer</b>
<b>Roche, Cindy</b>	<b>Special Education</b>
<b>Roche, Tim</b>	<b>Academic Support Ed. Tech.</b>
<b>Selsberg, Jody</b>	<b>English</b>
<b>Sheehy, Eileen</b>	<b>Principal</b>
<b>Thompson, Kristen</b>	<b>Social Studies</b>
<b>Trull, Krystal</b>	<b>Biology</b>
<b>VanNatta, Arletta</b>	<b>Ed. Tech</b>
<b>Webster, Terre</b>	<b>Attendance Secretary</b>
<b>Wentland, Dawn</b>	<b>English</b>
<b>White-Capelluti, Vanessa</b>	<b>Art</b>

### ***VISITORS***

All visitors during the school day must sign in through the Raptor system in the main office and receive a visitors' sticker. Upon completion of their visit, guests will return to the main office to sign out. **Students are not permitted to bring visitors to school.**

## **B. ATTENDANCE**

### ***DAILY SCHEDULE (Subject to change pending the construction completion)***

7:25 am First Bell

7:30 am 2<sup>nd</sup> Bell – classes begin *All students should be seated in their classroom*

9:26 am **Announcements and Pledge of Allegiance** will be read.

Period 1                      7:30 - 8:24

Period 2                      8:28 - 9:22

Period 3                      9:26 - 10:25

Period 4 (A Lunch) Lunch: 10:29-10:54, Class: 10:58-11:52

Period 4 (B Lunch) Class: 10:29-10:58, Lunch: 10:58-11:23, Class: 11:27-11:52

Period 4 (C Lunch) Class: 10:29-11:23, Lunch: 11:27-11:52

Period 5                      11:56 – 12:50 (54) 4 minutes of passing time

Period 6                      12:54- 1:48 (54) 4 minutes of passing time

### **1:48 pm Dismissal Bell**

In order for all classes and study halls to begin on time, students are to move to their next period class during the 4-minute passing time allotted. There should be no loitering in any part of the building during this time.

## **DAILY ATTENDANCE**

Regular school attendance is essential to academic success. Because the process of education depends upon exposure to subject matter, continuity of instruction and class participation, absence from class is detrimental to student learning. The interaction of students with the teacher and with other students contributes to mastery of content, critical thinking and development of effective communication and social skills. Responsibility for maintaining student attendance is a shared responsibility.

- a.) Except for excused absences, students are expected to attend school every day, arrive at school and to each class on time and remain in school for the full day in accordance with **State Law MRSA Title 20-A, Section 5001-A**.
- b.) Parents are expected to ensure that their children arrive at school each scheduled day on time, remain in school for the full day and attend school consistently throughout the year.
- c.) Schools will maintain a comprehensive attendance record for each student. School staff is expected to monitor attendance and communicate with parents and students regarding attendance and tardiness.

The Superintendent, in consultation with school administrators and, as appropriate, other district staff, shall be responsible for developing rules and procedures related to student attendance. Such rules and procedures will include provisions for:

- a.) Disciplinary consequences for unexcused absences, tardiness, early departures and absences from classes;
- b.) The potential academic consequences of excessive absenteeism; and unexcused absences.
- c.) The making up of tests, quizzes and other work missed during excused and unexcused absences. *See Wells-Ogunquit C.S.D. policy (JEAA).*

Excusable absences from school are identified as: personal illness, appointments with health professionals that cannot be made outside of the regular school day, observance of recognized religious holidays when the observance is required during a regular school day, emergency

family situations or planned absences for personal or educational purposes which must be approved by the administration two weeks prior to the absence.

Parents/guardians are accountable for their child's attendance. Parents/guardians must call the high school to report the absence as well as the reason for it. Students who are absent from school should not be on school grounds the day of the absence (unless approved by administration).

If a student is to be dismissed from school, a note must be given to the high school office in the morning and the student must sign out in the main office before leaving the building. Students are responsible for making up all work missed due to absences.

Unauthorized absence from class/school will be dealt with by the administration and may result in ½-hour detention(s), 2-hour detention (s), or out-of-school suspension. *See Wells-Ogunquit C.S.D. policy (JEAA).*

### **ABSENCES**

As previously described, State attendance laws list the following reasons for excusing an absence, tardy or dismissal:

- a. Personal illness
- b. Appointments with health professionals that cannot be made outside of the regular school day.
- c. Observance of recognized religious holidays when the observance is required during a regular school day.
- d. Emergency family situation, and/or
- e. Planned absences for personal or educational purposes which have been approved in advance. See Wells-Ogunquit C.S.D. policy (JED).

### **All students absent from school should:**

- Have their parent/guardian call the school to confirm the absence (646-7011).

A student who returns to school without a written or telephone excuse from parent/guardian will be treated as a truant and consequences will be applied.

### **DISMISSALS**

All students being dismissed from school should:

1. Bring a note stating the reason for dismissal to the Main Office from parent/guardian at the beginning of the day so it can be recorded in the attendance record. Please remember excused dismissals are for State approved attendance reasons only. The list of State approved reasons are listed in the absence section. **AND...**
2. Sign out of the main office before leaving school for dismissal (and sign back in upon return).

A student who does not clear dismissal with the Main Office before leaving school is considered to have left school without permission and consequences will be applied.

**Students who are ill must be released through the nurse's office.** Parent and/or guardians will be contacted by the school nurse *See Wells-Ogunquit C.S.D. policy (JEDB).*

### **TARDY TO SCHOOL**

Students late to school are considered "tardy." Tardy students must sign in to the Main Office upon arrival. The tardy policy uses the same list of approved State attendance laws to determine whether a tardy is excused or unexcused.

- Subsequent unexcused tardiness to school **after four**, will earn one, one-half hour detention each.
- Upon reaching 10 unexcused tardies, a student will be assigned a 2-hour detention for each tardy over 10 in that trimester.
- Students will start anew, with no tardies, at the beginning of each trimester.
- **Subsequent tardies must meet the criteria listed in the "Absence" section above and be documented by a parent note.**

### **TRUANT**

An unexcused absence from school is considered "truancy" and will be treated as such.

Disciplinary action shall be taken in such cases, beginning with notification to parents. After three days truant, the attendance officer will be notified and requested to contact the parents and student. *See Wells-Ogunquit C.S.D. policy JHB (formerly JEDA).*

### **PARTICIPATION IN SCHOOL-RELATED ACTIVITIES**

A student may not participate in, nor attend, an extracurricular activity or school function if absent from school during the school day of the event or the school day that immediately precedes the event in those cases when the event occurs on a non-school day. An administrator may grant exceptions to this if requested in writing by the parent/guardian. Parent/guardian should explain the valid reason for the student's absence. *See Wells-Ogunquit C.S.D. policy (JEDD).*

*Students must be in school on the day of an event, game or practice by 8:00 a.m. with an excused note. In case of a Saturday event, the student must be in school on Friday. Excused absences will be for a family funeral, medical appointment, or for a reason validated by the Director of Student Activities.*

### **FAMILY TRIPS**

If there is a planned absence for an extended period of time, the parent/guardian should submit a written request at least **two (2) weeks prior to the date** of absence to an administrator for approval. During the two-week prior notice period, teachers will prepare the assignments. All assignments must be acquired prior to the departure of the student and are due upon the student's return to school. Any additional work, which a teacher may assign during the period of absence, will be made up after the student's return. *See Wells-Ogunquit C.S.D. policy (JED).*

### **MAKE UP WORK**

All work missed during an absence must be made up.

All work (including tests, or quizzes) due on the day a student is absent will be due on the day the student returns to school.

Absences of:

- a.) 1 to 3 days - work must be made up by the Friday of the week following the last day of absence.
- b.) 4 - 10 days - work must be made up by the Friday of the second week following the last day of absence.
- c.) Over 10 days - schedule of makeup to be developed cooperatively by all teachers involved and the student's guidance counselor. Teachers should be considerate of the

problems of make-up after long periods of absence, but should expect that work missed be completed within a reasonable period of time. Maximum allowable time - 4 weeks.

*See Wells-Ogunquit C.S.D. policy (JEDC).*

## **C. EXTRA-CURRICULAR & CO-CURRICULAR**

### **CLUBS & ACTIVITIES**

<b>Fall Play Director</b>	<b>Andrew Lopez</b>
<b>Fall Play Technical Director</b>	<b>Andrew Lopez</b>
<b>Spring Musical Director</b>	<b>George Perkins</b>
<b>Spring Musical Director</b>	<b>Larry Downing</b>
<b>Spring Musical Pit Band Director</b>	<b>Larry Downing</b>
<b>Spring Musical Technical Director</b>	<b>Andrew Lopez</b>
<b>Spring Musical/Concerts Pianist</b>	<b>Karen Matthews</b>
<b>Spring Musical Choreographer</b>	<b>Bailey Smith</b>
<b>Spring Musical Producer</b>	<b>Jay Audet</b>
<b>National Honor Society Adviser</b>	<b>Ann Bechan</b>
<b>Student Council Co-Advisor</b>	<b>Kevin Fox</b>
<b>Student Council Co-Advisor</b>	<b>Rachel Graceffa</b>
<b>School Newspaper Advisor</b>	<b>Dawn Wentland</b>
<b>Marching Band Director</b>	<b>Larry Downing</b>
<b>Marching Band Percussion Director</b>	<b>Paul Bell</b>
<b>Color Guard Instructor</b>	<b>Bailey Smith</b>
<b>Color Guard Assistant Coach</b>	<b>Amy Cashman</b>
<b>Winter Guard Instructor</b>	<b>Bailey Smith</b>
<b>Winter Guard Assistant Coach</b>	<b>Dianah Shelley</b>
<b>Writers Bloc Advisor</b>	<b>Marcus Desveaux</b>
<b>Civil Rights Advisor</b>	<b>Nancy Cotty</b>
<b>Teens Against Dating Abuse</b>	<b>Nancy Cotty</b>
<b>WHS Abenaki Yearbook Advisor</b>	<b>Jennifer Lewia</b>
<b>WHS Intramural Co-Director</b>	<b>Jay Audet</b>
<b>WHS Intramural Co-Director</b>	<b>Jennifer Lewia</b>
<b>Fitness Center Summer</b>	<b>Rachel Graceffa</b>
<b>Fitness Center Fall</b>	<b>Judi Dion</b>
<b>Fitness Center Winter/Spring</b>	<b>Carmen Perri</b>
<b>WHS Class of 2018 Co-Advisor</b>	<b>Jay Audet</b>
<b>WHS Class of 2018 Co-Advisor</b>	<b>TBD</b>

WHS Class of 2017 Co-Advisor  
WHS Class of 2017 Co-Advisor  
WHS Class of 2019 Co-Advisor  
WHS Class of 2019 Co-Advisor  
Book Club

Katelyn Lewia  
Judi Dion  
Allison Carignan  
Noel Curcio  
Jody Selsberg

**ATHLETICS**

Girls Varsity Soccer  
Girls JV Soccer  
Boys Varsity Soccer  
Boys JV Soccer  
Varsity Golf  
Varsity Field Hockey  
JV Field Hockey  
Boys and Girls Cross Country  
Football  
Assistant Football  
  
Varsity Volleyball  
JV Volleyball  
Fall/Winter Cheerleading  
JV Winter Cheering  
Boys and Girls Indoor Track  
Boys and Girls Indoor Track Assistant  
Boys Varsity Basketball  
Boys JV Basketball  
Boys First Team Basketball  
Girls Varsity Basketball  
Girls JV Basketball  
Girls 1st Team Basketball  
Girls Outdoor Track and Field  
Girls Outdoor Track Assistant  
Boys Outdoor Track and Field  
Boys Outdoor Track Assistant  
Wrestling  
Wrestling Assistant  
Varsity Softball  
JV Softball  
Baseball

Doug Cottis  
TBA  
Patrick Udeh  
Zach Beisswanger  
Jay Audet  
Katelyn Lewia  
Kaleigh Chase  
Bob Winn  
Tim Roche  
Carmen Perri, Mark Lewia  
Kevin Fox  
Ryan Fairchild  
TBA  
Sara Littlefield  
TBA  
Jennifer Lewia  
Cynthia McDonnell  
Troy Brown  
Jeff Page  
Tim Roche  
Don Abbott  
Pierce Cole  
Kevin Fox  
Jennifer Lewia  
Cynthia McDonnell  
Jason Hludik  
Bob Winn  
Scott Lewia  
Jim Worthing  
Kevin Fox  
Sarah Quint  
Todd Day

**JV Baseball**

**Dave Boyd**

**Boys Varsity Lacrosse**

**Don Whitten**

**JV Boys Lacrosse**

**Marcus Desveaux**

**Girls Varsity Lacrosse**

**Jackie Proulx**

**JV Girls Lacrosse**

**Jessica Prince**

*See Student Activities Handbook for details*

### **ATHLETIC/ACTIVITY ELIGIBILITY**

1. Freshmen, sophomores and juniors must carry a minimum of five courses per trimester. Seniors must carry a minimum of four courses per trimester.
2. In order to maintain eligibility, a student may fail no more than one course per trimester.
3. Eligibility for athletics/activities is gained or lost on the day report cards are issued.
4. Eligibility for fall athletics/activities will require that there be no more than one course failed in the third trimester of the previous year.
5. If a student withdraws from a course with a failing grade, the student may lose their eligibility for athletics/activities.

### **ATHLETIC/ACTIVITIES CODE**

Coaches/Advisors will distribute and review Athletics and Activities Codes Guide at the beginning of each season. (Parent/Student Athletic/Activity Guide)

### **STUDENT FUNDRAISING**

The School Committee recognizes there is a need and value for students to raise funds to conduct certain school activities and to benefit the school or community. All such related activities are governed by District regulation and must be:

- Conducted by a recognized student group for the purpose of contributing to educational objectives and/or the activity with which the group is involved;
- Appropriate to the age or grade level;
- Activities in which schools may appropriately engage;
- Conducted under the supervision of teachers, administrators or an adult approved by the principal;
- Conducted in such a manner and at such times as not to encroach upon instructional time or interfere with regularly scheduled school classes and activities;
- Not unduly demanding on teacher time or work;
- Should be scheduled so that students are not continuously soliciting from businesses and individuals;
- Has received prior approval from the Director of Student Activities
- Provides the students with a positive learning opportunity.

- The application of the above criteria for student sales and activities shall be supervised by the Director of Student Activities who will inform the Superintendent of Schools of all approved activities. *See Wells-Ogunquit C.S.D. policy* (IDGF, IDGF-R, IDGD).

### **STUDENT GIFTS AND SOLICITATIONS**

Students may solicit gifts and funds to contribute to a worthy cause with prior approval by the principal. Students may not promote a commercial enterprise for their own gain. The principal must approve any solicitations in advance.

### **D. DRESS CODE**

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 district to provide a safe, healthy, and nondiscriminatory environment for educating students for maximum academic and social development, the following restrictions on dress shall be enforced.

1. Articles of clothing which promote the use of tobacco, alcohol, or other drugs may not be worn on school grounds (when school is in session) or at school functions.
2. Clothing, footwear, insignia, or accessories that are intended to identify the wearer as a member of a particular gang are prohibited. A “gang” is defined as an association or group of individuals, whether formal or informal, which identifies itself through the use of a name, unique appearance or language, identifying sign or symbol, the claiming of geographical territory or the espousing of a distinctive belief system that can lead to criminal or violent activity, and whose members individually or collectively engage in or have engaged in a pattern of criminal or violent activity.
3. Articles of clothing that are sexual, vulgar, lewd, indecent, or include insulting words (e.g., racial/ethnic slurs) are impermissible.
4. Clothing that is destructive of school property (e.g., cleats, pants with metal inserts that scratch furniture) is not permitted.
5. No jewelry or accessories that could be used as a weapon, mar or destroy school property, or pose a safety risk to the student or others will be allowed.
6. Articles or clothing that are revealing are not permitted, including , but not limited to, one-shoulder shirts, low-cut tops, spaghetti straps, halters, short shirts, skirts more than six (6) inches above the knee, bare-backed shirts and pants/shorts worn in a manner to reveal underwear or bare skin between the upper chest and mid-thigh.
7. Hats may not be worn in school.

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

The school administration has the authority to prohibit other logos, pictures, or messages which they determine to be disruptive to the school's learning environment.

Students who come to school dressed inappropriately will receive a warning, and depending upon the infraction, may be sent home to change. Administrators have the authority to suspend students for severe and/or repeated infractions of the dress code.

Determinations of individual instances will be made by the administration. All school time lost on such occasions must be made up after school on the same day or days following upon judgment of the administration. Repeated infractions will be subject to further disciplinary action. *Policy JICA.*

## **E. GRADES/ACADEMIC PROGRESS**

### **ACADEMIC AWARDS**

Wells High School conducts an Academic Awards Evening to recognize students who have demonstrated superior achievement. While each department further refines its criteria, the following general guidelines are used:

1. Books are awarded to students who are truly superlative.
2. While grades count, the awards recognize something more than good grades. Students must consistently produce quality work and must exhibit behaviors that show scholarship.
3. Character is a consideration.
4. Students must demonstrate a commitment to learning.

### **ACADEMIC HONESTY**

Academic honesty in a school community is an area in which the members of the community must expect, even demand, the highest standards of correct behavior. We, the teaching and administrative members of the school community, believe that it is essential to have faith and trust in our students. Once trust is violated, it is difficult for it to be restored. We further believe that honesty practiced in the school community will establish good habits for students to follow for the rest of their lives. We, the student members of the school community, believe that practicing academic honesty enables us to feel good about ourselves, while cheating gives us a sense of guilt. We know our teachers will respect us for being honest and that feeling of respect is important to us. Those who cheat are really cheating themselves and are abusing those of us who do not. We resent such abuse and should personally resolve that it should not happen. Consequences may include but are not limited to suspension from school and a zero on the assignment.

**Plagiarism:** James Heffernan’s text; Writing: A College Handbook defines plagiarism as: *“Presenting the words or thoughts of another writer as if they were your own.”* When you submit a paper that is wholly or partly plagiarized, you are taking credit, or asking the teacher to give you credit, for work done by someone else. This is dishonest or wrong. Whenever you use a source in any way without documenting the source you commit “PLAGIARISM.”

### **GRADING SYSTEM**

Wells High School provides three (3) report cards per year. Every student receives a report card at the end of each trimester. Jupiter Grades, an online grading reporting system, is available to inform parents of the student’s course progress. Wells High School gives numerical grades.

93 – 100 = **A**,    85 – 92 = **B**,    77 – 84 = **C**,    70 – 76 = **D**

### **HONOR ROLL**

The Honor Roll is the list of academic achievers. It is compiled and released on a trimester basis after marks are recorded. Honor Roll: A student must carry at least four courses in a trimester to be considered for the Honor Roll and all courses taken must carry a grade of 85 or above. Incompletes can exclude a student from the honor roll. There are two designations for Honor Roll:

1. High Honors - all grades 93 and above
2. Honors - all grades 85 and above

### **HOMEWORK**

The term “homework” refers to an assignment to be prepared during a period of supervised study in class or self-directed study outside of class or which requires individual work in the study hall or at home.

The purposes of homework are, in general, to improve the learning processes, to aid in the mastery of skills, to create and stimulate interest on the part of the pupil, and to promote problem-solving abilities and creative and critical thinking skills. Homework should be appropriate and consistent with the achievement level reached by the child during the classroom time and should represent, in most cases, reinforcement of material learned in classes.

Teachers should assign meaningful homework assignments. The purpose should always be clearly understood by both the teacher and the pupil. The information for any homework assignment should be clear and specific so that the pupil can complete the assignment. Though it is not always possible to grade homework, we recognize that homework is most effective when graded or marked.

Homework should be consistent with the amount of homework given each day and the time required for each assignment so that a pattern of meaningful homework can be established by the instructor and/or student. Long-term assignments/projects are to be considered when determining the amount of homework for each student.

Homework should not require the use of reference materials not readily available in most homes.

### **STUDY HALL**

All students must be on time and sit in assigned seats for attendance. Once attendance is taken, students are allowed to make use of previously obtained passes. Passes to the alternative locations (guidance office, teachers) *must* be obtained before the study hall starts. Only one student at a time will be given a pass to go to the lavatory or their locker. Permission for use of

personal electronic devices such as cell phones, and iPods is necessary. Students are allowed to drink water in study hall. Students are expected to sit in chairs, not on desks or on the floor. It is not appropriate to have one's head resting on the desk.

### **WEIGHTED RANK IN CLASS & GRADE POINT AVERAGE**

Rank in class is determined by using a weighted value of numerical grades. It is computed twice: once at the beginning of the students' senior year and again after the second trimester. Advanced Placement (AP) coursework awards students with an additional .025 quality points for the purpose of calculating class rank.

Grade Point Average (GPA) is the un-weighted numerical average of final course grades (excluding Band, Chorus, Physical Education, "Topics in" and any pass/fail courses). GPA is reported on student transcripts with the exact numerical average on a 100-point scale. When a GPA on a 4.0 scale is required, a conversion chart is used.

Graduating students who have earned an 88% GPA or better will graduate with Distinction. Students with a 93% GPA or better will be designated as graduating with High Distinction. Students are afforded the opportunity to satisfactorily complete an honors challenge. This option is available for all required academic coursework, which does not offer an AP alternative.

## **E. GUIDANCE**

### **COURSE CHANGES**

If you wish to change your schedule, follow these steps:

1. Make an appointment with your guidance counselor to either add or drop a course.
2. Attend the classes on your printed schedule until you receive a new student schedule.
3. Only when you have the new schedule in your hands may you attend the new class (es).
4. Be sure to return your books and/or other materials at the time you drop a course.
5. Changes in classes will not be made after the add-drop period.

### **COURSE LOAD**

Freshmen, sophomores and juniors will be required to fill five (5) of six (6) periods each day with classes. Seniors will be required to fill four (4) of six (6) periods each day with classes. Community service is not regarded as a class for credit but is a requirement for graduation. These or other requirements may be waived upon application to the principal.

In general, courses that earn one and one-half (1 1/2) credits meet for three trimesters; courses that earn one (1) credit meet for two trimesters and courses that earn one-half (1/2) credit meet for one trimester. Exceptions (i.e. Advanced Placement courses) are noted in the WHS Course Selection Guide. Advanced Placement Courses will be offered according to student demand.

### **DIRECTED STUDY GUIDELINES**

Directed Studies options are designed for students who have a study period in **addition to the minimum course load requirements**, and wish to use their time more profitably. Directed Study courses offered in a topic which is already offered as a WHS course may not be approved if the student can take the course within their high school schedule. Directed Studies are subject to department approval. Indicators for a possible Directed Studies are if the student:

- A. wishes to pursue a course of interest not offered in present curriculum
- B. has a schedule conflict that cannot be resolved in any other way
- C. needs more concentrated/accelerated work than a course or curriculum is able to offer
- D. needs credit to graduate and already has a full load of courses
- E. has unusual interest or career goal which parallels but does not duplicate a particular course

### **DIRECTORY INFORMATION**

The Wells-Ogunquit Community School district reserves the right to make public at its discretion personally identifiable information considered “Directory Information” from the education records of a student. Directory information includes student’s name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight, height of student athletes, and honors and awards received. Parents and eligible students may choose to refuse to permit the release of any or all of the directory information. Refusal will be allowed upon receipt of written notification to the Superintendent no later than three weeks after the end of the first quarter or within 30 days of student enrollment for the upcoming year.

*Wells-Ogunquit C.S.D. Policy JO.*

### **ADD/DROP POLICY & REPORT CARD / TRANSCRIPT NOTATION**

- If a student withdraws from a trimester course within one week, a two-trimester course

within two weeks, or a year-long course within four weeks, the course is removed from the student's record.

- If a student withdraws from a trimester course *after* one week, a two-trimester course *after* two weeks but prior to the halfway point, or a year-long course *after* four weeks but prior to the halfway point, a WD (withdrawal) is recorded on the student's report card and will become part of the permanent transcript. If a student continues into the next trimester in a two-trimester or year-long course, the grade earned for the previous trimester remains on the student's report card and is calculated into the student's GPA and Class Rank. A WD will be recorded in the trimester of withdrawal and become part of the permanent transcript.
- A student's ability to withdraw from courses is contingent on his/her ability to maintain minimum course load requirements.
- Principal approval is required for any exceptions to these guidelines.
- **If a student withdraws from a course with a failing grade that is recorded on their report card, the student may lose their eligibility for athletics/activities and/or senior privileges.**

### **EARLY GRADUATION**

Students who have met their credit requirements for graduation prior to the end of their fourth year may apply for early graduation. Students should be in "good standing" with the school in regard to attendance, discipline, financial obligations, etc., and they should have met educational standards in all administered assessments. To start the early graduation process, students must first meet with their guidance counselor to determine eligibility. The student then prepares a letter, directed to the principal, which outlines his/her academic plan. The counselor, student, parent and/or guardian then meets with the principal to discuss the student's personal and academic readiness for early graduation. The principal makes a recommendation to the superintendent to either consider or deny the student's request. In order to be eligible for early graduation, the student must initiate the request / letter at least one full year prior to the early graduation date. The principal must approve any exceptions to these procedures.

### **GRADUATION REQUIREMENTS**

The **State of Maine** requires 16 credits for high school graduation; 12 ½ credits in the following subjects:

To earn a Wells High School diploma, students **must satisfy the above requirements plus** meet **the credit requirements for Wells High School**. Students should plan to take courses beyond the minimum required. An **additional graduation requirement** is the successful completion of ten (10) community service hours per year to total 40 hours.

Students must earn a total of 24 credits to meet graduation requirements. Diplomas will be based upon content standards of the system of Learning Results in English/language arts, mathematics, science and technology, social studies, health and physical education, as measured by the District's local assessment system.

In addition, the student must meet the following requirements:

Required courses for 2017, 2018, 2019, 2020

1. English, 4 courses: Eng. 9, Eng. 10, and two of the following: American Lit., World Literature, AP Language and Composition, AP Literature and Composition
2. Math 2 courses: Geometry and Algebra II
3. Social Studies, 3 courses: World Studies, World After 1945 (or AP European History) and U.S. History/Government (or AP Government & Politics)
4. Science, 2 courses: Physical Science and Biology (or AP Biology)
5. Fine Arts, 1 credit: Students may choose from Drama, Film Study, Chorus, Band, Textile Design & Quilting or any art or music course.
6. Physical Education, 1 credit: Physical Education I and II.
7. Health, ½ credit: Health
8. Display Computer Proficiency: This can be met in junior high school
9. Maine Studies: This will be met in junior high school

Coursework that is highly recommended:

1. **Foreign Language, 3 credits**: two years of the same language at the high school including French II and Spanish II.
2. **Additional Math Coursework** to include at least Advanced Math
3. **Additional Science Coursework** to include at least an additional lab science course.
4. In the absence of a strong college preparatory high school course load it is highly recommended that students pursue education/training in a concentrated area of study, for example: SRVC (Sanford Regional Technical Center) or Cooperative Education/Job Apprenticeship.

These guidelines have been suggested by both our Guidance Department and the Wells High School Parent Council.

1. Choose a mix of required and exploratory (elective) courses each year. Spread out your heavy academic courses to show a broad range of interests.
2. Do not “front load” your schedule. Remember, colleges and other post-secondary study programs want to see a steady flow of required academics each year.
3. Colleges want to see social studies, science and math every year and foreign language study beyond the minimum of two years.
4. Technical schools usually require algebra, and for some programs, physics.
5. Seniors can’t afford to go on cruise control; this will impact their post-secondary admissions.

**GUIDANCE COUNSELORS & STAFF**

Noël Curcio	Students A-K
Sherrri Anderson-Wormwood	Students L-Z
Karen Quint	Secretary
Tari Matthews	Secretary

**HOURS:** 7:00 - 3:00 Daily

**TELEPHONE:** 207-646-8185

Counselors are ready to help you work out your vocational, educational, and personal problems. They are there to help you meet your goals. Each counselor is trained to assist you in such areas as:

- Course Selections
- Career Choices

- College Planning
- Peer Relations
- Personal Problems
- Family Issues
- Developing Work Skills
- Understanding Test Results
- Graduation Options

## **G. HEALTH SERVICES/NURSE**

**HEALTH OFFICE : Pat Endsley RN, MSN**

**TELEPHONE: 641-6967 (Direct line) Email : pendsley@wocsd.org**

Services provided include care of students who are ill, injured or have chronic medical problems. Screenings for vision, height, weight, are also provided for Grade 9 students. Other students are screened for vision and hearing on request of students' parents or teachers. If a student is ill, he/she may rest for a limited period of time and then either return to class or be dismissed for home. All dismissals because of illness require verbal consent from a parent or guardian (or designated person listed on the emergency form). Parents/guardians should be contacted through the school nurse.

### **MEDICATIONS**

The administration of medication in school is limited and controlled by law – Title 20-A.M.R.S.A. 254 (5), 4009 (4). The Wells-Ogunquit C.S.D. School Committee has approved the following medication policy:

All medication, whether prescription or over-the-counter is to be submitted to the school nurse accompanied by written directions from the **parent/guardian AND the health care provider.**

In the event that no reasonable alternative exists, the parent/guardian may request that medication be administered at school. A parent request/health provider order form is available from the school nurse. The medication must be in the original container or prescription vial from the pharmacy and brought to school by a parent/guardian or other responsible adult. Pharmacies are willing to provide a separate container for school use.

Exceptions to the above statement include the following:

*Acetaminophen (Tylenol) or Ibuprophen, weight/age dose, may be administered at the discretion of the school nurse after appropriate evaluation and in accordance with the order of a school physician who provides this standing order to district nurses. A consent form must be signed by parent/guardian and on file in the nurse's office. Acetaminophen or Ibuprophen may also be administered by trained unlicensed personnel. Frequent use of Acetaminophen or Ibuprophen may require an order from the student's health care provider.*

Emergency medication (Epi-pens and inhalers) are allowed to be carried, according to Maine State Law and district policy, when appropriate paperwork has been completed by the parent and prescribing provider, and is on file in the nurse's office.

Students must show competency using these medications prior to carrying them during school hours. All medication orders are valid for the current school year and must be renewed annually. Students ingesting medication of any kind outside the knowledge and presence of the school nurse or administrative personnel will be subject to disciplinary action.

### **MEDICAL EXCUSES & P.E. CREDIT**

At times, a student may not be able to participate in physical education on the advice of a physician. When that happens, the student may be excused from physical education class but must make up the course work or the credit in a way that remains true to the spirit of the physical education requirement. The student and teacher will work out how that will be done using a set of guidelines provided by the Guidance Department and the student's health care provider.

### **EMERGENCY NUMBERS**

Call 211 or [www.211maine.org](http://www.211maine.org) for referral.

## **H. NATIONAL HONOR SOCIETY**

Membership in the Wells High School chapter of NHS is granted to students in Grades 11 and 12 in recognition of outstanding scholarship, leadership, character, and service standards set by the national organization. The formal selection process begins in the spring of each academic year with induction taking place in April. Academic eligibility (an overall 93% un-weighted average in academic courses) alone is no guarantee of selection to membership; it simply opens the door for consideration in the other three areas. complete description of the chapter's membership

standards and the selection process are available upon request from the chapter advisor. To read the full by-laws of the National Honor Society, [click here](#) or visit the Wells High School website where you can view a copy in the “Guidance Department” tab.

## **I. SENIOR PRIVILEGES**

### **ELIGIBILITY**

Senior privileges are an early release/late arrival privilege for seniors only. A senior having a first period study hall would be permitted to come to school by the beginning of the second period and not have his/her first block absence penalized as tardy. A senior having a sixth period study hall would be permitted to leave school at the end of fifth period for the day. This privilege extends to study halls during all periods of the day and lunch periods. It is understood that a student with senior privileges can leave school during a lunch or study hall block and would be back to school in time for his/her next class period. **Seniors that *arrive late to class* will earn a detention(s) accordingly.**

### ***Requirements:***

1. An individual must apply for senior privileges.
2. An individual must be a senior as determined by credit and year enrolled.
  - a. Early graduation students (juniors) in good standing and academic standard can receive privileges.
3. Seniors must have documented 15 hours of community service prior to receiving a parking permit.

### ***Procedures:***

1. For Leaving School:
  - a. Sign *themselves* out in the main office and sign *themselves* in upon return
  - b. **Seniors may bring food or drink back into the Student Commons only.**
2. For Reporting Absences
  - a. If a student with senior privileges is to be absent for the day, the student’s parent/guardian must call the school before 8:00 a.m. so that the student is put on the absence list.
  - b. In exercising senior privileges, a student who comes to school late must sign in at the main office.
  - c. A student with senior privileges, who has a study hall, must attend that study hall unless he/she chooses to leave campus.

## **LOSS OF SENIOR PRIVILEGES**

1. Any student having one or more 2-hour detentions or outside suspensions during a given trimester, will have their privileges revoked for the remaining portion of that trimester (or longer if deemed necessary).
2. Any student having an unexcused absence or more than five (5) unexcused tardies in the current trimester will have the privilege revoked for that trimester.
3. A student who leaves school during study hall or lunch and returns to school late will accumulate an “unexcused tardy” in accordance with item #2 above.
4. Any student with an obligation that is not taken care of in a timely manner, will lose senior privileges for the remainder of the trimester or until the obligation is cleared up. This obligation includes the responsibility to have 15 hours of community service documented through the guidance office prior to the start of senior year.

Failure to follow any of the senior privileges procedures will result in the loss of senior privileges.

## **J. STUDENT CONDUCT**

### **CAFETERIA**

Courtesy should govern student behavior in the cafeteria:

1. Neither food nor drinks may be removed from the cafeteria.
2. Food or drinks brought into the building will be consumed in the cafeteria/Student Commons only. No food or drinks are allowed in the hallways, classrooms, auditorium or gymnasium.
3. Food machines are not available from 7:40 am – 1:55 pm.

All food and drink shall be consumed in the cafeteria only. Teachers will make arrangements with the administration for special occasions.

### **CORRIDORS**

1. Students are not permitted to sit in the corridors during school hours except when under direct supervision of a teacher.
2. Students may not loiter in the front lobby area, the stairwells, or the corridors between or during classes, during lunches, or after school.
3. Students who behave inappropriately during passing time will be subjected to the penalties outlined in Section #1.

### **WOCSD DISCIPLINE POLICY JG**

...states the School Committee expects students will adhere to the following expectations:

1. Conform to reasonable standards of speech and conduct;

2. Refrain from violating or impairing the rights of others;
3. Not engage in any conduct that deprives other students of an orderly atmosphere for study;
4. Be appreciative of the opportunity for education offered to them and regard as a privilege their attendance in the public schools.

The following rules and policies apply to any student who is on Wells-Ogunquit Community School District property, who is in attendance at school or any school-sponsored activity (including school-sponsored activities at another school or location), or whose conduct at any time or place interferes with the operations, discipline, and general welfare of the school.

Progressive intervention and disciplinary procedures are described below. Although most forms of behavior will be governed by self-regulation, common decency, common sense, and the mutual respect of students, faculty and administrators, some rules must be specifically stated. The following infractions of school rules will likely result in the penalties stated. Each subsequent offense in prescribed Section likely results in the subsequent penalty.

**The offenses listed in this book cannot possibly cover all incidents that may result in disciplinary action. Student behavior(s) that violate general norms of student conduct will result in disciplinary action at the discretion of the administration whose judgment will be based on the seriousness of that behavior. Additionally, depending on the severity of an act listed, stronger penalties may be imposed than are defined within. In determining the level of discipline, the administration may consider any relevant facts and circumstances, including but not limited to the nature of the violation, the student's grade level, the student's behavior accompanying the violation, the student's willingness to cooperate with an investigation and any action plan developed with a school social worker or guidance counselor and the student's prior disciplinary record.**

Violations of some school rules are also violations of the law and under certain circumstances may be referred to the police (e.g., theft, drugs, alcohol, weapons, assaults, and traffic offense). In disciplinary issues involving an identified special needs student, the student's handicapping condition and Individual Education Plan will be taken into account in deciding appropriate action.

**SECTION I: *Misconduct***

1. Abuse of a hall pass
2. Cutting class
3. Cutting office detention
4. Cutting teacher detention (will serve teacher detention plus office detention)
5. Dress Code violation (student will be asked to change attire)
6. Electronic Devices; (cell phones, radios, iPods, etc.) may require restriction or possession of devices during school hours. *(Policy JFCK)*
7. Food or drink in any area other than the cafeteria
8. Forged or altered note or pass
9. Gambling
10. Illegal parking (repeatedly; car will be towed)
11. Insubordination (ranges from detention to suspension)
12. Leaving class without permission
13. Littering
14. Lying
15. Obstructing elevators
16. Offensive language
17. Public Display of Affection
18. Running or horseplay
19. Sent from class
20. Tardy to class (discretion of the teacher & administrator)
21. Tardy to school (5<sup>th</sup>-10<sup>th</sup> offense)
22. Throwing of any projectile (food, snowballs, etc.)

*Section I: Consequences*

<b>First Offense:</b>	<b>One detention</b>
<b>Second Offense:</b>	<b>Two detentions</b>
<b>Third Offense:</b>	<b>One 2-hour detention</b>
<b>Fourth Offense:</b>	<b>Two 2-hour detention</b>

**SECTION II: Misconduct**

1. Alteration or damage to school records
2. Disrespect to staff, undermining authority of a staff member (consequences vary from ½ hour to suspension depending on the offense).
3. Excessive detentions (any infraction when 10 or more detentions need to be served)
4. Failure to obey a reasonable request from an adult

5. Harassment, (bothering another person verbally so that they are made uncomfortable/sexual harassment will have tougher penalties) (in accordance with school board policy).
6. Hazing/Bullying – in accordance with school board policy JFCJ,JICK
7. Initiating a fight
8. Insubordination (ranges from detention to suspension)
9. Intimidation (tormenting another person verbally or physically) (Policy JFCF)
10. Improper use of motor vehicle (removal of parking privileges and penalties as defined below)
11. Leaving school building or grounds without permission **\*\*Police *may* be notified.**
12. Lewd/Indecent or obscene acts (depending on circumstances) (JICIA)
13. Refusal to identify
14. Toying with a fire extinguisher
15. Truancy
16. Unauthorized presence in restricted area (i.e. parking lot, etc.) or unsupervised area (i.e. under stairwell, storage areas, locker rooms, etc.)

**Section II Consequences**

<b>First Offense:</b>	<b>One 2-hour detention</b>
<b>Second Offense:</b>	<b>One day out-of-school suspension</b>
<b>Third Offense:</b>	<b>Three day out-of-school suspension</b>
<b>Fourth Offense:</b>	<b>Five day out-of-school suspension</b>

**Section III: Misconduct**

1. Insubordination (depending on circumstances)
2. Fighting (two or more people mutually engaged in a physical altercation)
3. Tobacco Violations (See pages 23-26 of this document)
4. Vandalism (always restitution)

**Section III: Consequences**

<b>First Offense:</b>	<b>One day out-of-school suspension</b>
<b>Second Offense:</b>	<b>Three days out-of-school suspension</b>
<b>Third Offense:</b>	<b>Five days out-of-school suspension</b>
<b>Fourth Offense:</b>	<b>Seven days out-of-school suspension</b>

**SECTION IV: Misconduct**

1. Assault (attack on another person either verbally or physically)
2. Drug/Alcohol Use (See pages 24-26 of this document)
3. Possession of pornography
4. Possession of stolen property
5. Theft

#### **Section IV: Consequences**

**First Offense: up to five days out-of-school suspension**

**Second Offense: ten days out-of-school suspension**

#### **SECTION V: Misconduct**

1. Activating a fire alarm
2. Arson
3. Bomb Threats
4. Possession or detonation of fireworks
5. Possession of weapon *See Wells-Ogunquit C.S.D. policy (JFCJ).*
6. Sexual misconduct
7. Threats of Violence that impact the “peace and usefulness” of the school. *See Wells-Ogunquit C.S.D. policy (JFCK).*

#### **Section V: Consequences**

First and Subsequent Offenses – 10 day suspension and possible expulsion. Depending on the severity of the offense, the student may be taken before the school committee for an expulsion hearing. Police will be informed of these cases. All weapons will be turned over to the police.

#### **SECTION VI: Student Drug, Alcohol and Tobacco Use---JFCH**

In order to promote the highest possible standards of learning, as well as the physical, social and emotional well-being of students, this policy is designed to: aid students in abstaining from the unlawful use of tobacco, alcohol and drugs; provide for early intervention when use is detected; and, provide disciplinary action when necessary. Compliance with this policy is mandatory.

Any school staff member who has reason to suspect that a student has violated this policy shall report the incident to an appropriate administrator immediately.

a. Prevention

The Wells-Ogunquit C.S.D. will provide students with information and activities focused on abstaining from the use of alcohol, drugs and tobacco. Such information and activities will address the legal, social and health consequences of drug, alcohol and tobacco use and will provide information about effective techniques for resisting peer pressure to use illicit drugs, alcohol and tobacco. The Wells-Ogunquit C.S.D. will work in partnership with students, parents/guardians and local law enforcement officials to eliminate these risks for all students.

a. Intervention

The Wells-Ogunquit C.S.D. has social workers to provide non-clinical chemical health assessments, assist students in addressing their harmful involvement with chemicals and in continuing their educational program. Information will be provided, as appropriate, about drug, alcohol or tobacco counseling and treatment, and programs that are available to students.

a. Rules and Sanctions

Students are prohibited from consuming, possessing, furnishing, selling, receiving, buying, manufacturing or being under the influence of prohibited substances before, during and after school hours, at school, in any school building, on any school premises, in any school owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities, off school property at any school-sponsored or school-approved activity, event or function (such as a field trip or athletic event) where students are under the jurisdiction of the district, or at any time or place if the conduct directly interferes with the operation, discipline or welfare of the schools.

The term “prohibited substance” shall include, but not be limited to:

1. Alcohol;
2. Scheduled drugs (as defined in 17-A M.R.S.A. § 1101);
3. Controlled substances (as defined in the federal Controlled Substances Act, 21 USC §812);
4. Tobacco products of any kind;
5. Prescription drugs not prescribed for the student and/or not in compliance with the School Committee’s policy on administering medications to students (see School Committee policy JLCD);
6. Any substance which can affect or change a student’s mental, physical or behavior pattern, including but not limited to volatile materials such as glue, paint or aerosols (when possessed for the purpose of inhalation) or steroids;

7. Paraphernalia – implements used for distribution or consumption of a prohibited substance; or
8. Any look-alike drug or substance that is described as or is purported to be a prohibited substance defined in this section.
9. The above prohibitions shall also apply to electronic cigarettes and other devices designed to deliver nicotine through inhalation or “vaping”, or used to simulate smoking.

Any violation of the terms of this policy shall constitute sufficient grounds for student discipline, including suspension or expulsion from school, at the appropriate discretion of the administration and the school committee. The school resource officer or other appropriate law enforcement authority shall also be notified of violations of this policy. Students who participate in extracurricular activities are subject to additional rules and sanctions (See School Committee policy JICI, Extra-Curricular and Co-Curricular Activities – Code of Conduct the Wells High School and Wells Junior High School students).

**SECTION VII: Student Drug, Alcohol and Tobacco Use Administrative Procedure**

—JFCH-R.

Voluntary Referrals

1. Any school staff member who has a concern or is approached by a student(s) about a substance abuse or tobacco problem shall refer the student(s) to a school social worker.
2. Parents/guardians or students who have a concern about a student’s possible substance abuse or tobacco problem are encouraged to notify a school social worker of their concern. However, such referrals cannot be used to avoid disciplinary action after a known violation of the policy.
3. A student concerned about his or her own substance abuse or tobacco problems may seek the assistance of a school social worker. Self-referral will not result in any disciplinary action. However, a student may not use self-referral to avoid disciplinary action after a known violation of the policy.
4. A school social worker will meet with the student and his/her parents/guardians (if appropriate), perform a non-clinical chemical health assessment and develop an action plan to meet the student’s particular needs.
5. Confidentiality of student information concerning substance abuse issues will be maintained in accordance with state and federal laws.

The following progressive intervention and disciplinary procedures are intended as guidelines only. The administration reserves the discretion to impose consequences up to and including a recommendation for expulsion for any violation of the School Committee’s drug, alcohol and tobacco policy. In determining the level of discipline, the administration may consider any

relevant facts and circumstances, including but not limited to, the nature of the violation, the student's grade level, the student's behavior accompanying the violation, the student's willingness to cooperate with the investigation and any action plan developed with a school social worker and the student's prior disciplinary record.

### **Disciplinary Action – Alcohol and Drug Violations**

A. Consuming, possessing, receiving or being under the influence of a prohibited substance.

First Offense: The administrator will:

1. Confiscate the prohibited substance and verify offense;
2. Meet with the student;
3. Notify and meet with parents/guardians;
4. Notify the superintendent and law enforcement (school resource officer); and 5. Suspend the student from school for five days.

Second and Subsequent Offenses: The administrator will:

1. Confiscate the prohibited substance and verify offense;
2. Meet with the student, parents/guardians and a School Social Worker to develop a follow-up plan;
3. Notify the superintendent and law enforcement (school resource officer); and
4. Suspend the student from school for seven to ten days with possible recommendation for expulsion.

A. Furnishing, selling, buying or manufacturing a prohibited substance. The administrator will:

1. Confiscate the prohibited substance and verify offense;
2. Meet with the student and parents/guardians;
3. Notify the superintendent and law enforcement (school resource officer); and
4. Suspend the student for ten days and recommend expulsion.

### **Disciplinary Action – All tobacco violations**

First Offense: The administrator will:

1. Confiscate the tobacco product and verify offense.
2. Meet with the student;
3. Notify parents/guardians;
4. Notify the superintendent and law enforcement (school resource officer); and
5. Impose a one day suspension.

Second Offense: The administrator will:

1. Confiscate the tobacco product and verify offense;

2. Meet with the student and parents/guardians;
3. Notify the superintendent and law enforcement (school resource officer); and
4. Impose a three day suspension.

Third and Subsequent Offenses: The administrator will:

1. Confiscate the tobacco product and verify offense;
2. Meet with the student and parents/guardians;
3. Notify the Superintendent and law enforcement (School Resource Officer); and
4. Impose a five day suspension.

#### Procedures at School Functions

If a violation of this policy (JFCH, JFCH-R) occurs at a school function, staff will take the following steps:

1. If there is a medical emergency, standard school procedures shall be followed;
2. The student shall be removed from the function and/or returned to school. The student should not be left unsupervised;
3. Call the parents/guardians (or emergency card contact) to pick up the student;
4. Notify the building administrator (and Superintendent if appropriate);
5. Notify law enforcement (School Resource Officer); and
6. The administrator may follow the disciplinary guidelines outlined in this policy.

### **CONSEQUENCES DEFINED**

**Detention** period is a time when a student is assigned to stay after school because of unacceptable behavior. Detention is considered an extension of the school day and has priority over other appointments, including sports, employment, or any other after school commitments. A twenty-four hour notice will be given before all detentions. This allows adequate time for the student to make arrangements for transportation.

-Teacher detention will take priority over office detention.

-Office detention will be held from 2:05 p.m. to 2:35 p.m. every Monday through Friday.

**Two-Hour Detention** is the alternative to the former “in-school suspension” consequence. The 2-hour detention allows students to remain in class during the school day and continue to receive classroom instruction all day. Students who receive a 2-hour detention will serve the time on the scheduled day of the week (usually Thursdays) from the hours of 1:50 pm - 3:50 pm. Students who are not admitted to their assigned 2-hour detention, are sent out of the detention, or do not attend the entire scheduled detention time will be assigned two concurrent 2-hour detentions.

In the event a student who has been assigned two 2-hour detentions is not admitted, is sent out, or does not attend one of the two assigned 2-hour detentions, that student will be suspended from school for two school days. Upon return from the suspension, the student will serve the 2-hour detentions that were previously assigned. A suspension does not “erase” the 2-hour detentions.

**Out-of-School Suspension** is regarded as a more severe form of punishment, and it is used to convey a message to the students and their parents the serious nature of the offense(s) or repeated misconduct.

Suspension requires that the student be prohibited from attending school for a specified period of time up to ten (10) school days. A student who is on out-of-school suspension is not permitted to be on school grounds or partake in any school activities for the duration of the suspension. This includes afternoon, evening, and weekend activities, extra-curricular events, etc. School work missed during suspension may be made up for credits under the make-up guidelines and the student will be held responsible for the material covered in subsequent assignments and tests.

Administration may, if all parties agree, use restorative justice models in place of suspensions. This model will be used when all parties believe maintaining attendance in school supersedes the need for consequences and/or the student will benefit more from the elements contained within a restorative justice program.

Prior to suspension, an administrator must:

1. Inform the student either orally or in writing of the charge against him/her.
2. Inform the student of the basis of the charge.
3. If the student denies the charge, the administrator must give the student an opportunity to tell his/her side of the story.
4. When students are suspended, their parents may be notified in writing by mail and by telephone, if possible.
5. Upon reentry to school, a parent/guardian must be a part of the child’s required re-entry meeting (after any suspension).

If the presence of the student in the school poses a continuing danger to persons or property or an on-going threat to the academic process, an administrator may suspend the student immediately for up to ten (10) days.

Any student who accumulates three out-of-school suspensions will be referred to a meeting with the Superintendent of Schools. This will serve as a preliminary meeting to an expulsion hearing.

**Expulsion** from school requires a formal hearing and an affirmative vote of the school committee. This is a serious action and may be used only after all other disciplinary alternatives have been exhausted.

## **K. STUDENT--GENERAL INFORMATION**

### **ACCIDENT INSURANCE**

Parents/Guardians may purchase accident insurance through the school for WHS students at the beginning of the school year. All other insurance is the responsibility of the parent/guardian.

### **APPEALS PROCEDURE**

Within 5 school days, students or parents may appeal a decision if they feel an administrative or teacher decision is unfair. The disciplinary action is not stayed during appeal. To appeal a decision, follow the following steps.

1. Set up a meeting to discuss the matter with the individual who made the decision. If a satisfactory decision is not reached, then;
2. Set up a meeting and discuss the decision with the assistant principal; if a satisfactory decision is not reached, then;
3. Set up a meeting and discuss the decision with the principal.

### **BULLYING**

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

- A. Has, or a reasonable person would expect 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
  
- A. 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
  
- A. 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.

*See Wells-Ogunquit C.S.D. policy (JFCF)*

### **Community Service:**

Students who engage in and serve their community are more committed and more successful students. Wells High School partners with Wells and Ogunquit citizens, organizations, and businesses to provide opportunities to aid the community. Each student is required to serve a minimum of 40 hours of community service prior to graduation.

1. To read the school committee policy on community service, [click here](#) or visit the Wells High School Website.
2. The school committee policy recommends students complete 10 hours of community service per year.
  - a. Seniors will need a minimum of 15 hours documented community service filed with the guidance office in order to receive parking privileges
  - b. Juniors will need a minimum of 10 hours of community service filed with the guidance office in order to receive parking privileges

### **DAILY ANNOUNCEMENTS**

Announcements are made over the public address system once per day, at 9:26 a.m. A written set of announcements is posted in the main office at the beginning of the school day. Announcements are electronically sent to each student and/or household daily through *JupiterGrades*. Student clubs and organizations may request announcements be read over the public address system if they turn in a legibly written statement of the announcement initialed by their faculty advisor. The announcement should be submitted to the Main Office.

### **ELECTRONIC DEVICES – CELL PHONES, IPODS, HANDHELD COMPUTERS, ETC.**

Students are not allowed to have the above items (or like items) in use when in class unless given specific permission. At any time, when a staff member asks a student to put away any such devices, the student must do so.

### **HALL PASSES**

No student is to be in the hallways during class time without a pass from the teacher. It is the responsibility of the student to get a pass. The pass should have the student's name, date, time, destination and teacher signature.

### **HARASSMENT**

It is expressly against Wells-Ogunquit C.S.D. policy for any student to engage in physical or verbal conduct for the purpose or effect of interfering with another individual's work performance; or creates acts of intimidation and/or any other conduct that recklessly or intentionally endangers the mental or physical health **or safety** of a student or staff member. Sexual harassment includes non-physical actions such as sexually suggestive comments and physical actions such as pinches, pats, leers, or grabs. Statements about physical appearance constitute sexual harassment. Cases of sexual harassment will be reported to the Affirmative Action Officer and be dealt with by the administration. Consequences may include, but are not limited to suspension from school and/or notification to the police. All reports of sexual harassment will be investigated promptly and thoroughly. *See Wells-Ogunquit C.S.D. policy (JFCF).*

### **HATE CRIMES**

At Wells High School, acts of hate, intolerance or prejudice are not permitted. Appropriate discipline will be administered to any student who commits such an act. While we would prefer them to work through the issue within the school, any person victimized by such an act has a right to go to the Maine Attorney General's Office and/or possibly the police. Their information will be taken and an investigator will work with the administrators, courts, and the police to try and resolve the incident.

### **HAZING**

Maine law defines hazing as any action or situation that recklessly or intentionally endangers the mental or physical health of a school employee or a student enrolled in a public school. It is the policy of the Wells-Ogunquit C.S.D. that hazing activities of any type, on or off school property, by any student, staff member, group, or organization affiliated with the schools, are inconsistent with the educational process and shall be prohibited at all times. *See Wells-Ogunquit C.S.D. policy (JFCF).*

### **INITIATION**

Initiation is the process of "admitting" a member of the high school student body through inappropriate use of ceremony or rites (performing embarrassing routines, etc.). Initiations will not be permitted by administration, faculty or staff of Wells High School. Any infraction will be dealt with under Section II-IV of Inappropriate Behaviors.

### **INTIMIDATION**

Intimidation includes extortion, menacing, direct or indirect threats of violence, incidents of violence, statements or taunting of a malicious and/or derogatory nature that recklessly or intentionally endanger the mental or physical health of another person, property damage or threat. *See Wells-Ogunquit C.S.D. policy (JFCF).*

### **LOCKERS**

Each student will be assigned a locker and the combination to that locker. Locker combinations should be closely guarded. Students are expected to use *only* their assigned lockers. Students should keep their lockers clean and neat. Food should not be stored in lockers. Valuables should not be stored lockers. Students will be held responsible for the condition and contents of their assigned lockers. All belongings must be removed from lockers prior to the last day of school. Anything left will be disposed of. Locker jams should be reported to the main office immediately. **Note: Lockers are school property and are eligible to be searched with or without notice, with or without a warrant at the discretion of administration.**

### **LOITERING**

Students are permitted to remain in the building after school hours if they are participating in an after school activity, receiving help from a teacher or otherwise in a supervised area. Students who are not conducting school business must leave the building and school grounds at the end of the school day. Any person who does not have a visitor pass or is not on school business will be asked to leave the building.

### **LOST AND FOUND**

All lost and found items will be turned in to the main office. These items will be held for several weeks at a time. If not claimed in this period of time, they will be discarded. Any student who has lost articles should report the loss to the office and check to see if the articles have been turned in.

### **LOST BOOKS AND/OR DAMAGED PROPERTY**

Each student is responsible for the books and equipment that he/she signs for, whether in class or the library. Students who have lost a book and have made every effort to find it should see the teacher to discuss the matter. Although another book may be assigned, the lost book becomes a financial obligation to the student. If the book is paid for and later found, the money will be reimbursed to the student or guardian. The same procedure will be followed in a case of damaged or lost equipment. Every attempt will be made to collect financial obligations. Disciplinary action may be taken. If the lost book or damaged equipment is not paid for within

a reasonable period of time, the bill for the book or equipment will be sent to the town assessor, who will assess parents for the amount. This is a provision of state law and has been voted by the Wells-Ogunquit School Committee. Obligations for all materials due the school will be handled in the same manner.

### **SCHOOL DANCES**

Students with unexcused absence from school on the day of a dance may not attend the dance. Students under suspension from school on the day of a dance will not be allowed to attend the dance.

1. All dances will be held on Friday night (except prom)
2. All dances will run from 7:00-10:00 p.m. (except prom and homecoming when game night is on Friday)
3. Students who are being picked up by parents should arrange for rides to be at the school promptly at 10:00 p.m.
4. Police officer must be present from 6:30 p.m. to 10:30 p.m. Police officer coverage will be in the building, and will supervise the parking lot, and any other location deemed necessary.
5. Chaperones must be approved by administration prior to dance (see Activities Director for details).
6. Students may not step outside of the building during the dance. Any student who steps into any outside area must leave the premises for the remainder of the evening.
7. If a student is asked to leave the dance due to inappropriate behavior, admission money will not be refunded.
8. Admittance to dance after one hour from the start time is by administrative approval only.
9. Guest procedures must be followed (see the Main Office for details).
10. A “clean-up crew” must be identified. Clean up must begin promptly at 10:00 p.m.

It is the responsibility of the ADULT ADVISORS to call each chaperone one week prior to the dance to confirm their commitment to chaperone. The call should be documented on the appropriate form and turned into the Director of Student Activities FIVE days before the dance. Chaperones should be clear as to their responsibilities.

### ***Prom:***

1. With the exception of items 1 and 2 above, all dance regulations will apply.
2. Attendees must be age appropriate.
3. Car keys will be collected at the door & returned upon the student's' departure
4. Grand March will be held before the prom.
5. All participants must be in good standing with Wells High School.

### **STUDENTS SENT FROM CLASS**

Any student sent out of class must report *immediately* to the Main Office. Once in the Main Office, students will fill out a yellow report sheet. Students will remain in the Main Office until the end of the period, unless otherwise instructed.

### **STUDY HALL TO LIBRARY PROCEDURES**

There are 50 seats in the library for students (including computer stations). The librarian has the authority to control class reservations and the number of students permitted in the library from other classes (including study hall). The study hall monitor can use discretion in determining who will go to the library. Students will be allowed to sign out of study hall after attendance has been taken. Students from study hall must obtain a pass from study hall staff and present the pass upon entrance to the library. When a student leaves the library, they must do so with a signed pass from the librarian staff.

Seniors with senior privileges must sign out of study hall then proceed to the Main Office to sign out before leaving the building. If a senior wishes to go to the library from study hall, they must sign out of the study hall. Seniors returning early from senior privileges must obtain a pass from the Main Office to go to the library. Otherwise, if seniors come back early they must go directly, with a pass from the Main Office, to study hall. Failure to comply with senior privilege guidelines will result in loss of privileges.

The library staff reserves the right to send problematic students back to their respective study hall.

Also, the library staff reserves the right to send students back to study hall if they are not working.

### **TELEPHONE**

If a student needs to make a call he/she must ask one of the Main Office secretaries for permission to use the office phone. ***Student use of cell phones is prohibited during classes and study halls without permission of the teacher.***

### **VANDALISM**

Vandalism is the intentional defacing or damage of school property. Vandalism is considered a serious offense and will result in significant consequences. Students and/or their parents are liable for damage to school property by the student. In cases of vandalism, restitution may take the form of work services provided to the school or monetary reimbursement. Major destruction of school property is subject to suspension or expulsion from school and the police notified.

### **VOLUNTARY REFERRAL**

Students, parent(s)/guardian(s), faculty and staff may contact and/or meet with the social worker for evaluation, assessment, information, or recommendation. Confidentiality will be respected.

Students making self-referrals concerning their own chemical dependency will not be disciplined as a consequence of the referral. A student cannot use “voluntary referral” after being caught to avoid discipline.

## **L. TRANSPORTATION**

### **BUSES**

Regular transportation to and from school will be provided for all students at specific and regular pickup/drop off points. At all times, students are to conduct themselves in a manner that ensures safety. ***All incidents of misconduct are subject to disciplinary action.*** Students should enter the bus and be seated in an orderly fashion. Students are to remain seated at all times when the bus is in motion. In some cases, it may be necessary for students to have assigned seats on the bus.

1. The bus driver shall report incidents of student misconduct to the building administrator or his/her designee.
2. The building administrator will review and discuss the misconduct with the bus driver, student and parent/guardian with a follow-up incident report submitted in writing to the parent/guardian.
3. For those students Grades 9 - 12 for whom it is deemed useful, referral may be made to a student study team for corrective action.
4. Safety violations may result in a suspension of bus riding privileges. The length of any suspension will be dependent upon the nature, severity and/or frequency of incident(s).  
*See Wells-Ogunquit C.S.D. policy (JFCC-R).*

### **STUDENT PARKING**

Students have the opportunity to park their cars on school grounds.

Students parking on campus is a privilege that may be revoked when any violation of the Parking Contract exists. When the need arises to revoke a parking privilege, that revocation is effective immediately, upon notification to the student.

Persons who falsify information to obtain a parking space or display an altered, unauthorized, counterfeit, or fraudulent parking tag will be subject to towing at the owner’s expense and revocation of parking privileges for the school year.

Any student who obtains parking privileges understands each of the following parking lot regulations:

- A. A parking tag is given exclusively to the person listed on the application and only for the car that student has registered.
- B. The parking tag must be hung over the rear view mirror, facing out.
- C. Wells High School will not be held liable for any theft or property, vandalism, or damage incurred to any vehicle while parked on school property.
- D. Temporary parking permits may be obtained from the high school Main Office for extenuating circumstances or if a student is temporarily using a different car. No car should be parked on school grounds without a permit. All permits are obtained through the Main Office.
- E. A Winter Parking Ban will be in place from November 1<sup>st</sup> through March 31<sup>st</sup> during the hours of 10:00 p.m. to 6:00 a.m. Parking for all motor vehicles (unless otherwise specified) is prohibited in all parking lots. Vehicles parking in prohibited areas during snow removal may be towed at the owner's expense.
- F. Courteous, safe and responsible driving practices must be employed at all times in and around the vicinity of all school sites.
- G. The bus-loading zone is closed to all traffic during the loading and unloading of the students. It is illegal to pass a stopped school bus that is displaying its lights or extended stop sign. Bus drivers will report offenders to the Wells Police. Additionally, violators will lose their parking privilege.
- H. Due to the community events that require the use of the school parking lot, there will be 3-5 designated school days when the high school parking lot will be closed to student parking. Students will be notified in advance of those days and be asked to find other transportation to and from school.
- I. Motorcycles driven to school are subject to the same provisions as an automobile.
- J. Eligible students may not register or drive the cars of non-eligible students on school grounds.
- K. Students may not transfer their privilege to park on school grounds to any other student (i.e. give another student permission to park in their parking space).
- L. Wells High School administration reserves the right to search any vehicle parked on school grounds when there is reasonable grounds to do so.

Additionally, any student obtaining a Wells High School parking privilege understands that noncompliance with any of the following regulations will result in removal of parking privileges:

1. Failure of one or more classes
2. Any reckless driving
3. Discipline resulting in suspension from school or a 2-hour detention.
4. Unexcused tardies to school more than four times in a trimester
5. Unexcused absence from school
6. Any overdue obligations (property or financial) to the school.

7. Possession of tobacco, drugs, alcohol, weapons, stolen property or any form of contraband.
8. Presence in a car or parking lot without permission during the course of the day.
9. Parking in locations other than the assigned parking space during school hours.

Wells High School parking privileges may be revoked or suspended by the administration for violations of any of the rules and regulations listed in the Contract. Vehicles found in chronic violation of the above provisions and regulations (or where is deemed necessary) may be towed from the campus at the “registered owner’s” expense. The registered owner of the vehicle will be liable for the cost of such removal and associated costs.

#### **M. TECHNOLOGY**

\*\*Please note that any WOCSD Policy changes made after the publication of the handbook will supersede the written policies articulated below.

#### **STUDENT COMPUTER INTERNET USE**

***IJNDB***

The Wells-Ogunquit Community School District provides computers, networks and Internet access to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students and school staff. The School Committee believes that the resources available through the Internet are of significant value in the learning process and preparing students for future success. At the same time, the unregulated availability of information and communication on the Internet requires that schools establish reasonable controls for lawful, efficient and appropriate use of this technology.

Student use of school computers, networks and Internet services is a privilege, not a right. Students are required to comply with this policy and the accompanying rules (IJNDB-R). Students who violate the policy and/or rules may have their computer privileges revoked and may also be subject to further disciplinary and/or legal action.

All Wells-Ogunquit Community School District computers remain under the control, custody and supervision of the District. The District reserves the right to monitor all computer and Internet activity by students. Students have no expectation of privacy in their use of school computers.

While reasonable precautions will be taken to supervise student use of the Internet, the District cannot reasonably prevent all inappropriate uses, including access to objectionable materials and communication with persons outside of the school, in violation of School Committee

policies/procedures and school rules. The District is not responsible for the accuracy or quality of information that students obtain through the Internet.

Before a student is allowed to use the school computers and Internet services, the student and the student's parent/guardian must sign and return the Computer/Internet Access Acknowledgement (**IJNDB-E**). The school will retain the signed acknowledgement. Students and parents shall be informed of this policy/procedure on an annual basis through handbooks and/or other means selected by the Superintendent.

The Superintendent shall be responsible for overseeing the implementation of this policy and the accompanying rules and for advising the School Committee of the need for any future amendments or revisions to the policy/rules. The Superintendent may develop additional administrative procedures/rules governing the day-to-day management and operations of the District's computer system as long as they are consistent with the School Committee's policy/rules. The Superintendent may delegate specific responsibilities to building principals and others as he/she deems appropriate.

Adopted by the Wells-Ogunquit C.S.D. School Committee: 01/05/00 Revised by the Wells-Ogunquit C.S.D. School Committee: 06/29/05

**STUDENT COMPUTER AND INTERNET USE RULES**

***IJNDB-R***

These rules implement School Committee policy IJNDB – Student Computer and Internet Use. The rules are intended to provide general guidelines and examples of prohibited uses but do not attempt to state all required or prohibited activities by users. Failure to comply with School Committee policy **IJNDB** and these rules may result in loss of computer and Internet access privileges, disciplinary action and/or legal action.

**A. Computer use is a privilege, not a right**

Use of the District's computers, networks and Internet services is a privilege, not a right. Unacceptable use/activity and/or improper use may result in suspension or cancellation of privileges as well as additional disciplinary and/or legal action. The building principal shall have final authority to decide whether a student's privileges will be denied or revoked.

**B. Acceptable use**

Student access to the District's computers, networks and Internet services are provided for educational purposes and research consistent with the District's educational mission, curriculum and instructional goals.

The same rules and expectations govern student use of computers as apply to other student conduct and communications.

Students are further expected to comply with these rules and all specific instructions from the teacher or other supervising staff member/volunteer when accessing the District's computers, network and Internet services.

### **C. Prohibited use**

The user is responsible for his/her actions and activities involving District computers, networks and Internet services and for his/her computer files, passwords and accounts. Examples of unacceptable use that are expressly prohibited include but are not limited to the following:

1. Accessing inappropriate materials – accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal;
2. Illegal activities – using the District's computers, networks and Internet services for any illegal activity or activity that violates other School Committee policies, procedures and/or school rules;
3. Violating copyrights – copying or downloading copyrighted materials without the owner's permission;
4. Plagiarism – representing one's own work any materials obtained on the Internet (such as term papers, articles, etc.). When Internet sources are used in student work, the author, publisher and Web site must be identified;
5. Copying software – copying or downloading software without the express authorization of the system administrator;
6. Non-school-related uses – using the District's computers, networks and Internet services for non-school-related purposes such as private financial gain, commercial, advertising or solicitation purposes, or for any other personal use;
7. Misuse of passwords/unauthorized access – sharing of passwords, using other users' passwords without permission and/or accessing other users' accounts;
8. Malicious use/vandalism – any malicious use, disruption or harm to the District's computers, networks and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses; and
9. Unauthorized access to chat rooms/news groups – Accessing chat rooms or newsgroups without specific authorization from the supervising teacher.

### **D. Student e-mail use**

Students may use e-mail at school only for work directly related to their course of study.

**E. No expectation of privacy**

The District retains control, custody and supervision of all computers, networks and Internet services owned or leased by the District. The District reserves the right to monitor all computer and Internet activity by students. Students have no expectations of privacy in their use of school computers, including e-mail and stored files.

**F. Compensation for losses, costs and/or damages**

The student and/or the student's parent/guardian shall be responsible for compensating the District for any losses, costs or damages incurred by the District related to violations of Policy IJNDB and/or these rules, including investigation of violations.

**G. Laptop home use**

Under special circumstances, a student may be permitted to take an assigned MLTI laptop home provided the conditions and procedures outlined in document "MTLI Laptop Home Use Procedures" (IJNDB-E-1) are followed.

**H. The District assumes no responsibility for unauthorized charges, costs or illegal use made by students including but not limited to credit card charges, long distance telephone charges, equipment and line costs, or for any illegal use of its computers such as copyright violations.**

**I. Student security**

A student shall not reveal his/her full name, address or telephone number on the Internet without prior permission from a supervising teacher. Students should never meet people they have contacted through the Internet without parental permission. Students should inform their supervising teacher if they access information or messages that are dangerous, inappropriate or make them uncomfortable in any way.

**J. System security**

The security of the District computers, networks and Internet services is a high priority. Any user who identifies a security problem must notify the network administrator. The user shall not demonstrate the problem to others. Any user who attempts or causes a breach of system security shall have his/her privileges revoked and may be subject to additional disciplinary and/or legal action.

**K. Parental permission required**

Students and their parent/guardian are required to sign and return the Computer/Internet Access Acknowledgement Form (IJNDB-E) before being allowed to use school computers.

Approved by Superintendent Richard A. Abramson: 01/05/00  
Revised by the Wells-Ogunquit C.S.D. School Committee: 06/29/05

## **TECHNOLOGY CONSEQUENCES**

### ***SECTION I: Technology offenses***

Minor offenses that are improper, inconsiderate, or disruptive, but pose no threat to equipment, data, or the system examples are:

1. disobeying lab rules (including volume or time restrictions)
2. failure to return a workstation to its original setting (including desktop, mouse, and sound configurations) after use
3. leaving the lab in an untidy condition
4. excessive waste of Network or school resources (ex: printers, scanners, and copiers)
5. any other violation which causes an inconvenience or loss of time to Network users or Network Technicians

#### **Section I Penalties**

First offense--student will receive a warning

Subsequent offences will result in suspension from the network and disciplinary action

### ***SECTION II***

Offenses that are unethical, disruptive, or pose a minor threat to equipment, data or to the system

1. any attempt to access the Network while under restriction
2. accessing the Network through a login ID not assigned to the user
3. any attempt to view, steal, or alter another user's password
4. accessing (or attempting to access) the Internet (including electronic mail) from an inappropriate workstation, or at an inappropriate time
5. deleting any files (other than those created by the user) on the WHS Network
6. installing software on the Network or any workstation
7. any attempt to access inappropriate areas of the Internet
8. any other violation which causes the Network or Lab to run inefficiently, or which requires effort or time from the Network Technicians

## **Section II- Penalties**

First offense--students will be subject to disciplinary action as outlined in Section II Penalty Guidelines under Inappropriate Behavior, and may lose network privileges for 30 days. Subsequent occurrences will result in further disciplinary action and may result in permanent suspension from the network.

## ***SECTION III***

Major offenses that may be illegal or pose a major threat to equipment, data, or the system.

1. theft of any component
2. hacking
3. willful damage to any component
4. adding files to or deleting files from another user's directory
5. any attempt to corrupt or steal any network software
6. placing, or attempting to place, any virus (see note) in the Network
7. any attempt to use, view, or modify any Network Technician's password or privileges
8. any attempt to access restricted areas of the network ( including records and confidential reports)
9. any attempt to post or receive electronic messages
10. any other activity which in any way diminishes the ability of staff, students, or the community to use the WHS Network to its fullest extent

## **Section III- Consequences**

Students will be subject to disciplinary action as outlined in the Section III Inappropriate Behavior Guidelines and may incur loss of privileges for a period not to exceed one year.

## **N. WELLS-OGUNQUIT C.S.D.**

### **ANNUAL PARENT NOTIFICATION OF TEACHER QUALITY UNDER NCLB**

Parents of students in Title I schools are guaranteed annual notification of their "right to know" about teacher qualifications by their school district. That means parents may request and receive from the district office information regarding the professional qualifications of the student's classroom teachers, including: (a) whether the teacher is state-certified; (b) whether a teacher is teaching under emergency or other provisional status; and (c) the baccalaureate degree major of the teacher and any other graduate degree major or certification.

### **ASBESTOS MANAGEMENT PLAN (AMP)**

As required by law, notice is given that all Wells-Ogunquit CSD facilities have been inspected for the presence of asbestos containing materials. A written plan for the management of these materials is available for inspection at the Office of the Superintendent of Schools, 1460 Post Road, Wells, Maine 04090 during regular business hours.

### **NON-DISCRIMINATION POLICY**

The Wells-Ogunquit Community School District School Committee is committed to a policy of nondiscrimination in relation to race, religion, sex, age, national origin, marital status, sexual orientation, or physical handicap. In keeping with the requirements of federal and state law, this school district will remove any discrimination in employment, assignment and promotion of personnel, in educational opportunities, services, and vocational opportunities offered to students in their assignment of schools and classes and their discipline, in location and use of facilities, in educational offerings and materials. The Wells-Ogunquit Community School District School Committee encourages its staff to improve human relations within the schools and to establish channels through which citizens can communicate their human relation concerns to the administration and the School Committee. See Wells-Ogunquit C.S.D. policy (*GBA*) The address for the Office for Civil Rights for the U.S. Department of Education is: U.S. Department of Education, Office for Civil Rights, 33 Arch Street, Suite 900, Boston, MA, 02110-1491.

Any **questions or complaints may be directed to: Ryan Fairchild**, Wells-Ogunquit Community School District 1460 Post Rd., Wells, Maine 04090, 207-646-8331. Mr. Fairchild is the district coordinator regarding Title IX and Section issues. The Wells-Ogunquit Community School District complies with all federal civil rights laws, and all programs are handicapped accessible or will be moved as necessary to make them accessible.

### **STUDENT RECORDS**

The Wells-Ogunquit CSD has adopted a Student Education Records Policy which implements state and federal legislation. This policy establishes guidelines which govern the manner in which student records are maintained and supervised. Its purpose is to assure students, and the parents/guardians of students, access to their official records so that they may be sure the information contained in their files is accurate. Further, the policy seeks to guarantee that these files are used only for legitimate educational purposes and are not released without the written permission of the student or parent/guardian of the student, except as permitted by law.

According to the Wells-Ogunquit Student Records Policy, parents or guardians of students, and students who have attained eighteen years of age or are attending an institution of postsecondary education have a right to:

1. Inspect and review the student's educational records;

2. Request the amendment of the student's educational records to insure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
3. Consent to disclosure of personally identifiable information contained in the student's educational records, except to the extent that federal law authorizes disclosure without consent.
4. File with the U.S. Department of Education a complaint under the Family Educational Rights and Privacy Act, 20 U.S.C.A. 1232 (g), concerning alleged failures by the Wells-Ogunquit Community School District to comply with the requirements of this law; and
5. Obtain a copy of the institution's educational record policy located at the high school office, superintendent's office and library media center. (WOCSD Policy JRA-E)

The Wells-Ogunquit CSD complies with all federal and state laws concerning confidentiality of student records. A copy of the notice of parent and student rights concerning student records is sent home at the beginning of each school year. For more information, please contact the principal.