

WINDHAM HIGH SCHOOL

**A community of learners who
wonder, explore, and achieve**

Student Handbook 2017-18

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This handbook is a resource for students throughout the year, and is provided to all students as a link on their computers. Students and parents are responsible for reading and following the rules in this handbook. This handbook has been developed within the framework of the RSU #14 Board of Directors policy manual. In case of a conflict between the handbook and school board policies, policy governs. The RSU #14 Board of Directors and the Windham School Department reserve the unlimited right to make changes to the handbook at any time without prior notice. The handbook is provided solely for the convenience of staff, students and parents, and the RSU #14 School Department, to the extent permissible by law, expressly disclaims any liability which might otherwise be incurred.

This handbook is official notification to students of their responsibilities as a school citizen at WHS. Ignorance of these rules is no excuse for not complying with them. These rules may be modified by administration as circumstances require or as the School Board modifies policies.

Any policy referred to in the handbook can be found on the district website www.windhamraymondschools.org Policies are found under the School Board/Superintendent tab and then under the policies section.

Table of Contents

	<u>Page #</u>
Mission Statement, School Song & Colors.....	4-6
School Hours	6
Attendance	7
Limits:.....	8
Types of absences.....	8
Tardies.....	8
Dismissal	8
Planned absence	8
Field trips	9
Truancy	9
School Cancellation.....	9
Student Code of Conduct	9
Purpose	9
Expectations for Conduct.....	10
Class Cuts.....	10
Insubordination.....	10
In-School Suspension.....	10
Detention.....	10
Suspension.....	10-11
Youth Court.....	11-12
Academic Integrity.....	12-13
Advertising in school.....	14
Automobile Procedures.....	14
Backpacks.....	14
Bomb Threats	14
Bus Procedures.....	15
Classroom Disruptions	15
Computer Acceptable Use.....	15
Inappropriate Computer Use.....	15-16
Dance Regulations.....	16
Dress Code.....	16
Drugs and Alcohol.....	17-18
Fire Drill – Crisis Procedures.....	18
Harassment/Hazing/Bullying.....	18
Lockers	18-19
Loitering & Hall Passes.....	19
Nondiscrimination.....	19
Planners.....	19
Public Display of Affection.....	19
Questioning / Search of Students.....	20
Telephone Use.....	20
Smoking/Tobacco.....	20-21
Vandalism.....	21
Visitors.....	21
Weapons Violence and school safety.....	21-22

Graduation & Grading	22
Policy on Late work and reassessment.....	23-24
Graduation Requirements	24
Rank Cards.....	24-25
Habits of Work Rubric.....	25-26
Summer school.....	26
Academic and Student Supports	26
Support	26
Library.....	27
PRIDE Block.....	27
Study Hall	27
School Resource Officer.....	27
Special Education Services.....	27-28
Student Services.....	28
Schedule Change/course registration.....	29
Teacher Office Hours.....	30
NCAA Eligibility.....	30
Athletic Eligibility.....	30
Athletic Programs.....	30
Student Activities.....	30-31
Privileges.....	31
Helpful Phone Numbers.....	31
Health Services	32
Medications.....	32
2017-2018 WHS Bell Schedule.....	33

Windham High School

Core Values & Beliefs

Mission Statement

21st Century Learning Expectations

Core Values & Beliefs

The RSU # 14 Board of Directors is committed to maintaining a supportive and orderly school environment in which students may receive and staff may deliver a quality education without disruption or interference, and in which students may develop as ethical, responsible and involved citizens. To achieve this goal, RSU # 14 has established a set of expectations for student conduct. These expectations are based on the 8 values identified by the community as essential to ethical and responsible behavior.

RSU #14's Core Values

- Respect of others and self
- Responsibility for personal actions as an individual and as a member of the community
- Integrity in dealing with others
- Compassion in dealing with the limitations and sufferings of others
- Courage in the face of ethical challenges
- Honesty in academic endeavors and interpersonal relationships

Beliefs About Learning

RSU 14 Principles of Student-Centered Proficiency-Based Instruction

1. We create safe, engaging learning environments to develop strong relationships that promote social emotional growth of confident learners who are willing to take risks.
2. Students and teachers actively collaborate to create clear expectations and procedures for learning.
3. Teachers provide clear and measurable learning targets so that students can articulate what they are learning, reflect and understand how the learning can be applied to real-life.
4. Students have a voice and choice in how they learn and demonstrate their learning.
5. Students receive timely, meaningful feedback, and are provided relevant support, intervention and opportunities to enrich their learning.
6. Students can access learning through multiple pathways and demonstrate proficiency through flexible, varied assessments that include personalized learning experiences and authentic application.
7. Teachers, students, staff and community continue to collaborate and learn together as we improve practice, opportunities and outcomes for all.
8. We support the development of skills that foster autonomy and lifelong learning.

Vision Statement

Every student in our Windham Raymond schools is actively engaged in authentic, individualized, and personally relevant learning, designed and supported by highly effective, qualified, and passionate staff, in a safe learning environment. Students explain why their learning is important, and they are competent in articulating their own progress as they reach ambitious individual goals. Students learn in technology-rich environments, no longer defined by traditional boundaries, engaging with the local and global communities.

Mission Statement

The Mission of the Windham Raymond School District is to ensure success for all.

21st Century Learning Expectations

Academic Expectations

- Every student will read, write and speak effectively.
- Every student will use inquiry, investigation, and decision-making to solve problems.
- Every student will effectively utilize technology as part of his/her learning process.

Social Expectations

- Every student will have multiple opportunities to understand the connection between his/her behaviors and their impact on others.

Civic Expectations

- Every student will have multiple opportunities to be an informed and involved citizen.

Maine Guiding Principles

A. A clear and effective communicator who:

- Demonstrates organized and purposeful communication in English and at least one other language
- Uses evidence and logic appropriately in communication
- Adjusts communication based on the audience
- Uses a variety of modes of expression (spoken, written and visual and performing including the use of technology to create and share the expressions)

B. A self-directed and lifelong learner who:

- Recognizes the need for information and locates and evaluates resources
- Applies knowledge to set goals and make informed decisions
- Applies knowledge in new contexts
- Demonstrates initiative and independence
- Demonstrates flexibility including the ability to learn, unlearn and relearn
- Demonstrates reliability and concern for quality
- Uses interpersonal skills to learn and work with individuals from diverse backgrounds

C. A creative and practical problem solver who:

- Observes and evaluates situations to define problems
- Frames questions, makes predictions and designs data/information collection and analysis strategies
- Identifies patterns, trends and relationships that apply to solutions
- Generates a variety of solutions, builds a case for a best response and critically evaluates the effectiveness of the response
- Sees opportunities, finds resources and seeks results
- Uses information and technology to solve problems
- Perseveres in challenging situations

D. A responsible and involved citizen who:

- Participates positively in the community and designs creative solutions to meet human needs and wants
- Accepts responsibility for personal decisions and actions
- Demonstrates ethical behavior and the moral courage to sustain it
- Understands and respects diversity
- Displays global awareness and economic and civic literacy
- Demonstrates awareness of personal and community health and wellness

E. An integrative and informed thinker who:

- Gains and applies knowledge across disciplines and learning contexts and to real-life situations with and without technology
- Evaluates and synthesizes information from multiple sources
- Applies ideas across disciplines
- Applies systems thinking to understand the interaction and influence of related parts on each other and on outcomes

SCHOOL SONG

GO YOU WINDHAM WE'LL FIGHT FOR YOU
OUR COLORS WAVING GLORIOUS OF OLD
AND WE WILL STAND FOREVER TRUE OUR WINDHAM ONTO VICTORY OUR TEAM SO BOLD
COME ON NOW WAVE THE FLAG FOR OLD WINDHAM HIGH
OUR FAME WILL EVER BE
SO CALL OUT THE CRY, ONWARD WINDHAM HIGH
CHEER ON TO VICTORY

SCHOOL COLORS

MAROON, WHITE, and LIGHT BLUE

SCHOOL HOURS

School Day	Monday – Friday	7:25am-1:56pm
Main Office	Monday – Friday	7:00am - 3:00pm
Student Services Office	Tuesday	7:00am - 5:30pm
	M, W, R, F	7:00am - 3:00pm
Special Education Office	Monday - Friday	7:00am - 3:00pm
Library	Wednesday, Friday	7:00am – 2:15 pm
	Mon, Tues, Thurs	7:00 a.m. - 3:00 p.m

ATTENDANCE

Windham High School believes that it is the joint responsibility of the school and the home to assist students in the development of responsible habits of punctuality and attendance. A student's participation in classroom activities is a vital part of his/her general education and contributes in a positive way to the learning of others. Therefore, in accordance with Maine law, the following procedures regarding attendance will be adhered to:

I. EXCUSED ABSENCES

A. Excusable absences include the following:

1. Personal illness
2. Family Emergencies
3. Professional health appointments which cannot be scheduled outside of the regular school day
4. Observance of recognized religious holidays
5. Planned absences for personal or educational purposes which have been approved in advance by the Principal
6. Education disruption resulting from homelessness, unplanned psychiatric hospitalization, unplanned hospitalization for a medical emergency, foster care placements, youth development placement or some other out-of-district placement that is not otherwise authorized by either an individual education plan or a Superintendent's' student transfer agreement.

“Education disruption” does not apply to a student who is out of school for ten (10) or more consecutive school days as a result of a planned absence for a reason such as a family event or a medical absence for planned hospitalization or recovery.

B. Students who are absent from school without an excusable reason will be considered truant.

II. MAKE UP OF WORK

- A. It is the responsibility of the student who has been absent (excused) to arrange with teachers a time to make up the work that they missed due to their excused absences. Each teacher establishes and shares days that they are available to work with students before/after school.
- B. Work missed must be made up as determined by each teacher. All work must be completed within two weeks of the date of return from the absence.
- C. Students with an unexcused absence will receive a zero for the work missed on the date of the absence.
- D. In case of extended serious illness and/or injuries, the principal may extend the length of make-up work time.

III. ATTENDANCE LIMITS

- A. If a student is absent for any 3 days in a quarter class; 5 days in a semester class; or 7 days in a year-long class, a letter of concern will be sent home to the parent informing them of the absences and the school's concerns
- B. After 5 days of a student being absent from school, parents may also be receiving a phone call from the student's advisor.
- **C. Subsequently, if a student is absent for any 10, 15, and 18 days in a class, parent/guardians will be contacted via telephone by a counselor or administrator and parent/student will be required to meet with the teacher(s), the school counselor and an administrator.

IV. PERFECT ATTENDANCE

Students receiving perfect attendance will receive an Eagle Pride card which entitles them to various privileges, as well as free admittance to student events during the quarter in which they receive the card.

Attendance codes

Excused Absence (EA): The absence is excused for one of the reasons listed above, and the parent has notified the school either by phone, email or note. It is helpful if we are notified of an absence before 8 a.m.

Unexcused absences parent aware of (AU): If a parent/guardian allows the student to stay home for a reason other than one of those explicitly accepted by State law, the absence cannot be excused (for record keeping purposes), but there will be no administrative discipline for the absence. Because it is still an unexcused absence, the student will receive zeros for any work missed.

Unexcused absences (UA) are recorded when a parent does not report the absence of the student. Students will receive a zero for any work missed on the date of the absence. Students who are absent from school without an excusable reason may be considered truant and subject to disciplinary action. Absences must be cleared up within 48 hours. To clear an absence a parent must notify the school either by phone, email or note. The absence is excused for one of the reasons listed above.

Tardies to class: Students are considered tardy if they are late to a class. Students who are tardy must meet with the attendance coordinator in the Main Office to receive an entry ticket before they can be admitted to class. After receiving 3 tardies total to any class, a letter will be sent home. At 4 tardies a detention will be issued. At 5 tardies a late night detention will be issued. In addition, students who accumulate more than 5 tardies may not be allowed to bring their vehicles to school for the rest of the quarter, may lose privileges or may be denied privileges.

Dismissals (DI): When a student needs to be dismissed from school during the school day, she/he is expected to bring in a note, or have a parent call, with the time and reason for dismissal. This information must be shared by the student **prior to the dismissal**. A dismissal will be considered an absence if the student misses 20+ minutes of class time. Dismissals will be excused only for the reasons listed above under excused absences. Students who become ill during the school day **must** report to the nurse's office to be dismissed. All students must be signed out through the main office **prior** to leaving the building in order to avoid earning a class cut (**UA**).

Dismissals unexcused (DU): When a student is dismissed by a parent/guardian for any reason that is not approved by State law, the dismissal will be considered unexcused.

Planned absences (PA): Absences from school due to personal and/or educational purposes outside of the school curriculum **must be requested at least two weeks in advance** of the expected departure date, and approved by the administration. It is the responsibility of the student to communicate with teachers around the completion of missed work.

Field trip (NA): **Prior** to a field trip, students are responsible for communicating with their teachers to make arrangements for any work that will be missed due to the field trip, and students will be expected to arrive fully prepared for their next classes.

College Visits (CV): Senior and junior students are provided with the opportunity to visit prospective colleges without being penalized for missed classes. Students are allowed to miss two school days in both the 11th and the 12th grade for the purposes of college visitations.

Truancy: If a student is absent 10 total unexcused days, or 7 consecutive unexcused days, (s) he will be considered habitually truant and may face a hearing before the Board. Parents may be fined as permissible by law.

NO SCHOOL ANNOUNCEMENTS

In the case of inclement weather, the Superintendent, Director of Transportation, and the Public Works Department make every attempt to reach a decision regarding the cancellation of school as early as possible. There is sometimes a delay between the time we place our call and the time the announcement is made. Automatic calling will take place to notify the home that there is no school. However, we encourage you to sign up for text notification, or to listen to one of the following stations, for information about school cancellations and delays:

Windham Cable (Ch 7), Channel 6 (WCSH-TV), Channel 13 (WGME-TV), Channel 8 (ABC-TV) WPOR (101.9 FM), WGAN (560 AM) WGMX (93.1 FM) WYNZ (100.9 FM),

The district website also provides information on school closings, www.windhamraymondschools.org.

STUDENT CODE OF CONDUCT

(Summary- for complete policy, see JICDA)

The RSU # 14 Board of Directors is committed to maintaining a supportive and orderly school environment in which students may receive, and staff may deliver, a quality education without disruption or interference, and in which students may develop as ethical, responsible and involved citizens. To achieve this goal, RSU # 14 has established a set of expectations for student conduct. These expectations are based on the values identified by the community as essential to ethical and responsible behavior.

RSU #14's Core Values

Respect for others, and for oneself

Responsibility for personal actions, both as an individual and as a member of the community

Integrity in dealing with others

Compassion in dealing with the limitations and sufferings of others

Courage in the face of ethical challenges

Honesty in academic endeavors, and in interpersonal relationships

The Board believes that each member of the school community should take responsibility for his/her own behavior. To that end, the Board recognizes the need to define unacceptable student conduct, identify the possible consequences for unacceptable conduct, and ensure that discipline is administered fairly, promptly, and appropriately. Having considered the input of administrators, parents, students, and the community, the Board adopts this Student Code of Conduct, consistent with the requirements of 20-A MRSA § 1001(15).

The Code applies to students who are on school property, who are in attendance at school or at any school-sponsored activity, on school buses, or whose conduct at any time or place directly interferes with the operations, discipline, or general welfare of the school, its students or staff.

EXPECTATIONS FOR CONDUCT

Windham High School administration has several levels of disciplinary consequences for violations of school rules. These consequences can range from parent conferences to after school detentions, in-school suspensions, school service, or out-of-school suspensions. In the most severe cases, there could be a referral to the Board of Directors for expulsion from school.

Any student who accumulates 3 out-of-school suspensions will be referred to the Superintendent for a possible hearing with the Board of Directors for expulsion. Administration reserves the right to adjust disciplinary procedures whenever necessary, and to impose discipline based on circumstances on a case by case basis.

- [Class Cuts and Leaving Without Permission](#) - 1-3 offenses Late Night detention, more than 3 offenses may result in In-School Suspensions. Students who leave school grounds without permission and return are subject to search.
- [Truancy](#) - (absence from school without parent permission) In-School Suspension.
- [Insubordination, swearing or inappropriate language](#) will result in, depending on the frequency and severity of the infraction, after school detentions, In-School suspensions or Out-of-School suspensions.
- [Failure to stay for an After School Detention](#) – When a student fails to stay for a 40 minute detention that student will receive a late night (80 minute) detention. Failure to stay for a Late Night detention will result in an in-school suspension AND another Late Night detention.
- [Failure to report or complete In-School Suspension](#) - Student will be suspended until next In-School day, when they must come back and complete the day of In-School.
- [Fighting](#) - out of school suspension for up to 10 days. Students engaged in fighting may be arrested by the school resource officer for disorderly conduct.
- [Substance use or possession](#) – out of school suspension for up to 10 days, a meeting with the parents and counselor, and a screening assessment are all required for reentry to school.

DETENTION

Teachers may issue teacher detentions, and the administration may issue office detentions. Students will be given a 24 hour notice prior to serving the detention. In the event the detention is not served, In-School or Out-of-School suspension may occur. **Work, no ride, or babysitting are not acceptable reasons for missing detention.** Only reasons excused by administration **prior** to the detention will result in an excused missing of detention. Doctor's appointments must be documented to the assistant principal in order to excuse a missed detention. (Also see board policy JKB)

SUSPENSIONS

(Summary-for complete policy see Policy JKD)

The School Board delegates to the principal's the authority to suspend disobedient and disorderly students for a period not to exceed ten (10) consecutive school days. Any student suspended from school shall become ineligible to participate in extracurricular activities or any other school functions and is prohibited on school grounds when school is in session for the duration of the suspension. When a student reaches a total of 3 (three) suspensions during the school year, a meeting will be held involving

the superintendent, the administration, the parent/guardian, and the student. During this meeting, the superintendent will determine whether or not the student will be required to appear before the School Board to face possible expulsion from school.

YOUTH COURT RESTORATIVE JUSTICE OPTION

Windham High School, in conjunction with the Maine Youth Court <http://www.maineyouthcourt.org/>, have collaborated in order to train students at WHS to operate a Youth Court.

What is Youth Court? Youth Court is a program that utilizes a restorative, peer led approach to provide support and accountability for young people who have violated school rules or community laws. Trained youth volunteers act as advocates and judges, using a restorative framework to develop appropriate responses to rule violations, and to design and implement action plans that will result in long-term behavioral changes.

Students from Windham High School and other area high schools (Bonny Eagle, Gorham, & Westbrook) volunteer to cooperatively run the operations of the court. These volunteers complete a comprehensive training program prior to participating in an actual hearing.

What is the purpose of Youth Court? Youth Court programs are intended to provide early intervention and education to young people who have committed school and/or legal offenses. The Youth Court program relies on restorative practices to hold individuals accountable for their negative behavior, while simultaneously teaching these young offenders to respect themselves, as well as the individuals, families, property, schools and communities that have been impacted by their behavior.

Who is brought before the Youth Court? The purpose of the court is not to make a judgment of guilt or innocence. *For the offender, the option of participating in Youth Court is voluntary, and students must have admitted wrongdoing prior to the beginning referral process for Youth Court.* The Youth Court reviews the summary of facts from the referring high school, interviews and listens to statements made by the offender, hears from possible victims and others affected by the offense, deliberates, and then makes a judgment regarding the steps the offender needs to make to repair the harm done.

How are students referred to Youth Court? The Windham High School administration may consider utilizing different types of interventions, or multiple interventions simultaneously, as a means of dealing with student misconduct. On those occasions where the misconduct involves an existing school rule and/or district policy, administrators will have the option of:

1. Independently using the prescribed administrative consequence for that rule and/or policy (i.e. detention or suspension)
2. Recommending a Youth Court referral as an alternative to administrative consequences (e.g. eliminate suspension in exchange for participation and completion of Youth Court Program)
3. Using a combination of administrative consequences in conjunction with a Youth Court referral (e.g., reduced suspension and/or detentions in addition to participation and completion of youth court program)

Youth Court Rulings and non-participation Once Windham High School refers a case to Youth Court, Windham High School is obliged to accept the recommendations of the Youth Court. If the Youth Court informs the referring high school that the offending student was not successful in participating in the hearing and/or fulfilling the Youth Court's judgment, the school reserves the right to apply the original, prescribed administrative consequences.

Behavior that will or will not qualify for consideration for Youth Court Remember, *For the offender, the option of participating in Youth Court is voluntary and students must have admitted wrongdoing prior to the referral process.* Students and Parents will sign a Youth Court Behavioral agreement prior to referral.

The following infractions will NOT qualify for the possible utilization of Youth Court strategies. These behaviors will only qualify for administrative consequences:

- Possession or Use of Firearm and/or Other Deadly Weapon on School Grounds
- Trafficking/Sale of a Scheduled Drug on School Grounds
- Gross Bodily Injury/Aggravated Assault
- Minor Routine Offenses (e.g. limited tardiness, class cuts, leaving school, etc.)
- Extracurricular Code Violations

The following infractions may qualify for the utilization of Youth Court strategies as alternatives to, or in conjunction with, administrative consequences:

- Excessive Routine Offenses (e.g. tardiness, class cuts, leaving school, etc.)
- Vandalism
- Bullying/Harassment
- Theft
- Bus Incident
- Tobacco Use
- Fighting
- Violent Threats
- Inappropriate Language
- Disruptive Behavior
- Malicious Technology
- Violation Academic Honesty Violation
- Possession/Use/Purchase of Drugs/Alcohol (First Offense)
- Other serious offenses not included in school rules

ACADEMIC INTEGRITY STANDARD

Windham High School recognizes that academic integrity (honesty) is absolutely vital to the purpose of all schools, and includes adherence to academic integrity guidelines as a component of student Habits of Work scores. All students are encouraged and expected to model academic integrity. Failure to do so jeopardizes the core and foundation of sound educational practice. Consequently, students who choose not to practice academic integrity are, in addition to harming themselves, jeopardizing the educational mission of our high school. The Windham High School community understands that guidelines surrounding student work must be followed in order to ensure an environment that cultivates academic integrity. Academic Integrity is defined as the practice of performing school work and class assignments within the completion guidelines established by teachers. It includes never representing another's work as your own.

Examples of Academic Dishonesty would include: (but are not limited to):

*Writing formulas, codes, or keywords on your person, or on any other objects, for use on a test or quiz in which students are not allowed to use memory aids.

*Using hidden reference sheets, or copying during a test or quiz

*Copying, faxing, duplicating, or exchanging assignments that are expected to be submitted as "original"

*Using information from stolen tests or answer keys

- *Using programmed material in electronic devices, when such programs are prohibited
- *Exchanging answers with others (either giving or receiving answers)
- *Taking someone else's assignment and submitting it as your own
- *Submitting material, written or designed by someone else, without giving the author/artist credit by including that name and/or source (E.g. plagiarizing; use of translators; submitting work created by family, friends or tutors)
- *Taking credit for group/lab work, when little or no contribution was made
- *Assisting others in their attempts to engage in academically dishonest behaviors
- *Violating any teacher classroom rule in regards to expectations for student work in test taking and all other assessments.

Although not part of this standard, all students are encouraged to report to a teacher or administrator other students who are engaged in Academic Dishonesty.

CONSEQUENCES FOR ACADEMIC INTEGRITY

FIRST OFFENSE

- 0 on assignment
- Parental Notification: Teacher will contact parent to notify them of the violation via phone or mail, and an Administrator may set up a meeting with teacher, student, and parents.
- Notification of an administrator, who will share the transgression with the student's other teachers, counselor, coaches / advisors, and any Honor Societies which the student may be a member of.
- Late Night Detention

SECOND OFFENSE

- Same as first offense.
- Additional consequences will include ineligibility for Valedictorian, Salutatorian, and Honor parts.
- One day of In-School Suspension
- **In addition, a 2nd offense in *the same course* may result in removal of the student from that course based on a conference with the students and parents.**

THIRD OFFENSE

- Same as first offense.
- Ineligibility for academic -based awards and scholarships
- Administrative action such as In-School Suspension or Suspension from School
- **Permanent notation on transcripts - notation of "Violation of Academic Integrity Standard"**

APPEALS PROCESS- An Academic Integrity Board will be set up consisting of one administrator, two faculty members, and two students. The Academic Integrity board will hear and decide upon all appeals by students regarding violations of the Academic Integrity Standard. The Academic Integrity Board will convene on an as-needed basis. The Academic Integrity Board will also have the power to delete offense(s) from a student's record, if such a request is made during the first semester of the student's senior year, and the student presents evidence that such a waiver is warranted.

This Standard covers all years a student is in attendance at Windham High School.

ADVERTISING IN THE SCHOOL

No student will be required to watch televised or videotaped presentations that include commercial material. Any parent who would like to have their child excluded from such presentations must contact the school in writing to make the request. Any posters or announcements that wish to be hung up in the hallways must be given administrative approval.

FILM VIEWING DURING THE SCHOOL DAY

Students must have parental permission to view any movie during the school day that has a rating greater than PG-13. (Policy KJ)

AUTOMOBILE PROCEDURES

Students wishing to park in the designated student parking area may do so upon filling out a Driver Registration Form, which requires acceptance of vehicle use rules and the signatures of both the student and the parent/guardian. All vehicles must be registered with Officer Fournier or Mrs. Fone, and must have an official 2017-18 WHS parking tag on their windshield. There is a \$5 fee for a parking tag. All cars must have a permit to park on school property, and all vehicles are subject to tickets and/or towing if they are in violation of these policies.

Seniors who remain in good behavioral and attendance standing may have the privilege of driving to the technical center. This privilege comes with great responsibility as well – senior students may not transport underclassmen students to or from the technical centers. Violation of this driving privilege will result in a loss of driving to school privileges. Underclassmen technical students are not permitted to drive to or from the technical centers. Students who violate Vehicle Use Rules may be subject to the following: fines, loss of driving privileges, towing of vehicle, and other school disciplinary actions.

BACKPACKS

Students are encouraged to use their lockers to store their backpacks during the school day. Due to safety concerns, backpacks may not be permitted in certain classrooms. Teachers may create a rule stating that backpacks will not be allowed in their classroom. This rule will be made clear in their course syllabi.

BOMB THREATS

(Summary- for complete policy see EBCC in appendix)

Whether real and carried out, or intended as a prank (or for some other purpose), a bomb threat represents a potential danger to the safety and welfare of students and staff, as well as a threat to the integrity of school property. Bomb threats disrupt the instructional program and learning environment of the school, and also place significant demands on school financial resources and public safety services. People and property are negatively impacted even when such threats prove to be false. No person shall make or communicate by any means, whether verbal or nonverbal, a threat that a bomb has been, or will be, placed on school premises. Any student or employee who learns of a bomb threat must immediately report this information to the building principal or other employee in a position of authority.

Making a bomb threat is a crime under Maine law. Any students or other persons making a bomb threat shall be reported to law enforcement for investigation and possible prosecution. The administration may

suspend and/or recommend for expulsion any student who makes a bomb threat or engages in other conduct prohibited under the Board's policy.

BUS PROCEDURES (For full Policy EEACC)

All students using the school bus must observe and obey all transportation rules. Any violations of these rules are subject to disciplinary action including the possible loss of bus privileges. Any student wishing to ride another school bus to or from school must contact the Bus Garage for permission. 892-1809

CLASSROOM DISRUPTIONS **Personal Electronic Devices**

Headsets or personal listening devices may be used before/after school, but may not be used during the day without teacher permission. Students will receive disciplinary consequences if they have headphones/PED's on during classes without permission from the teacher. PEDs should be turned off and not visible during the school day, except when students are in their own lunch, or have received teacher direction to use the phone. If these devices are used without permission they will be confiscated and turned into the main office, and a parent/guardian will need to come to school to pick it up.

The use of the camera/video function on any type of PED is strictly prohibited on all school property, including locker rooms, restrooms, classrooms, school hallways, and on school buses/vans, except at public events or as directed by a teacher as part of a classroom assignment. If there is any question of inappropriate use, PEDs may be subject to search. Evidence of illegal activities involving PEDs may be referred to appropriate law enforcement authorities, and a building administrator may give a device to law enforcement authorities upon request.

Students may request special permission to have a beeper or phone for emergency reasons. The school will not take responsibility if these devices are lost or stolen*. Laser pointers are not allowed in the school. Detentions may be issued for violations of the guidelines outlined above.

** All portable electronic equipment should be registered with Officer Fournier to support students when items are lost or inadvertently taken.*

COMPUTER ACCEPTABLE USE POLICY (Summary- for complete policy see IJNDB)

School computers are not the personal property of students, so students have no expectation of privacy in the use of these school computers. Violation of the Board's Student Computer and Internet Use policy and rules may result in loss of computer / internet privileges and disciplinary action as appropriate. If you have any questions about the guidelines, please contact your child's teacher.

The Windham network allows users to access a wide range of information sources, both local and worldwide, while at school and at home. Students will have access to school, college, and university libraries, information from a variety of sources, software of all types, discussion groups on a wide variety of topics, and much more. This use is a privilege, not a right. Students may lose this privilege and be subject to further disciplinary/legal action for inappropriate use.

Inappropriate Computer Use:

Disciplinary consequences will occur when a student uses their computer inappropriately. The severity of the consequence will be determined according to the nature of the inappropriate use, and could range

from a verbal redirection up to the loss of the computer, restrictions on network login rights, and/or police involvement. Examples of inappropriate include, but are not limited to:

Inappropriate examples:

- Inappropriate language or images
- Playing games during class time
- Social networking during class time
- Non-educational use during class
- Plagiarism

Extremely inappropriate:

- *Illegal downloads
- *Harassment
- *Pornographic/violent images
- *Vandalizing computer
- *Distribution of inappropriate materials.
- *Posting of unauthorized photos/video

Students and their families are responsible for the proper care of laptops at all times, whether on or off school property. This explicitly includes costs associated with repairing or replacing the laptop. RSU #14 offers a laptop protection program to cover replacement costs and/or repair costs for damages not covered by the laptop warranty. Parents/Guardians who choose not to purchase laptop insurance protection should be aware that they are responsible for any costs associated with loss, theft or damage to a school laptop issued to their child.

DANCE REGULATIONS

- All WHS dances are open to all WHS students unless specifically noted.
- Doors close one hour after the dance begins. Students who arrive after that first hour, and who have not received **prior** permission to arrive late, will not be allowed entrance into the dance.
- Students from high schools other than WHS must be included on the Guest List, and are subject to administrative approval.
- Students from high schools other than WHS must have a signed permission/student in good standing form signed and returned to the main office prior to the dance.
- Backpacks, bags, etc. are to be placed in a restricted area at the dance site and are subject to search. Students may only access their bags when leaving.
- All students are to remain in designated areas. Students cannot leave the dance and return.
- Please observe all school guidelines regarding appropriate behaviors.
- Dress code will be enforced

DRESS CODE

(Summary- for complete policy see JICA in appendix)

Windham High School is a community that respects learning and learners. Respect is conveyed in many ways, including behavior and appearance, and to that end we believe it is necessary to outline reasonable guidelines around clothing worn at school. When dressing each day, students are expected to take pride in their personal appearance with appropriate coverage of their body. We value the freedom to express individuality through dress, but we have found that when members of the school community make inappropriate clothing choices, everyone's learning environment is impacted.

·Clothing is expected to cover undergarments when standing, sitting, or bending. Clothing that is see through, bare midriff, or have holes that expose flesh inappropriately due to style or condition, or expose underwear, are not permitted.

·Undergarments are not hanging out, meaning:

1. Pants should be worn at the hips.
2. Shorts, skirts, and dresses must be mid-thigh length, or greater, from *all* angles

- Straps on tops must be two fingers in width.
- Necklines and sleeves must cover the body at the height of the armpits when a line is drawn from armpit to armpit.
- Clothing that depicts sexual, violent, drug-related, bullying/hurtful, culturally insensitive, or otherwise offensive slogans or images should not be worn in school.

Students will be asked to change clothing if they are not meeting the dress code, and face possible disciplinary action ranging from detention to suspension for continued or extreme violations.

Hats will be permitted during the school day with the following exceptions:

1. Hats are not permitted in the auditorium
2. Hats will be taken off for assemblies, and for the Pledge of Allegiance
3. Hats will be treated as an article of clothing and must adhere to the dress code

Any teachers may create a rule stating that hats will not be allowed in their classroom. This rule will be made clear in their course syllabi.

DRUGS AND ALCOHOL

(Summary- for complete policy see JFCI)

(For substance abuse regulations governing athletic & co-curricular activities refer to appendix JICH-R)

No student shall distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage, fortified wine or other intoxicating liquor. Nor shall a student manufacture, distribute, dispense, possess, use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, any other controlled substance defined in federal and state laws/regulations, any look alike substance, prescription drug or any substance that is represented to be a controlled substance. These prohibitions apply to any student who is on school property, who is in attendance at school or at any school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline or general welfare of the school.

Students found in violation of the above policy on drugs and alcohol will be assigned the following disciplinary actions:

First offense: notification of parents; referral to police or superintendent of schools; suspension from school for up to 10 days; during the suspension the student will undergo an assessment, meet with a team to review the violation, and to establish next steps.

Second offense: notification of parent; referral to police or superintendent of schools; suspension for up to 10 days; referral to school committee for possible recommendation for expulsion

Furnishing or selling: notification of parent, police and superintendent of schools; suspension for up to 10 days; referral to School Board for possible expulsion. A referral to a drug/alcohol referral team consisting of administration, social workers, and student services, along with police involvement may be possible.

Students may voluntarily refer themselves to the guidance office, an administrator or the school resource officer for help.

Medical Marijuana in the Schools: *The Board recognizes that there may be some students in the RSU 14 School District who rely on the use of medical marijuana to manage a medical condition and who may be unable to effectively function at school without it. Students may not possess or use medical marijuana at school. Prior to administration of medical marijuana, the primary caregiver (who must be a parent, guardian or legal custodian) and student must meet with building administration and nurse to establish a plan.*

Complete guidelines RSU 14's Medical Marijuana in the Schools policy are contained policy JLDCA

FIRE DRILL, EMERGENCY PROCEDURES and CRISIS RESPONSE

(Summary - for complete policy see Policy EBCA)

It is the policy of the Windham School Department that each individual school shall, in accordance with administrative guidelines developed by the Superintendent, prepare and have in place a crisis response plan. The crisis response plan shall be in writing, and available at all times in the Principal's office.

It is extremely important that all students follow evacuation guidelines in emergency situations. Students are absolutely not allowed to leave school grounds during these times. Violations of emergency procedures and evacuation guidelines are disciplinary issues that will be addressed by the administration team.

HARASSMENT, SEXUAL HARASSMENT, HAZING & BULLYING OF STUDENTS

(For Full Description of Policy, please refer to policy JICK)

All Windham High School community members are expected to share the responsibility of creating and sustaining a learning environment that is free of intimidation, hostility, and offensiveness. In order to ensure such an environment, students are not to engage in harassment of any other person. Any act of harassment including, but not limited, to those based on race, color, sex, sexual orientation, religion, age, national origin or physical or mental disability is a violation of this policy. Some of these acts also constitute illegal discrimination under state and federal laws, and violations of these laws could lead to additional legal consequences outside of the school.

Harassment includes, but is not limited to, unwelcome behavior such as:

- Verbal or physical abuse or stalking
- Harassment that rises to the level of physical assault, and/or abuse
- Sexual advances, gestures, comments or contact
- Threats and bullying, including non verbal threats or intimidation
- Offensive language, jokes and teasing
- Ridicule, slurs, derogatory action, or remarks
- Abuse of power

Such unwelcome acts constitute harassment when the conduct has the purpose or effect of substantially interfering with an individual's academic performance, or creating an intimidating, hostile, or offensive work or educational environment. Students who believe that they are victims of harassment should report such occurrences to a teacher, counselor, advisor, administrator, or SRO. The Affirmative Action Officer for the RSU #14 district is the Assistant Superintendent of Schools.

LOCKERS

Each student is assigned a locker for books and personal belongings. Lockers should be kept locked at all times and should not be shared with any other person. In addition, students participating in physical education classes should lock their possessions in their lockers in the locker room. Since lockers are school property, the administration reserves the right to inspect them at any time. Please use your lockers. Do not rig your lockers so they can be opened without the combination; students lose items that are left out in the open unattended or unlocked. Thefts from “rigged” lockers may not be investigated, and disciplinary action may be taken for violations of this expectation.

LOITERING/HALL PASSES

In an effort to support the educational environment at Windham High School, students should not be loitering in the halls or main lobby at any time during the school day, or blocking the corridors during passing periods. The noise and disruption from students loitering, or entering classes late, interferes with the lessons that teachers and students are engaging and interacting. Students are to have a pass if they are somewhere other than where they are designated to be. Students with Eagle Pride or Junior Privileges must either leave the building or be in the Eagles nest, Library, or with a teacher. Privileges does not give you permission to roam the building. Detentions may be issued for no pass or for loitering.

NON-DISCRIMINATION, STUDENT RECORDS, FERPA

A copy of RSU #14/Windham High School policies relating to student record keeping, FERPA, and non-discrimination are electronically sent to all parents via our listserv. In addition, a hard copy is given to students on the first day of school, and a copy of the policies are available at the main office for review at any time.

NON-DISCRIMINATION/EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION

(School board Policy AC)

Discrimination against, and harassment of, school employees because of race, color, sex, sexual orientation, religion, ancestry or national origin, age, or disability are prohibited. Discrimination against, and harassment of, students because of race, color, sex, sexual orientation, religion, ancestry or national origin, or disability are prohibited. The Board directs the school administration to implement a continuing program designed to prevent discrimination against all applicants, employees, students and individuals with disabilities having access rights to school premises and activities. The Windham Raymond School District Affirmative Action Plan includes designation of an Affirmative Action Officer (the Assistant Superintendent of Schools) who will be responsible for ensuring compliance with all federal and state requirements relating to nondiscrimination. The Board directs the administration to provide notice of compliance with federal and state civil rights laws to all applicants for employment, employees, students, parents, and other interested persons, as appropriate. The School District will require all persons, agencies, vendors, contractors, and other persons and organizations doing business with or performing services for the school unit to subscribe to all applicable federal and state laws pertaining to contract compliance.

PLANNERS

Students are strongly encouraged to utilize the time management/scheduling applications found on their school laptops and on their personal electronic devices. All students will be able to access a Google account – including Google Applications – in order to support them with the management of their daily assignments and appointments.

PUBLIC DISPLAYS OF AFFECTION

All students and staff members of Windham High School deserve the opportunity to work and learn in an environment of mutual respect and trust. This requires that all members of our community regard each other with courtesy, consideration and appreciation by remembering that we are all sharing the same

public space, designated for learning, during the school day. **Public displays of affection, other than hand holding, are not appropriate for a school setting and are subject to disciplinary action.**

QUESTIONING/SEARCH OF STUDENTS

(Summary- for complete policies see JIH, JIH-R, and JIH-P)

Lockers, desks, and other school storage facilities (including parking lots) are school property, and remain under the control, custody and supervision of the school even when they are assigned to individual students. Students have no expectation of privacy in school storage facilities, or for any items placed in such facilities. School officials have the authority to inspect and search storage facilities and their contents on a random basis, with or without reasonable suspicion, and without notice or consent; this includes the use of canine patrols. School officials may also search students' wallets, purses, backpacks, pockets, automobiles, and other property when they have a reasonable suspicion that the search will reveal evidence that the student has violated, or is violating, Local/State/Federal laws, School Board policies, and/or school rules. This policy includes permission to submit students to a breathalyzer test if such action is warranted. Evidence collected on school grounds may be forwarded to law enforcement as deemed appropriate by school officials, even if the search was initiated for school purposes.

Students who refuse to comply with the search regulations described above will be disciplined according to school protocol for the specific infraction that they are suspected of violating.

TELEPHONE USE AND MESSAGES

Students are not allowed to leave classes/study halls for the purpose of answering and responding to phone calls/text messages, except in the event of an emergency. In the event of an emergency, the Main Office will deliver messages between parents and students. The office phone is a business phone and may only be used by students in case of emergency. Smartphone use by students in the classroom is at the discretion of individual teachers.

TOBACCO USE AND POSSESSION

(See Policy ADC)

In order to promote the health and safety of all students and staff, and to promote the cleanliness of all facilities, the Windham Raymond Board of Directors prohibits smoking and the use of all tobacco products, or look-alike tobacco products, or any product that is represented to be tobacco, in school buildings / facilities, on school grounds, and on school buses, at all times, by all persons, including students and employees.

In addition, students are further prohibited from possessing, selling, distributing, or dispensing tobacco products, or look-alike tobacco products, or any product that is represented to be tobacco, in school buildings / facilities, on school grounds, on school buses and at school-sponsored events, at all times. Employees and all other persons are also strictly prohibited, under law and this Board's policy, from selling, distributing, or in any way dispensing tobacco products, or look-alike tobacco products, or any product that is represented to be tobacco, to students on school property, on school buses and at school-sponsored events.

Student use or possession of tobacco in any form, including e-cigarettes, is prohibited in school buildings, on school grounds, on buses, and at all school sponsored activities which take place off school property. Violation of this policy will result in the following consequences:

First offense: notification of parents, Late Night detention and a referral to a school counselor or nurse. If a student is under the age of 18, the police will also be notified.

Second and subsequent offenses: will result in notification of parents, as well as In-School Suspension or out-of- School suspension for up to 10 days, and further referrals for meetings with a substance abuse counselor.

VANDALISM

(Summary- for complete policy see ECAB)

Students who engage in vandalism, destruction, or misuse of school property may be suspended for up to 10 days, and will have to pay any cost incurred by the district to correct the damage. Students who tamper with the alarm system or fire extinguishers can face legal prosecution and disciplinary action.

VISITORS

(Summary-for complete policy see Policy KI)

The Windham School Board encourages the active interest and involvement of parents and citizens in the public schools. In order to avoid interruption of the instructional program and to promote safety of students and staff, building principals shall institute administrative procedures concerning visitors to the schools. It is understood that procedures may vary from school to school due to differing considerations, such as the age of the students, building layout, and school location.

The term "visitor" shall apply to any person on school grounds, or in school buildings, who is not an employee or student of the Windham School Department. All visitors shall report to the main office immediately upon arrival at the school, and must receive a visitor badge that will be worn and visible while visiting the school. (This does not apply to parents or citizens who have been invited to the school for an open house, performance or other pre-planned school program.) All visitors who wish to visit classrooms, observe aspects of the instructional program, or meet with staff members are expected to schedule such visits in advance. Before leaving, visitors must sign out in the office and return their visitor's badge. All visitors who violate the above policies/rules, and/or disrupt the safe and orderly operation of the school, shall be asked to leave the premises. The building administrator/designee has the authority to refuse entry to school grounds or buildings to persons who do not have legitimate, school-related business, and/or who may disrupt the operations of the schools. The building administrator/designee may request the assistance of law enforcement if necessary to deal with unauthorized persons or violations of the law by visitors to the schools.

Permission to visit classes with a WHS student will not be granted to students from neighboring schools unless they are interested in transferring to Windham High School. Students wishing to bring a visitor to school must get permission from an administrator at least 24 hours in advance of the visit.

WEAPONS, VIOLENCE and SCHOOL SAFETY

(Summary- for complete policy see JICIA)

In an effort to ensure a safe environment for students and employees, all persons are prohibited from the following conduct at all times while on school property, while in attendance at school, during any school-sponsored activity, or at any time or place that such conduct directly interferes with the operations, discipline, or general welfare of the school:

1. *Possession or use of articles commonly used or designed to inflict bodily harm and/or to threaten, intimidate, coerce or harass other persons. Examples of such articles include, but are not limited to firearms, ammunition, explosives, brass knuckles, knives, chains, and clubs.*
2. *Use of any object as a weapon, although not necessarily designed to be a weapon, to inflict or to threaten bodily harm and/or to intimidate, coerce or harass. Examples of such objects include, but are not limited to belts, other articles of clothing, combs, pencils, files, compasses, scissors and realistic replicas of weapons.*
3. *Violent or threatening behavior, including but not limited to fighting, assault and/r battery, taking hostages, threats to commit violence against persons or property (e.g. verbal or written death threats, threats of bodily harm, bomb threats);*
4. *Verbal or written statements (including those made on or through a computer) which threaten, intimidate, or harass others, which tend to incite violence and/or disrupt the school program;*
5. *Willful and malicious damage to school or personal property;*
6. *Stealing or attempting to steal school or personal property;*
7. *Lewd, indecent or obscene acts or expressions of any kind;*
8. *Violations of the School Department's drug / alcohol and tobacco policies;*
9. *Violations of state or federal laws; and*
10. *Any other conduct that may be harmful to persons or property.*

Administrators shall take appropriate action against any individual violating any portion of the above policy, including-- but not limited to-- student discipline or action by law enforcement officials. Students who violate this policy may be expelled under State and Federal law. Principals may authorize inspections of student lockers, automobiles, clothing, purses, bags, backpacks and other personal belongings when there are reasonable grounds to suspect that the inspection will produce evidence that the above policy has been violated.

GRADUATION & GRADING INFORMATION

Proficiency Grading Guide

Proficiency Score	100-Pt. Score	Description
4	100	Distinguished - The student consistently exceeds the proficiency requirements for the course level. Performance indicators show that the student grasps, applies, generalizes, and extends key concepts, processes, and skills independently. Credit is Awarded
3.75	96.7	
3.5	93.3	
3.25	90	Proficient - The student consistently meets the proficiency requirements for the course level. Performance indicators show that the student, with limited errors, grasps key concepts, processes, and skills for the course/grade level and understands and applies them. Credit is Awarded
3	86.7	

2.75	83.3	Proficient Basic - The student is progressing toward the proficiency requirements for the course/grade level. Performance indicators show that the student is close to mastering key concepts, processes, and skills for the course/grade level. Credit is Awarded
2.5	80	
2.25	76.7	Developing - The student is progressing toward the proficiency requirements for the course/grade level. Performance indicators show that the student is beginning to grasp key concepts, processes, and skills for the course/grade level, but demonstrates inconsistent understanding and application of concepts. Credit is Awarded
2	73.3	
1.75	70	Emerging - The student is making some progress toward meeting the competency requirements. Performance indicators show that the student is not demonstrating understanding of course-level concepts, processes, and skills and requires additional time and support. Credit is Not Awarded
1.5	66.7	
1.25	63.3	Insufficient Evidence - The student did not turn in enough work to determine his/her level of proficiency. Credit is Not Awarded
1	60	

Policy on Late Work and Reassessment

- Missing assignments will receive a grade of “0”. If a student is missing a formative assignment, it is the responsibility of the student to arrange a meeting with the teacher to receive feedback during a PRIDE block or after school. If the work is acceptable, the teacher can move the formative assessment grade on that assignment to a “3.0”. Formative assessments may not be turned in for late credit after the summative assessment has been given.

The following codes/scores will be used for formative assessments:

Symbol	Meaning	Score
T	Turned In	100 / 4.0
I	Incomplete	80 / 2.5
L	Late	86.7 / 3.0**

M	Missing	0 / 0**
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**Missing assignments may be turned in late for a score of an 86.7/3.0. These late assignments will be marked late and must be turned in before the summative assessment is given.

2. If a student earns lower than a 2.5 on a summative assessment or has missed the deadlines for a summative assessment (unit tests, final papers, projects, etc.), he/she may make up a summative assessment under the following conditions:

- a) The student has maintained a formative assessment score of 2.5 or higher prior to the assessment.
- b) The student will conference with the teacher to develop a reasonable timeline for reassessment and the body of work that the student must demonstrate in order to show readiness for reassessment. The student must hand in the work by the due date established.

The student may reassess only to a basic proficiency score of 2.5 but cannot receive a higher score for that assessment. A student who initially earned a 2.5 or higher on the summative assessment may not retake the assessment.

GRADUATION REQUIREMENTS Policy IKF

The graduation requirements for the Windham High School

English	4 credits
U.S. History	1.5 credits
Civics/Economics	.5 credit
World History	1.5 credits
Mathematics	4 credits
Science	3 credits **
Physical Education	1 credit
Health	1 credit
Fine Arts	1 credit

Computer proficiency – students must demonstrate computer proficiency.

Partial credit will not be awarded for partially completed subjects. Credit will be awarded for successful completion of classes.

**** The three credits in science must include 3 separate courses.**

Community Service hours required for graduation: 40 hours for the Classes of 2018. The classes of 2019 and beyond, will be required to present a capstone project.

All classes will be required to have **22** credits for graduation. Students need to earn 5 credits at the end of Grade 9, 11 credits at the end of Grade 10 and 17 credits by the end of Grade 11 in order to be promoted from one grade to another. All obligations must be met, including but not limited to the

completion of credits, completion of community service hours, paying of dues, fines, and serving detention time in order to march in commencement exercises.

RANK CARDS AND GRADING SYSTEM

Rank cards are issued every nine weeks. It is necessary for parents to sign and return the rank cards. Students will be given a rank card and it will be their responsibility to bring it home and back to their advisors. Progress reports are issued mid-way through each quarter.

Grades A 93-100 B 85 - 92
 C 77 – 84 D 70 - 76
 F 69 or lower

High Honor Roll - grades of 93 or better in all subjects

Honor Roll - grades of 85 or better in all subjects.

Students and parents may view all student grades in the Infinite Campus program and are encouraged to check the site often.

Habits of Work (HOW)

Students will also be receiving a Habits of Work score for each class. This score represents a student's habits with timeliness of assignments, attendance, participation and preparation for class. This score is not calculated in a student's class average.

	EXCEEDS I do everything to meet the standard, but I also:	MEETS I meet all of the following performance indicators.	HOW I AM NOT MEETING
<u>STANDARD:</u> SOCIAL RESPONSIBILITY	<input type="checkbox"/> I seek situations where I can help and encourage others	<input type="checkbox"/> I follow classroom and school rules <input type="checkbox"/> I show respect towards all members of the community <input type="checkbox"/> I exhibit a positive attitude that enhances the classroom experience for all <input type="checkbox"/> I demonstrate academic integrity	
<u>STANDARD:</u> ACADEMIC RESPONSIBILITY	<input type="checkbox"/> I seek ways to extend my learning and move outside of my academic "comfort zone"	<input type="checkbox"/> I bring required materials to class <input type="checkbox"/> I meet deadlines <input type="checkbox"/> I take the initiative to make up assignments/coursework <input type="checkbox"/> I am open to and engaged in the learning activities of the class <input type="checkbox"/> I turn in assignments that meet the teacher's	

		requirements for quality work <input type="checkbox"/> I demonstrate problem-solving skills	
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Ways to Exceed a Standard:

- I invest extra effort in the quality and professionalism of their work, submitting products that usually exceed the teacher’s expectations
- Student overcomes significant obstacles to meet the standard
- Consistently positive attitude that enhances classroom experience for all
- Actively and appropriately working to assist other students
- Volunteering in the classroom without being prompted or asked
- Demonstrating excellent character in challenging or tempting situations
- Student’s manners and courteous behavior set an example for others
- Student demonstrates extraordinary focus on learning during class time
- The student seeks opportunities to expand personal learning regularly, setting and meeting high goals

SUMMER SCHOOL / CREDIT RECOVERY SUPPORT

Summer School is designed for students in 9-12 who completed but failed a math or English course with a minimum grade of 50. Students must enroll for Summer School and pay a fee to take the course(s). Students must pass the Summer School course in order to avoid retaking the complete course.

Credit Recovery Support is designed for students in 9-12 who completed but failed a course with a minimum grade of 65 and their teacher has recommended them for this opportunity. There is no cost for Credit Recovery Support. Credit recovery work will either be coursework through the Odysseyware online learning program or specific assignments deemed appropriate by the student’s teacher. Each credit recovery situation is personalized for the student. Students completing credit recovery work must attend the summer sessions and submit all work by a specific end date in order to avoid retaking the complete course the following school year.

ACADEMIC AND STUDENT SUPPORT INFORMATION

Support and Math Lab

Support or the Math lab are places where students can get help or where teachers can send students to work on specific tasks that need to be completed and the teacher is not available when the student is available. Lists of what support is offered each period and where the math lab or support is located will be posted around the building so students and teachers will know who is available for help. This is taking the place of the academic support center.

LIBRARY

In accordance with the mission statement of Windham High School, students are encouraged to use the library to further their personal and academic success. Students are invited to use the library to access research materials and resources, to find books, to collaborate on assignments, and to request

assistance with coursework. Students must sign in and out upon entering and exiting the library for any reason. In order to protect the library's resources, food and beverages are never permitted in the library. Students are expected to be respectful of the library staff, as well as other library patrons, in order to ensure that the library fulfills its purpose of being a productive learning environment for all members of the school community.

Students may sign out circulating books and magazines for three weeks at a time. Students will be fined 2 cents a day (excluding weekends, storm days and days off) for all overdue items. Overdue notices will be sent to students through homeroom teachers at the end of each quarter. Students are expected to take care of library obligations before the end of each school year. Students must pay all library fines by the end of their sophomore year if they would like to receive parking privileges as juniors, and by the end of senior year students must again be in good standing in regards to library fees if they hope to avoid losing graduation privileges.

LIBRARY HOURS

Wednesday, Friday	7:00 a.m. - 2:15 p.m.
Mon, Tues, Thrs	7:00 a.m. - 3:00 p.m.

PRIDE BLOCK

PRIDE block is a 45-minute study hall period that is built into the Wednesday schedule at WHS. The purpose of PRIDE block is to provide students with an opportunity to get help from their teachers within the regular school day. Attendance at PRIDE block is mandatory; ALL students are required to be with a teacher during PRIDE block. Teachers have the option of assigning specific students to their rooms during PRIDE block, and if a student has been asked to see a teacher during PRIDE block, then that student is REQUIRED to work with that teacher for the entirety of PRIDE block. Students who have not been assigned to a particular teacher for PRIDE block are given the opportunity to select the teacher that they would like to work with during PRIDE block, provided that the teacher still has spaces left in that PRIDE block. All registration for PRIDE block is done online, and students are responsible for monitoring their PRIDE block assignments at least 24 hours prior to that week's PRIDE block. Students who have not been requested by a teacher, and who choose not to register with a particular teacher for PRIDE block, are assigned a classroom for PRIDE block by the student's advisor. This is done at the discretion of the advisor. Attendance is taken during PRIDE block, and teachers also note and record the level of focus and commitment demonstrated by the students who they work with during PRIDE block.

STUDY HALLS

Freshman Study: All freshmen study halls should be quiet rooms where students are engaged in academic pursuits or quiet reading.

Students in café study hall are responsible for following all procedures regarding sign in/out and attendance and are expected to be where they state they are going. A student may lose the privilege of signing out if (s) he does not follow protocol. Students may only sign out to the library, or the wellness lab. Students must have a pass from a teacher or a confirming email to the study hall monitor to go and see a teacher, other than ones in the support centers or math lab. The Eagles nest and open cafe are only available to seniors and students with perfect attendance cards.

SCHOOL RESOURCE OFFICER

Officer Seth Fournier of the Windham Police Department is here Monday thru Friday, 7:00-3:00. His office is located by the school store. Officer Fournier is available to students and their families to provide education and assistance with law related issues, and will be supporting teachers and administrators with maintaining a safe educational setting.

SPECIAL EDUCATION SERVICES

Annual Child find Notification: If you know of a school age child residing in Windham whom you suspect may be eligible for special education services, you may contact the Special Education Coordinator at the child's school to begin the referral process. If you have concerns about a preschool child who may have special needs that would qualify the child for special education services, please call Child Development Services at 207-878-8611. A child's special needs may be in one or more of the following areas: vision, hearing, speech-language development, social-emotional development, orthopedics, health, learning or cognition.

Elizabeth King is the Windham High School Building Coordinator for students currently receiving special education services. If there is a concern that services may be needed for a student who does not currently receive services, please begin the referral process by contacting the student's guidance counselor. (See policies IGABC/IGABD)

STUDENT SERVICES

The Windham High School Student Services Department believes that each student is unique in his/her intellectual, social, physical, and aesthetic development. We are committed to providing programs and services in the following realms: academic scheduling, career education, personal consultation and emotional support, parental involvement in supporting educational growth, personal development, human relationships, and management of information/evaluations.

Counselors are available to meet with students during study halls and before/after school, and parents can schedule appointments to meet with their child's counselor before, during, or after school. All appointments should be scheduled in advance through the Student Services secretary. Students are expected to cancel or reschedule appointments if they are unable to attend their scheduled meeting. Students and parents are encouraged to confer with a counselor with any scheduling-related questions.

There are 4 school counselors in the Student Services office. Students will be assigned alphabetically to one of these counselors for their 4 years of high school. The School Social Worker is available to assist students who might be struggling with a wide range of social and emotional issues, including non-academic problems related to life outside of school.

Additional resources and information are available on the Student Services webpage.

**WINDHAM HIGH SCHOOL – STUDENT SERVICES
CASELOADS 2017-2018**

COUNSELOR	GRADE LEVEL	RANGE
DANA BURBANK	9	A - D
	10	A - D
	11	A - F
	12	A - D
ANNIE KING	9	E - K
	10	E - K
	11	G - H
	12	E - K
STEVE GINN	9	L - Q
	10	L - Q
	11	I - Q
	12	L - Q
MEGAN FLEMING	9	R - Z
	10	R - Z
	11	R - Z
	12	R - Z

SCHEDULE CHANGE/COURSE REGISTRATION PROCESS: Students are given copies of their schedules, along with timelines for making course changes, two times in the school year: prior to the start of the first semester, and at the start of the second semester. Once classes begin for the semester, NO SCHEDULE CHANGES are allowed UNLESS the student has written permission from teacher(s) and parent/guardian.

At the end of the first semester, students will begin the process of selecting classes for the following year. There are two important questions students should ask before registering for specific courses:

1. What courses are required in order to graduate from Windham High School? (refer to page 3 of the Windham High Planning Guide)
2. What do I want to be ready to do when I graduate from Windham High School?

By completing a four-year plan, students gain a better understanding of the educational foundation they are building at WHS so that they can be purposeful in choosing an academic program. The four-year plan gives students a means to keep track of graduation requirements, and as well as a career path that will best prepare students for life after high school. Each spring, students are expected to update and reassess their four-year plan.

The Planning Guide contains all the information that students need to select classes for the following school year. Course selection should be completed carefully and purposefully utilizing grades, interests, and aspirations. Student services encourages students to talk with parents, teachers, and counselors about designing an appropriate program of study. Detailed information regarding the course selection process is available on pages 2-14 of the student Planning Guide.

TEACHER OFFICE HOURS:

Each teacher establishes and shares days that they are available to work with students before/after school. It is advised that students communicate with their teachers/schedule an appointment to ensure that teachers are able to best optimize the academic support that they are providing for each student.

ATHLETIC ELIGIBILITY

The Windham High School administrators encourage students to participate in extracurricular and athletic activities, as students who are involved in their school tend to have a more positive school experience. In order to participate in activities students must adhere to both academic and behavioral guidelines established by the school. Windham School Department requires all students to pass all classes. A student who fails one class will go on probation for three weeks. The student may practice with his/her team during the probation period, but may not participate in any competitions. At the end of the three weeks, the student must be passing all classes. If the student is failing any classes at this time, he/she becomes ineligible and will be removed from the roster of the team they are participating on. An incomplete will not count as a passing grade for credit. A withdrawal failure recorded on the permanent record will count as a failure for academic eligibility. Fourth quarter grades from the previous academic year will be used to establish eligibility for the next fall athletic season.

ATHLETIC PROGRAMS

Fall: Boys Soccer – First team, JV & Varsity; Girls Soccer – First Team, JV, Varsity; Boys & Girls Golf; Boys & Girls Cross country; Field Hockey – JV, Varsity; Football – First team, JV, Varsity; Cheerleading - JV & Varsity; Volleyball

Winter: Girls Basketball - First team, JV, Varsity; Boys Basketball - First team, JV, Varsity; Boys & Girls Wrestling; Boys and Girls Indoor Track - JV & Varsity; Cheerleading; Boys & Girls Skiing; Boys and Girls Swimming; Ice Hockey - JV and Varsity

Spring: Baseball - First team, JV, Varsity; Softball - JV & Varsity; Boys & Girls Tennis; Boys and Girls Outdoor Track; Girls and Boys Lacrosse - JV and Varsity

NCAA ELIGIBILITY REQUIREMENTS

Refer to the [NCAA Guide for the College-Bound Student-Athlete](http://www.eligibilitycenter.org), available on the Resources page at www.eligibilitycenter.org

All SAT and ACT scores must be reported directly to the NCAA Eligibility Center by the testing agency. Test scores that appear on transcripts will not be used. When registering for the SAT or ACT, use the Eligibility Center code of 9999 to make sure the score is reported to the Eligibility Center.

Grade-Point Average

Only core courses are used in the calculation of the grade-point average.

Be sure to look at your high school's list of NCAA-approved core courses on the Eligibility Center's website to make certain that courses being taken have been approved as core courses. The website is www.eligibilitycenter.org

PLEASE NOTE: Students planning to attend an NCAA Division II institution are required to complete 16 core courses

STUDENT ACTIVITIES

Windham High School offers a wide range of activities and athletics to meet the interests and needs of its students. We feel that participation in co-curricular activities is a significant component of a student's educational experience. We encourage all students to become involved with their school. An updated list of all co-curricular activities will be posted on the school webpage.

Latin Honor Society	Geeks Templar
Musical	Athletic Intramurals
Class Council	National Honor Society
Outing Club	Varsity Club
Green Roots	LEAF
Gay Straight Alliance	Spanish Honor Society
French Honor Society	Student Council
Interact	Key Club
<u>Windonian</u> yearbook	One Act Play
Leo Club	Student Council

JUNIOR AND SENIOR PRIVILEGES

All seniors (students with Grade 12 status) will be granted privileges, meaning that campus is open for any senior who passed all of their courses during quarter 4 of their junior year. Privileges for juniors are based solely on grades from the previous quarter, and are therefore determined at the start of each quarter. Juniors who earn an **80 in each of** their classes and are in good disciplinary standing are eligible for Junior Privileges. Junior Privileges grant students late arrival to school, or early dismissal from school, if the student has a study hall at the beginning or end of the day. Juniors who earn a **93 average with no failing grades**, or an **85 in each class with no failing grades** and perfect attendance, are granted Eagle Pride Privileges, which provides students with an open campus during study halls. Juniors must have parent permission to receive either junior Privileges or Eagle Pride Privileges. Junior and Senior Privileges can be revoked at any time by Administration. Special consideration around the granting of privileges may be made for students who are enrolled in courses with weighted grades; students should consult with the principal about special considerations. Students with Eagle Pride or Junior Privileges must either leave the building or be in the Eagles nest, Library, or with a teacher. Privileges does not give you permission to roam the building.

HELPFUL/EMERGENCY NUMBERS

Al-Anon / Al-ateen	888-425-2666 207-284-1844
Alcoholics Anonymous	207-774-4335
Center for Grieving Children	207-775-5216
Child and Family Services (DHS)	207-624-7900
Community Counseling Center	207-874-1030
Cumberland County Crisis Response	207-774-0700
Ingraham Volunteers (24 Hour Suicide Hotline)	207-774-HELP
LGBT hotline	866-4U-TREVOR
Planned Parenthood (confidential pregnancy testing)	207-797-8881
Poison Control Center	800-222-1222
Rape Crisis Hotline	800-871-7741
Sexually Transmitted Disease Clinic	207-874-8446
Suicide Hotline National	800-273-TALK
Sweetser Crisis (Suicide hotline)	888-568-1112

HEALTH SERVICES

(Summary, for complete policy see JLCB).

The High School clinic hours are 7:30 am -2:30 p.m. daily.

All students requesting early dismissal due to illness are expected to visit the nurse's office for consultation prior to being released from school. Each school in RSU #14 has a full-time certified school nurse available, and students who are ill during the school day are expected to report to the health office to be evaluated. At the start of every school year, students are expected to complete and return a completed emergency contact form for use by school officials. This form includes information on parents' daytime telephone numbers, as well as emergency contact information. Also included in this form is annually updated health information. Supplemental health forms should be completed and submitted for all students with potentially life threatening allergies and illnesses such as diabetes and asthma. Students new to Windham must provide documentation of immunization prior to enrollment.

Trained school personnel can dispense medications (prescription and non-prescription) only if signed permission granted by the parent/guardian is on file in the student's health record. Written physician's orders are required for the dispensing of any medications that must be given for periods longer than 15 days, including insulin, inhalers and EpiPens.

It is the policy of Windham School Department to discourage the dispensing of medications at school. If a student requires a medication at school for a permanent or chronic condition such as asthma, convulsive disorder, bee sting allergy, etc., a parent must contact the school nurse so that safe arrangements can be made. This includes inhalers for asthma.

If your child has a prescription for acute or short-term illness, (i.e. ear or respiratory infection), please alter the medication schedule so the medication can be administered at home. If this is not possible, one day's supply may be brought to school in a durable, clearly labeled container with written instructions signed by the parent. The parent must bring the medicine to the nurse's office at the beginning of the school day. If this cannot be done, please call the school nurse to make necessary arrangements.

NO MEDICATION OF ANY KIND MAY BE KEPT IN A STUDENT'S LOCKER UNDER ANY CIRCUMSTANCES!

Vision screening is conducted for all 9th graders. Scoliosis and hearing screenings are done upon request at any grade level. Every three years, all students must undergo a physical exam conducted by a licensed healthcare provider. Students are required to submit such physicals to the health office prior to participating in extracurricular sports teams.

MEDICATIONS & MEDICATIONS ON FIELD TRIPS

(Summaries-for complete policy see JLCD and JLCDA)

The Board has adopted a policy concerning the administration of medications on field trips. Please contact your child's teacher or the school nurse if you have questions about the policy.

2017-18 WHS Bell Schedule

Mon (-1,5)	Begin	End	Tues. (-2,6)	Begin	End	Wednesday		Th (-3,7)	Begin	End	Fri (-4,8)	Begin	End
Period 2	7:25	8:19	Period 1	7:25	8:19	Period 1/2	7:25 8:39	Period 1	7:25	8:19	Period 1	7:25	8:19
Advisory	8:24	8:33	Advisory	8:24	8:33	Period 3/4	8:45 9:59	Period 2	8:25	9:19	Period 2	8:25	9:19
Period 3	8:39	9:33	Period 3	8:39	9:33	PRIDE Block	10:05 10:50	Period 4	9:25	10:19	Period 3	9:25	10:19
Period 4	9:39	10:33	Period 4	9:39	10:33	Period 5/6/Lunch	Lunches	Period 5/Lunch	10:19-11:42--see details below	Period 5/Lunch	10:19-11:42--see details below	Period 6	11:48 12:42
Period 6/Lunch	10:33- 11:56 see details below	Period 5/Lunch	10:33- 11:56 see details below	A lunch	10:55 11:18	Period 6	11:48 12:42	Period 6	11:48 12:42	Period 6	11:48 12:42	Period 6	11:48 12:42
Period 7	12:02 PM 12:56 PM	Period 7	12:02 PM 12:56 PM	A class	11:23 12:36 PM	Advisory	12:47 PM 12:56 PM	Advisory	12:47 PM 12:56 PM	Advisory	12:47 PM 12:56 PM	Advisory	12:47 PM 12:56 PM
Period 8	1:02 PM 1:56 PM	Period 8	1:02 PM 1:56 PM	B class	10:55 11:26	Period 8	1:02 PM 1:56 PM	Period 7	1:02 PM 1:56 PM	Period 7	1:02 PM 1:56 PM	Period 7	1:02 PM 1:56 PM

LUNCHES

Monday lunches 10:33-11:56			Tuesday lunches 10:33-11:56		
A lunch	10:33	10:56	A lunch	10:33	10:56
A class	11:02	11:56	A class	11:02	11:56
B class	10:39	11:02	B class	10:39	11:02
B lunch	11:02	11:25	B lunch	11:02	11:25
B class	11:25	11:56	B class	11:25	11:56
C Class	10:39	11:33	C Class	10:39	11:33
C lunch	11:33	11:56	C lunch	11:33	11:56

LUNCHES

Thursday lunches 10:19-11:42			Friday lunches 10:19-11:42		
A lunch	10:19	10:42	A lunch	10:19	10:42
A class	10:48	11:42	A class	10:48	11:42
B class	10:25	10:50	B class	10:25	10:50
B lunch	10:50	11:13	B lunch	10:50	11:13
B class	11:19	11:42	B class	11:19	11:42
C Class	10:25	11:19	C Class	10:25	11:19
C lunch	11:19	11:42	C lunch	11:19	11:42

ODD	EVEN
6-Sep	13-Sep
20-Sep	27-Sep
4-Oct	11-Oct
18-Oct	25-Oct
1-Nov	8-Nov
15-Nov	29-Nov
6-Dec	13-Dec
20-Dec	3-Jan
10-Jan	

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*YOU JUST CANT HIDE
EAGLE PRIDE*

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P1 P2 P3 P4

*YOU JUST CANT HIDE
EAGLE PRIDE*

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