



**Student Handbook
2019~2020**

WASHINGTON ACADEMY 2019- 2020

School Colors: Maroon & White
School Mascot: Raider
PO Box 190/66 Cutler Road
East Machias, ME 04630
Telephone: 255-8301 Fax: 255-8303
www.washingtonacademy.org

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Accredited by:

New England Association of Schools and Colleges (2011)
Approved by the Board of Trustees of Washington Academy:

This Handbook represents an effort by the administration to gather together school rules and policy information that may be useful to students and parents. This handbook is not a contract. The statements and policies in this handbook are subject to change without prior notice. Parents of students acting in reliance on information contained in this handbook should always confirm with an authorized administrator that the information is accurate and up to date.

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WASHINGTON ACADEMY

SCHOOL CALENDAR 2019-2020

2019

2020

<p style="text-align: center;">AUGUST (3 PD)</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">S</td><td style="text-align: center;">M</td><td style="text-align: center;">T</td><td style="text-align: center;">W</td><td style="text-align: center;">T</td><td style="text-align: center;">F</td><td style="text-align: center;">S</td></tr> <tr><td></td><td></td><td></td><td></td><td style="text-align: center;">1</td><td style="text-align: center;">2</td><td style="text-align: center;">3</td></tr> <tr><td style="text-align: center;">4</td><td style="text-align: center;">5</td><td style="text-align: center;">6</td><td style="text-align: center;">7</td><td style="text-align: center;">8</td><td style="text-align: center;">9</td><td style="text-align: center;">10</td></tr> <tr><td style="text-align: center;">11</td><td style="text-align: center;">12</td><td style="text-align: center;">13</td><td style="text-align: center;">14</td><td style="text-align: center;">15</td><td style="text-align: center;">16</td><td style="text-align: center;">17</td></tr> <tr><td style="text-align: center;">18</td><td style="text-align: center;">19</td><td style="text-align: center;">20</td><td style="text-align: center;">21</td><td style="text-align: center;">22</td><td style="text-align: center;">23</td><td style="text-align: center;">24</td></tr> <tr><td style="text-align: center;">25</td><td style="text-align: center;">26</td><td style="text-align: center;">PD</td><td style="text-align: center;">PD</td><td style="text-align: center;">PD</td><td style="text-align: center;">30</td><td style="text-align: center;">31</td></tr> </table>	S	M	T	W	T	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	PD	PD	PD	30	31	<p style="text-align: center;">JANUARY (21)</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">S</td><td style="text-align: center;">M</td><td style="text-align: center;">T</td><td style="text-align: center;">W</td><td style="text-align: center;">T</td><td style="text-align: center;">F</td><td style="text-align: center;">S</td></tr> <tr><td></td><td></td><td></td><td></td><td style="text-align: center;">H</td><td style="text-align: center;">2</td><td style="text-align: center;">3</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td style="text-align: center;">4</td><td></td></tr> <tr><td style="text-align: center;">5</td><td style="text-align: center;">6</td><td style="text-align: center;">7</td><td style="text-align: center;">8</td><td style="text-align: center;">9</td><td style="text-align: center;">10</td><td style="text-align: center;">11</td></tr> <tr><td style="text-align: center;">12</td><td style="text-align: center;">13</td><td style="text-align: center;">14</td><td style="text-align: center;">ER</td><td style="text-align: center;">ER</td><td style="text-align: center;">ER</td><td style="text-align: center;">18</td></tr> <tr><td style="text-align: center;">19</td><td style="text-align: center;">H</td><td style="text-align: center;">21</td><td style="text-align: center;">22</td><td style="text-align: center;">23</td><td style="text-align: center;">24</td><td style="text-align: center;">25</td></tr> <tr><td style="text-align: center;">26</td><td style="text-align: center;">27</td><td style="text-align: center;">28</td><td style="text-align: center;">29</td><td style="text-align: center;">30</td><td style="text-align: center;">31</td><td></td></tr> </table>	S	M	T	W	T	F	S					H	2	3						4		5	6	7	8	9	10	11	12	13	14	ER	ER	ER	18	19	H	21	22	23	24	25	26	27	28	29	30	31	
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178 Student Days (3 Snow Days Built In)
 5 Teacher Professional Development Days

ER = Early Release
 H = Holiday
 V = Vacation
 PD = Teacher Professional Development

Period End Dates:
First Semester: 9/03/2019 – 01/17/2020
First Quarter: 9/03/2019 – 11/01/2019
Second Quarter: 11/04/2019 – 01/17/2020

Second Semester: 01/21/2020 – 06/12/2020
Third Quarter: 01/21/2020 – 04/03/2020
Fourth Quarter: 04/06/2020 – 06/12/2020

WASHINGTON ACADEMY MISSION STATEMENT

Washington Academy is an independent secondary school committed to the success of each of our local, national and international students. Offering a comprehensive program of academics, athletics and the arts, we strive to create opportunities that will equip students socially and intellectually for their future endeavors and prepare them to become productive members of society.

Washington Academy Core Values:

- 1) The Individual Student. We Know, respect, and support each student.
- 2) Dedicated and Diverse Faculty. We bring teachers and students together in relationships that challenge, inspire, and nurture each student's intellect, confidence, and determination.
- 3) Standards of Excellence. We challenge students to strive for their personal best in every pursuit, take risks and persevere.
- 4) Progressive Culture. We promote curiosity, open-minded exploration, out-of-the-box critical thinking, while building on tradition and pride.
- 5) The Whole Person. We believe that the complete development of each student requires intensive experiences in academics, athletics, arts, community life and natural world.
- 6) The Whole World. We prepare students for successful and responsible global citizenship.

Established at a Strategic Planning session in 2009

HEAD OF SCHOOL MESSAGE

Welcome to Washington Academy! This handbook is designed to provide information on faculty, scheduling, achievement, attendance, discipline, dress code and much more. It is hoped that it will help to pave the way for a successful year.

Washington Academy will provide many fine opportunities for those who wish to take advantage of them. It shall continue to promote positive attitudes and good citizenship as it prepares students for the future. By projecting your very best, you will likely experience a successful secondary school experience and a happy, productive life.

Judson McBrine
Head of School

STUDENT INFORMATION DIRECTORY

FOR QUESTIONS ON:

Athletic Information
College/Graduation
Leaving School Grounds

GO TO:

Athletic Director
Guidance Office
Main Office

Schedule Change
Scholarships
Transfer of Schools
Transcripts
Visas and I-20s
Other Questions

Guidance Office
Guidance Office
Guidance Office
Guidance Office
Admissions Office
Main Office

WASHINGTON ACADEMY STAFF 2019-2020

Bonnie Atkinson	Music
Nicole Ouellette	Science
Joanne Ausprey	Coll. Placement Counselor
Colleen Maker	Science
Brian Campbell	Math & Apprenticeship
Robbi Chaponis	Math
Ben Williams	Math
Holly Costley	Administrative Assistant
Luke Cunningham	English
Ricardo Olivares	Assistant Head of School
Kelly Donaghy	Administrative Assistant
Brendon Cates	Math
Stephanie Emery	Comm/Marketing Associate
Gina Finn	Dance
Marie Finn	Special Education
Brittany Gatcomb	Admissions Counselor
Dylan Jennings	Business/History
Doug Goodman	Assistant Dean of Res Life
Gina Grange	Director of Finance
Nicole Baker	Payroll Specialist
Taylor Mosley	Accounting Specialist
Carolyn Harrington	Technology Coordinator
Douglas Holmes	Maintenance Crewman
Malcolm Holmes	Science
Tricia Ingalls	Director of Food Serv/Nutrition
Cathy Johnson	English
Esther Kempthorne	Spanish
Junia Lehman	Registrar
Rebecca Lenfestey	JMG
Amy Simmons	Personal Fitness
Steven Lynch	Study Hall Monitor
Jonathan McBrine	Physical Education
Judson McBrine	Head of School
Paula McBrine	English
Dave Mercer	Dean of Residential Life
Patricia Mercer	English
Robin Moloff-Gautier	Dir. of Advancement
Kirby Murphy	Special Education
Heather O'Leary	Art
Arlene Porter	Librarian, Media
Tammy Ramsdell	Administrative Assistant
Christine Morris	Guidance Director
Tim Reynolds	Associate Head of School
Marie Finn	Special Ed. Dept Head
Shawn Schmitter	Marine Tech/CAD, Carpentry
Michael Strand	Guidance Counselor
Heather Smith	Special Education

Donald Sprangers
 Blaine Steeves
 Sarah Strand
 Chris Sunde
 Mike Karnas
 Steve Libby
 Heidi Schwinn
 Eleody Libby
 Dwayne Ingalls
 Amy Hodgdon
 EJ Hampson
 Andrew Woody

Science
 Athletic Director
 Math
 Math/Science
 History
 History/Math
 School Nurse/CNA Instructor
 Special Education Teacher
 Educational Technician
 Educational Technician
 Educational Technician
 Technology

2019-2020 Class Schedule – Mon-Wed-Fri

AA	7:50 - 8:00		
1	8:03 - 9:23		
LB	9:23 - 9:33		
2	9:36 - 10:59		
3A	11:02 - 11:22	11:25-12:48	
3B	11:02 - 11:42	11:45 - 12:05	12:08 - 12:48
3C	11:02 - 12:25	12:28 - 12:48	
4	12:51 - 2:14		

2019-2020 Raider Time Schedule – Tue - Thur

AA	7:50 - 8:32		
1	8:35 - 9:47		
LB	9:47 - 9:57		
2	10:00 - 11:15		
3A	11:18 - 11:38	11:41 - 12:56	
3B	11:18 - 11:54	11:57 - 12:17	12:20 - 12:56
3C	11:18 - 12:33	12:36 - 12:56	
4	12:59 - 2:14		

***MAIN OFFICE**

The main office and all other offices of the school are where many of the daily routines, communications and decisions are made. This is an area of high confidentiality, therefore, students may not enter an office without permission from office personnel. Students coming to the **Main Office** must come to the open window to seek assistance and may only enter if given permission and must get the help and support they need as quickly as possible and then leave the area and go back to their appropriate class or location.

***SCHOOL NURSE/NURSE'S OFFICE**

The school nurse is available to monitor and manage the health and physical well being of our student body. She will be able to assist students who need medication or who need to be seen because they do not feel well. All students must first get permission to go to the nurse's office by coming to the **Main Office** where a call will be placed to see if the nurse is available.

Once the student has been seen by the school nurse, the school nurse will release the student back to class or will make plans to have the student picked up or returned to the dormitory for the remainder of the school day. Students are **NOT** to use the nurse's office as a place to hang out or to avoid going to class.

***CELL PHONES/ELECTRONICS**

Cell phones are an important tool of communication. When needed they can provide a quick connection to a family member or guardian. However, cell phones in school have become a distraction and often times are being used to bully and harass other students.

Cell phones and other devices that play music may **NOT** be used in the classroom unless special circumstances are provided and approved by the classroom teacher. Any student who does not comply with this expectation may be required to leave their cell phone or device in the office each day.

Disciplinary action will result for students not following the cell phone policy. Teachers may collect cell phones at the beginning of class and return them at the end of class. Cell phones should only be used in the cafeteria during breakfast, locker break and lunches. Students will not be allowed to take cell phones to the bathroom with them during class time.

Washington Academy Drug & Alcohol Intervention Policy*

Washington Academy supports the emotional and physical health of all its students therefore, the following intervention program is meant to provide an opportunity for students to receive support and education to create healthier lifestyle choices.

In response to students who use illegal drugs of any kind, the following intervention program may be used to lessen the consequences of being in possession of or under the influence of any illegal drug while being enrolled as a Washington Academy student.

Any student who comes forward on their own who would like to receive help and support for their personal drug use problem may take advantage of the intervention without consequences.

First Offense: Any student suspected of or under the influence of any illegal drug or in possession of drug paraphernalia will be given the opportunity to reduce their suspension from school by attending a minimum of one session of Drug Court and three hours of community service with the Arise Program and/or the Recovery House. Students must also write a reflection on their experience and share it with school administration.

Second Offense: Any student who is suspected for the second time to be in possession of or under the influence of any illegal drug or drug paraphernalia will be suspended from Washington Academy but may avoid dismissal by attending two sessions of drug court and a minimum of 12 hours of volunteer work with the Arise Program/Recovery House. A written reflection on the experience is required and must be shared with administration.

Third Offense: Any student who is suspected for the third time to be in possession of or under the influence of any illegal drug or drug paraphernalia may be dismissed from Washington Academy.

NOTES ON LUNCHES:

1. Students may not leave the cafeteria during lunch without permission of the duty teacher/administrator.
2. Students may be allowed to go to the Main Office/Guidance Office after notifying monitor and signing out on the attendance log.
3. There will be a bell to indicate the end of the lunch period.
4. **Tables are to be left clean. All trash is to be put in the trash barrels. Be sure to recycle cans and bottles.**
5. All doors leading to the cafeteria will be locked while lunch is in session.

NOTES ON LOCKER BREAK:

1. There will be absolutely no food in classrooms.
2. Students need to be on time for classes after locker break/lunch.

ACADEMIC ACHIEVEMENT

The basis for grades is the teacher's evaluation of the student's daily performance and work performance in a class. Grade reports are sent home every 5 weeks to notify you and your parents of your academic progress. If you have any questions about your grades, drop by the Guidance Office or check your "My Backpack" account.

The basis for grades in academic work is:

- A. (93-100) This is a **high honor mark** indicating outstanding performance in homework, classroom work, tests, and class preparation.
- B. (85-92) this is an **honor mark** indicating very good test scores, very good daily performance and continued above average homework.
- C. (76-84) This is an **average mark** indicating satisfactory daily performance in class and on test and homework.
- D. (70-75) This is a **below average mark** indicating lack of student interest, lack of ability to perform certain tasks, or a poor daily attendance and/or poor classroom performance with little or no homework.
- F. (below 70) This mark indicates **academic failure** for which no credit is given. This grade is caused by lack of student work, poor daily attendance and/or performance.

First quarter ends	November 1st
Second quarter ends	January 17th
Third quarter ends	April 3rd
Fourth quarter ends	June 12th

ACADEMIC AWARDS:

- Students who have made the honor roll for 3 quarters will be awarded an Honor Roll pin.

- Students who have made the honor roll for 6 quarters will be awarded a Lamp of Knowledge pin.
- Students who have made the honor roll for 10 quarters will be awarded an Academic Letter.
- Students who have made honor roll for 13 quarters by the end of the first semester of their senior year will be awarded the Crimson Apple.
- Students who have made the honor roll for 14 quarters by the end of the first semester of their senior year will be awarded a Golden Apple, the Head of School Award.

To qualify for an invitation to attend the Academic Ceremony, a student must have made the honor roll at least three times since the previous Academic Ceremony.

Academic Integrity Policy

All members of the Washington Academy student body are expected to exhibit honesty and integrity at all times. Academic work submitted by a student must be original. Copying or allowing other students to copy outside class work; plagiarism of other people's words or ideas, including failure to cite written, electronic, or verbal sources; cheating on exams; or the theft, distribution, or unauthorized use of testing materials will not be tolerated. Parents/Guardians will be notified of any level 2 or 3 violations to the academic integrity policy. Violations of the Academic Integrity Policy are subject to the following disciplinary consequences:

Level 1 - Copying or allowing work to be copied

Penalty - Zero on the assignment

Level 2 - Plagiarism on reports, term papers, and projects, cheating on exams, repeating a level 1 offense.

Penalty - Zero on the assignments and official notification of parents by letter.

Level 3 - Distribution /receipt of test questions, habitual level 1 & 2 violation

Penalty - Zero on the assignment, notification of parents by letter and referral to the Academic Integrity Committee for further action

ACTIVITIES/ATHLETIC EVENTS

Visiting athletes and students are the guests of Washington Academy. We ask you to treat them with respect and courtesy while they are with us.

Students who take the school bus to games or other school activities must return to the school the same way. The chaperone will take attendance on the bus. The only exception will be if parents want to take their child home with them, or designate another adult and a written permission slip is presented to the chaperone.

At any home or away school activity, any disturbance created by Washington Academy students will be subject to disciplinary action. At all activities, whistling, shouting, and stamping of feet are not in good taste.

ADD-DROP PROCEDURES

During the first week of school students will attend all classes scheduled for them. Students can make appointments with the

guidance director for the following week to add/drop. During the first and second week of school, the students will be allowed to change courses, with either a note from a parent or by having the Add/Drop form signed by the parent. *These changes can only be made through the guidance office.*

Add/Drop for the second semester will take place in a similar fashion. Students may make appointments to see the guidance counselor during their study halls the week of semester exams. The first week of the second semester is the last opportunity to go through the Add/Drop procedure. Students will **NOT** be allowed to drop a class after the add/drop period without permission from Administration.

ATTENDANCE STATEMENT

Daily attendance is necessary for the successful attainment of classroom objectives. The school places the primary responsibility for regular attendance upon the student and the family. In return, the school accepts the responsibility for creating an appropriate educational climate.

It is recognized that absence from school may be necessary under certain circumstances. However, every effort should be made by students, parents and guardians to keep absences and tardiness to a minimum. An adequate and comprehensive system of attendance records will be maintained for each student.

Due to stricter guidelines on attendance by the State of Maine, all family vacations/trips that are not during school vacations will count towards your child's total absences.

ATTENDANCE POLICY

Students will be able to gain credit for a course if they are present **77** of the **86** days in the first semester and **83** of the **92** days in the second semester. In other words, an absence of more than ten days may make it impossible for a student to gain credit in any semester. Attendance will be checked through teacher records and computer printouts. To help students and parents keep track of attendance, there may be notices sent to parents in the following fashion:

9 week courses

First Notice	3 rd absence
Second Notice	4 th absence
Final Notice	5 th absence – This may mean that not enough days remain to gain credit in the semester

Semester long courses:

First Notice	6 th absence
Second Notice	9 th absence
Final Notice	10 th absence - This may mean that not enough days remain to gain credit in the semester

1. In totaling ten absences in a semester, all non-school related activities will be counted. These include **professional appointments, vacations** during school time, **truancies, early dismissals, and college visits that have not received prior approval**. In other words, if you are not in class or involved in a class-related activity, it will count as an absence.
2. Non-illness absences, such as vacations and college visits that do not receive prior approval will result in an unexcused absence. If there is a question of professional appointments, a card from the professionals office should be brought to the office to verify the cause of the absence.
Parents are encouraged not to plan vacations during school time.
3. **A student's grade will be reduced by one point in that quarter for each unexcused absence.**
4. Skipping school is an unexcused absence and will result in a Saturday detention.
5. For a medical excuse the physician must state specific dates when the student cannot attend school.
6. A note written by a parent or guardian must be brought to the office stating the specific reason for the absence. Personal reasons will not be accepted as an excused absence. Notes should be turned in to the office as soon as possible after a student returns to school.
7. The PET may make reasonable modifications in the application of this policy when considered necessary for the student to benefit from his or her educational programs.
8. Parents/students may appeal the decision by contacting the Attendance Committee and arranging an appeal meeting.

PERFECT ATTENDANCE

For the purposes of perfect attendance, any combination of 3 tardies or dismissals equals 1 absence.

TARDINESS

Students late to school will be seen by an administrator before getting an admission slip from the office. A student is allowed two tardies per ranking period. On the third tardy, and each subsequent tardy, a detention will be issued. (3 through 5 tardies will result in an office detention. **6 or more tardies will result in a Saturday detention**)

LATENESS TO CLASS

Lateness to classes will result in a detention.

- A. A student is late to class if they are not inside the classroom before the bell rings.
- B. A student may receive a detention each time they are late.
- C. If three more latenesses occur in any one semester, a meeting will take place with the student/parent and Assistant or Associate Head of School.

BUILDING PROCEDURES

On arrival at school in the morning students are prohibited from leaving school grounds without permission from the office. This

applies to students who are transported on the buses, personal vehicles or those who walk to school. Students who leave school grounds without permission will receive a minimum of a Saturday Detention and may be suspended. On arrival at school in the morning, students are encouraged to go to the cafeteria. No one is allowed elsewhere unless with a teacher's permission, until the 7:45 bell, which will allow students to go to the lockers. Students should be seated in class when the 7:50 bell rings. There is a bell at the end of each period and another three minutes later for the start of the next class. We expect students to be on time to classes. The teacher will report any tardiness to class to the Main Office each day.

CARS

Students may bring cars to school though bus transportation is encouraged. Students' cars shall be registered in the office and shall be parked in the parking area in the rear of the school property. Students shall not be around the parking area or enter cars from the time they arrive at school until they have been dismissed from school. Students shall use great caution while driving on school property. The speed limit on school grounds is 15 miles an hour at all times. Students abusing this regulation will lose their car privileges. Any student automobile parked in an unauthorized area shall be subject to towing.

COUPLE'S CONDUCT

Couples are allowed to hold hands while in school. Kissing and embracing are not allowed, nor tolerated. Violations will be dealt with by administration.

DANCE REGULATIONS

1. All dances at Washington Academy are restricted to Washington Academy students and their dates, invited guests, and signed-up students from local high schools. No eighth graders are allowed at the dances.
2. All dances must be supervised by **four** chaperones. At least **three** shall be faculty members. If a faculty member who has scheduled to chaperone cannot be present, that member should contact the Assistant Head of School if he/she cannot find a replacement.
3. Every dance must be approved by Administration **at least two weeks prior** to the dance.
4. No one will be allowed to enter the dance after 8:00 pm. (unless permission is given by administration in charge of the dance).
5. All regular dances will end no later than 10:00 pm.
6. The no smoking policy will be enforced during dances.
7. Anyone who leaves the dance will not be permitted to re-enter and must leave school grounds or return to their dorm.
8. Dates or invited guests must be signed in at the office before 12:00 noon on the day of the dance.
9. A student may sign in one person. Signing in a guest means that you will attend the dance and that you will be responsible for the actions of that person. If a non-student is asked to leave for any reason, the student who signed him/her in will also be asked to leave and neither will be allowed to attend dances for the remainder of the year. The administration may refuse admittance to any non-student. All non-students are subject to the same rules as students.

10. Dances will be held on Friday, unless it's the prom or homecoming dance.

11. The school Drug and Alcohol Policy applies to all dances. Students breaking this rule shall be dealt with according to school policy and will be banned from all dances for the year.

12. If there is any doubt as to whether a student is under the influence of drugs or alcohol, the chaperons should talk with the students and ascertain if their suspicions are verified. If, in the chaperone's opinion, the student is under the influence, the parents and the authorities will be contacted. Parents will bring the student home if allowed by authorities. Any incident should be reported to the Head of School on the first school day after the dance.

13. There shall be a chaperon at the door to help the ticket takers to screen the students entering the dance. All students must sign into the dance.

HARASSMENT - STUDENTS AND EMPLOYEES

Washington Academy recognizes the right of each student and employee to perform in an atmosphere, which is free of intimidation, hostility, and offensiveness while in school, during transportation or during any school activity. In order to ensure such an atmosphere, students and employees of Washington Academy are not to engage in harassment of other students or other employees. Acts of harassment based upon race, color, sex, religion, age, national origin, or disability are not only a violation of this policy but also constitute illegal discrimination under state and federal laws.

Examples of prohibited harassment:

- A. Unwelcome sexual advances, gestures, written or verbal comments or contact
- B. Written or verbal threats
- C. Offensive jokes
- D. Ridicule, slurs, derogatory action or remarks
- E. Physical threats or contact

Washington Academy will function with a zero tolerance for harassment, which should be interpreted to mean that no verbal, physical, visual and/or any types of harassment will be acceptable.

Employees and students should also be advised of the importance of informing the harasser that his/her behavior is unwelcome, offensive, in poor taste, or highly inappropriate.

Reporting an Incident of Harassment, Molestation, Discrimination or Retaliation:

Washington Academy strongly urges the reporting of all incidents of discrimination, harassment, molestation or retaliation, regardless of the offender's identity or position. Individuals who believe they have experienced conduct that they believe is contrary to Washington Academy's policy or who have concerns about such matters should immediately file their complaints with the Human Resources Department, or the Head of School before the conduct becomes severe or pervasive. Individuals should not feel obligated to file their complaints with their immediate supervisor first before bringing the matter to the attention of human resources or administration.

The administration shall advise the person who has allegedly been harassed of the various options available to the person:

- Human Rights Commission complaint,
- Title IX civil action, or
- Formal request for discipline by the Head of School, and/or Board of trustees

SEARCH AND SEIZURE POLICY

Washington Academy school officials will search students for cigarettes, all forms of vaping, drugs, drug paraphernalia, weapons, or stolen goods if that school official(s) has reasonable suspicion that a student is in possession of such contraband. Trained dogs may be used periodically to detect drugs in lockers. Lockers are school property; therefore, the administration reserves the right to inspect them at any time. If a student possesses drugs, drug paraphernalia, weapons, or stolen goods, the state police and student's parents will be notified immediately and school officials will take the appropriate disciplinary actions. A student who refuses to be searched will be considered exhibiting insubordinate behavior. The student will be disciplined by the school official conducting the search and the state police will be called in to conduct the search.

Bomb Threat Policy

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

The Head of School will suspend and may dismiss any student who makes a bomb threat. The making of a bomb threat will be considered deliberately disobedient and deliberately disorderly. This will be grounds for dismissal if found necessary for the peace and usefulness of the school. In addition, a student who knowingly encourages, causes, aids or assists another in making or communicating a bomb threat shall be subject to the same disciplinary consequences as making a bomb threat.

WEAPONS IN SCHOOLS

The purpose of the Weapons in Schools policy is to promote a safe environment in which students are free to learn and school personnel are free to work without the detrimental effects of weapons and their adverse effects on discipline and the welfare of the school. This policy shall apply to students, staff and all other persons, at all times on school premises, in any school vehicle, at any school sponsored activity, or at any time or place if the conduct has an adverse effect on the discipline or welfare of the schools.

This policy prohibits the following conduct:

- A. Possession and/or use of articles commonly used or designed to inflict bodily harm and/or to intimidate, coerce or harass persons **or the making of bomb threats**. Examples of such articles included but are not limited to the following: firearms, ammunition, explosives,

cross-bows, brass knuckles, switchblades, knives, chains, clubs, Kung Fu stars, nun chucks, studded necklaces and bracelets .

B. Use of any object as a weapon, although not necessarily designed to be a weapon, to inflict or threaten bodily harm and/or to intimidate, coerce or harass. Examples of such articles include but are not limited to the following; bats, belts, picks, pencils, scissors, compasses, objects capable of ignition (erg match, lighter), files, tools of any sort and replicas of weapons (including some toys).

As authorized by both Title 20-A MRSA 1000(9-A) and the federal Gun-Free School Act of 1994, students who are found to have brought a firearm, as defined in 18 USCA 921 et. Seq., to school shall be dismissed by the Head of School.

As further authorized by law, the Board of Trustees may authorize the Head of School to modify this dismissal requirement on a case-by-case basis. In the event the Head of School exercises such discretion, he/she shall, as soon as practical, generate a confidential report to the Board of Trustees regarding such a modification.

The Head of School shall be responsible for the development and execution of appropriate administrative procedures to implement relevant law, board policy and good practice consistent with federal regulations from time to time as he/she may deem necessary.

DISCIPLINE

It is the belief of the Board of Trustees at Washington Academy that the conduct of students while not on school property should be appropriate in accordance with state and federal laws and that any such act that violates the law or this policy may result in the removal, suspension or dismissal.

To guarantee a good social and educational climate, it is important that students understand that acceptable standards of behavior will be expected at all times. When any student's actions interfere with the right of teachers to teach and students to learn, it is a problem that must be resolved.

Students are reminded that any teacher or staff member in the school has the right to correct unruly individuals at any place and at any time in school.

DISCIPLINE PROCEDURES

Since order is so important to the smooth operation of the school, there are penalties attached to any misbehavior, which threatens school order. This discipline will vary according to the severity of the action.

A. Teacher Detention at their discretion.

B. Office detention will be assigned by administration to a student for the following reasons:

1. When asked to leave the room by a teacher.
2. Consistent tardiness to school.
3. Inappropriate displays of affection.
4. Lateness to class.
5. Rowdy behavior, running, pushing, yelling and

- whistling in and around school.
6. Being consistently unprepared for class.
 7. Wearing a hat in school.
 8. Not cleaning up after lunch period.
 9. Any behavior that is deemed inappropriate
 10. Violation of the dress code.

NOTES:

If a detention is assigned to a student who takes the bus, that student will be given 24 hours notice to arrange transportation.

Students will report to the main office for detention at 2:15 pm All detentions will be for 1 hour. No student will be excused from detention for personal reasons, for work or to take part in any school activity. The only exception will be if administration who assigns the detention grants the student permission to make up the detention at some other time. If a student skips an assigned detention, he/she will be assigned two detentions. If he/she does not fulfill these detentions, he/she will receive a Saturday detention. All students are expected to work or read during detentions. **Cell phones are not allowed in detention.**

C. Saturday detention is for a more serious offense and is the step before suspension. Saturday detention will be assigned for but are not limited to the following reasons:

1. Referral to the office by a substitute teacher.
2. Leaving school grounds without permission.
3. Skipping detentions.
4. Referral for continued disturbance of the class or school.
5. Skipping school.
6. Obscene language.
7. Disrespect to any member of the staff.
8. Continually wearing a hat.
9. Skipping class
10. Sleeping in class.

NOTES:

Saturday detentions are from 9:00 am until 12:00 noon. Parents are responsible for the transportation of the student. If a student skips a Saturday detention, he/she will be suspended from school until the following Saturday when they will make up the detention.

D. Suspension (in-school and out-of-school) is the most serious disciplinary action before dismissal. The Head of School, The Associate Head of School, or the Assistant Head of School has the authority to suspend up to ten (10) days for serious actions considered detrimental to the welfare of the Academy. The Head of School, Associate Head, or the Assistant Head of School may use in-school suspensions and/or out-of-school suspensions for serious offenses.

IN-SCHOOL SUSPENSION GUIDELINES

- 1) The in-school suspension students are to report to the office at the beginning of school.
- 2) The student will be required to do homework first and then do extra reading through the day (no sleeping/talking). If all of the

student's class work is complete then he/she must sit quietly for the remainder of the day.

3) If a student will not behave in the in-school suspension room and is sent to the office, that student will be suspended out of school for three days and then must come back to serve the entire day of in-school suspension again, as well as, the balance of in-school suspension days left.

4) If a student refuses an in-school suspension, he/she will remain out of school and marked absent for each day missed until the student serves the in-school suspension. These absences that occur while the student is out of school will count towards the ten days for credit purposes and be unexcused absences. Points are taken off for each unexcused absence.

5) Any student who is absent on a scheduled in-school suspension day will serve that day upon return to school, as well as, any remaining days of the suspension.

6) The in-school suspension monitor will allow reasonable bathroom privileges (one at a time).

7) In-school suspension students will eat lunch in the in-school suspension room.

Actions resulting in **suspension** are:

1. Violation of smoking, weapons and harassment policies.
2. Violation of drug and alcohol policy.
3. Continued disrespect to any member of the staff.
4. Continued use of profanity, swearing or obscene language.
5. Refusing to leave the room when requested by the teacher.
6. Skipping Saturday detention.
7. Disobedience and/or insubordination.
8. Throwing objects, including snowballs.
9. Willful destruction of school property.
10. Fighting - Students who are involved in a fight will be suspended from school unless one party is clearly a victim who did nothing to provoke the fight. All acts of violence will be reported immediately to the office. Students who are involved in a fight may receive a 10-day suspension for the first offense. If there is second offense the student will be considered for dismissal by the Head of School. Students who video a fight, encourage a fight, or show up to watch may be suspended.
11. Threatening, intimidating and/or causing bodily harm.
12. Theft.
13. Breaking and entering into the school building.
14. Improper use of a motor vehicle on school grounds or in front of the school.
15. Habitual offender.
16. Harassment or actions deemed as bullying

NOTES:

A student who has been suspended from school will make up the work missed during the suspension. A student who has been suspended from school will not be allowed to attend any school-sponsored activity during the suspension period. Suspended students are not to be on school property at any time unless they have received prior approval. Any suspended student who does return without permission will be suspended for another day.

E. Dismissal

A student who is found to be continually disobedient or continually disruptive may be dismissed by the Head of School for the peace and usefulness of the school.

DRESS CODE PURPOSE AND GUIDELINES

It is recognized at Washington Academy that cleanliness, personal appearance, and proper dress habits are important in deterring the pattern of school and social misconduct, and that there is a direct relationship between student appearance, attitude, and behavior. The Academy dress code is established to teach grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards, and teach respect for authority.

Student's dress, grooming, and appearance must comply with the Washington Academy dress code standards.

The responsibility for the personal appearance of the student rests with the parent/guardian and the student. Personal appearance shall not detract from the educational process.

Inappropriate clothing is not acceptable at Washington Academy. Clothing worn to school should be neat, clean, and without holes. The following types of clothing will not be allowed in school: hats, shorts, excessively short skirts, midriff-baring tops, tank tops, string tops, extremely tight clothing, excessively baggy or loose clothing, bandanas, chains or any clothing adorned with chains, shirts printed with offensive language, personalities that promote violence, alcohol/drug slogans, nudity or other suggestive slogans and any clothing that is deemed to be disruptive or endangers the school population.

Each offense will be handled individually. Students violating this dress code will be sent home or required to cover up the offending garment. The student will be expected not to wear the garment to school again, or be subject to disciplinary action. The administration reserves the right to make the final decision on the dress of its students.

ENTRANCE REQUIREMENTS FOR DAY STUDENTS

Incoming 9th graders: Must have graduated from 8th grade or the equivalent and be in good standing.

Transfer Students:

1. Bring a copy of transcript, health record, and discipline record to the appointment with Guidance Director.
2. Complete registration form provided by Washington Academy.
3. Be aware that the sending school will be contacted regarding a student's academic achievement and behavior.
4. Be aware that the student will have to wait one full day after registering before starting classes to give time for teacher notification.

FIRE DRILLS

There will be scheduled fire drills during the year. At the sound of the fire alarm, leave the building immediately via the closest exit. If you are in class, follow the directions of your teacher. Once outside move

away from the building and wait until the Assistant Head of School, Associate Head of School, or Head of School tells you and your teacher to re-enter the building. Directions for leaving the building are posted in each room.

GRADUATION INFORMATION

A. Graduation

1. All graduates will receive the same type of diploma.
2. Only seniors who have 23 credits will participate in graduation exercises.
3. Seniors must be enrolled in a minimum of 3 classes and must be passing two (2) courses in the spring semester of their senior year in order to participate in graduation exercises. All correspondence courses must be completed and grades submitted to the Guidance Office by May 29th.
4. Participation in graduation exercises and activities is a privilege afforded to students of Washington Academy. Accordingly, participation in graduation activities and exercises by students at Washington Academy who have violated school policies will be determined by the Head of School.

B. Requirements

1. All students will be required to have earned 23 credits to participate in graduation exercises.
 - a. English 4 credits
 - b. Science 3 credits
(must include biology & Chemistry)
 - c. Math 4 credits
 - d. Social Studies 3 credits
(must include U.S. History & NSS/Civics)
 - e. Health 1/2 credit
 - f. Physical Education 1 credit
 - g. Fine Art 1 credit
 - h. Advisor/Advisee ¼ credit per year
2. Each student will be required to take 3 classes a day.
3. Up to four (4) credits will be allowed toward graduation for correspondence courses approved in advance by the Head of School. Seniors who need a credit will be allowed to take the needed credit in Adult Education classes with prior approval of the Head of School.
 - 4a. Freshmen will not be admitted to the sophomore class unless they have earned six **(6)** credits.
 - 4b. Sophomores will not be admitted into the junior class unless they have earned twelve **(12)** credits.
 - 4c. Juniors will not be admitted into a senior class unless they have earned eighteen **(18)** credits.
 - 4d. A senior will not be allowed to participate in graduation exercises unless he/she has earned twenty three **(23)** credits.

HOME SCHOOLING POLICY

Washington Academy is an accredited independent secondary school serving the public interest and may allow students that are home-

schooled access, with certain restrictions, to programs at Washington Academy. Home-school students will be admitted on a case by case basis and may participate in regular classes. Home-school students may also participate in extra-curricular activities but must abide by the school policies and regulations.

A. Washington Academy is not responsible for transportation outside of the normal athletic teams travel.

B. Pupils home-schooled must meet all of the same requirements as our regular students (example: academic eligibility, athletic code, behavior expectations, etc.).

C. Washington Academy will charge the community wherein the pupil resides, one-quarter(1/4) of full tuition, plus one quarter (1/4) insured value factor for each class the student participates in. Each additional class or activity will be billed at one -quarter (1/4) of full tuition, plus one-quarter(1/4) insured value factor, up to 100% tuition and 100% insured value factor.

GUIDANCE AND COUNSELING

The Guidance services offered at Washington Academy are an integral part of each student's educational program. The counselors are available to assist the student in making informed decisions regarding educational and vocational goals, as well as assisting the students in preparing themselves to assume the role of a responsible member of the community. They are also available to parents for conferences and are available to teachers for consultation regarding the progress being made by individual students. The Academy guidance personnel serve as referral agents for those students who have difficulties that require the attention of professionals who operate outside the typical classroom setting and outside the school environment.

Students may make appointments with the guidance secretary at 7:30 am until the attendance bell, during lunch period, or after school until 3:00 pm. Should a problem occur that needs immediate attention, a student should feel free to come to the Guidance Office at any time. Parents may call the Guidance Office at any time between 7:30 am and 3:00 pm to make appointments. Dates, times, and fees for SAT, AP, PSAT and ASVAB will be available from the Guidance Office. Applications and deadlines for scholarships are available in the Guidance Office.

HALLWAY TRAFFIC

1. When passing to classes, students should stay on the right side of corridors and stairways.
2. Allow all students out of a classroom before entering.
3. Move as quickly as possible from one class to the next.

HOMEWORK EXPECTATIONS

1. Written homework is one of many methods used by teachers to reinforce classroom instruction. Work assigned by teachers may include reading, reviewing or writing. We consider homework an important part of learning.
2. Students will be assigned homework on a regular basis. Teachers will expect this work to be completed and handed in on time. Consistent and willful failure to do assignments constitutes

disobedience and will be treated as such with consequences to include, detentions, Saturday detentions, suspension and in extreme cases, dismissal from WA.

3. Teachers will call parents after no more than **two** missed homework assignments. If parents can not be reached at home, all other means of reaching the parent will be tried. (calling work, cell, and emailing)

4. Students with **four or more** missing homework assignments will be referred to administration and may receive a Saturday detention. Further consequences, which include suspension from school, may be issued by administration for students who continue to not do assigned homework.

5. Teachers should have their homework expectations clearly outlined in their syllabus and must take the first week of each new semester or quarter to go over the expectations of the homework policy and classroom requirements.

HOMEWORK POLICY

Students who do not pass in homework assignments on time will be assigned an after school work session. After school work sessions will run from 2:15-2:45 and can run longer at the discretion of the teacher. Students who do not attend assigned work sessions will receive an office detention for the first offense with Saturday detentions being assigned for subsequent occurrences. Suspension from school for reoccurring issues with late homework and/or not attending after school work sessions are also a possibility. Teachers may exercise flexibility in choosing other nights that students can stay to make up work. Contact with the parent will be necessary but will not prohibit students from staying for the after school work session. Students who have late assignments in more than one class must make arrangements with any and all teachers to get the work completed. This may require the student to spend more than one night a week doing make up work after school.

Any late homework assignment(s) must be completed in order for students to keep up with the sequential nature of schoolwork and will be graded according to the teachers individual late work policy.

HONOR ROLL

At the end of each quarter, outstanding academic performance on the part of each student is recognized by the publication of the Washington Academy honor roll. To make the honor roll a student must be enrolled as a full-time student, i.e., he/she must be enrolled in three courses per semester. No courses marked pass-fail will count for the honor roll. Students who are in violation of the attendance policy may be excluded from honor roll.

The honor roll is divided into two categories:

1. Highest honor All A's
2. High honors All A's and B's

INSURANCE

All students in an activity requiring transportation, students in marine technology, laboratory courses, and courses at UMM are strongly recommended to carry some form of health/or accident insurance.

LIBRARY

The Larson Library at Washington Academy is committed to ensuring that all students are effective users of ideas and information. The Larson Library strives to provide the school community with a wide range of materials on appropriate levels of difficulty that will encourage growth in knowledge, establish a life-long love of reading, create responsible digital citizens, and foster information literacy.

Hours of Operation

The Larson Library operates on a flexible schedule. The library is open to students during study halls, locker break, and before and after school, Monday thru Friday. Students may visit the library individually to use computers, check out books and periodicals, work on group projects or to complete homework during the school day or after school. Students often visit the school library as part of their classroom instruction. In order to ensure that all students become effective users of information, as per the school-wide Literacy Plan, all freshmen receive a mandatory library orientation and information literacy training via the Intro to Social Science class. Follow-up instruction for all sophomores is provided through the history, English, and Science classes, as requested by classroom teachers.

Management

Library materials are circulated using the automation system, Atrium provided by Book Systems. This is a web-based program that is accessible from school or from home. A plethora of resources are also provided on the library website to assist students conducting research, needing homework assistance, and/or technology instruction.

LOCKERS

Each student has been assigned a locker for books and personal belongings. **Lockers should be kept locked and neat at all times.** Students assume full responsibility for the loss of valuables or books from their lockers.

1. Since lockers are school property, administration reserves the right to inspect them at any time.
2. School officials also reserve the right to inspect briefcases and handbags that students bring to school or on school grounds.
3. Lockers are not bulletin boards. Students should not plaster the inside of their lockers with unnecessary and/or inappropriate materials, ie. beer ads or scantily clad males and females.
4. Students will be held responsible for any damage to their lockers. Students are not allowed to damage their lockers so that they will not lock. A student who willfully damages their locker will be billed twice the amount for necessary repairs.
5. Student may not keep bags or other personal effects on the floors by the lockers. This is a safety hazard. Failure to comply will result in consequences.
6. Students may not share lockers or use lockers that have not been assigned to them.

LOST AND FOUND

All articles found in school are to be turned in to the front office where the owners may identify them and pick them up. Books should not be left on desks or in the classroom.

MAKE-UP WORK

Following an absence, it is the responsibility of the students to make up the work missed as quickly as possible. Teachers should encourage students to do so. The following guidelines are offered:

1. Absence of one day – one day.
2. Absence of one or two days – within three days
3. Absence of three or five days - within one week.
4. Absence of more than five days - special arrangement with the teacher.
5. If the teacher has announced a test before the student's absence, the teacher can require the student to take the test on the day of return, since it was announced prior to the absence.
6. If a student does not make up the work within the time designated by the teacher, he/she will receive a failing grade for that work.

NOTE: Please contact the Main Office for acquiring student homework 255-8301 ext. 0.

MEDICATION

ADMINISTERING MEDICINES TO STUDENTS (REGULATION)

The administration of medicines in schools is limited and controlled by law -- Title 20-A MRSA, 254(5), 4009(4) -- and is specifically addressed by school board policy. This regulation is based on the following:

- A. The dispensing of medicines on school premises is discouraged. Whenever possible, the schedule of drug administration should be altered to allow a student to receive all prescribed doses at home.
- B. Administering medicines in school will be allowed, subject to the conditions of the board policy and these regulations, when, in the opinion of the attending physician/dentist, a student would be unable to attend school without medication being received during the school day.
- C. "Medicines" is defined in the board policy as "all medications prescribed by a physician/dentists for a particular pupil." This is interpreted to include prescription and non-prescription drugs, and over-the-counter remedies, as may be described in medical written orders.
- D. Medication is to be administered by the school nurse when available, otherwise by an appropriately trained staff member. Careful records are to be kept.
- E. Students **are not permitted** to carry and/or self-administer prescription medicines with the exception of Epi pens, inhalers and/or diabetes medication.
- F. To minimize the possibility of miscommunication, misunderstanding and error, a written request for medicine to be administered in school is to be submitted by the parent/guardian AND the private licensed practitioner, and reviewed and approved by the school physician or Headmaster.
- G. The general content of the policy and this regulation, with any procedural information needed for compliance, shall be made available to parents and students via the student handbook.

H. Parents/guardians are invited to come to the school to directly medicate their children if they choose to do so.

MISCELLANEOUS

1. You are welcome to visit the Main Office and the Guidance Office whenever you need help. When you do not need any help, please allow the secretaries and the bookkeeper to get their work done.
2. Textbooks shall be kept covered at all times. Pencils, pens, and accumulated papers damage textbooks. Please keep all books clear of anything that will damage the binding.
3. Before a student receives any grades for the ranking period or for the year, all bills owed to the school must be paid. The bills include lost or damaged textbooks or library books, material used, or merchandise ordered. Graduation diplomas and report cards will be held until such bills are paid.
4. Any student who brings in a large sum of money should bring it to the Main Office for safekeeping.
5. All electronics and skateboards are not to be used in school or on school grounds. Cell phones should only be used in the cafeteria during locker break and lunches. All other electronics are at the administration/teachers discretion.
6. Any student wishing to bring a visitor to Washington Academy must receive approval at least 1 day in advance from the Admissions Department with additional approval from the Associate Head of School .

NATIONAL HONOR SOCIETY

National Honor Society is an organization sponsored by the National Association of Secondary School Principals with a chapter at Washington Academy since 1938. Its purpose is to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership and to encourage the development of character in all students of Washington Academy. Seniors and juniors are eligible for membership. Sophomores may be inducted as probationary members. A faculty committee will make its choice on the following criteria and its decision is final:

Scholarship is achievement in school resulting in an average mark of 85 or better.

Character is a display of uprightness, dependability and respect.

Service is a willingness to give one's time to the school's worthwhile activities.

Leadership is demonstration of influence on peers in upholding school ideals.

NO SCHOOL ANNOUNCEMENTS

In case of storms or events which cause the closing of schools, students are asked to listen to radio stations WQDY in Calais, WCRQ in Calais, or WKSQ in Ellsworth for such no school announcements. We also post school closings on our website, Facebook, twitter and on our general text message.

PHONE CALLS

School telephones are business phones and are not to be used by students. Incoming phone call messages for students by friends will not be accepted. Parents should only call in the

case of an emergency. A student phone is located in the main office and should be used for emergencies only.

REPORTS TO PARENTS

Reports may be sent home at any time to indicate to parents the student's academic standing.

1. **Student Progress Reports** will be sent to parents four times a year during mid quarters.
2. We encourage teachers to send good news postcards when a student does something special.

STUDENT COUNCIL

The Student Council can have a highly active role in school. It serves as a meeting place between the student body and the administration where the students can assume the responsibility of organizing student activities. It is the place where problems or questions arising from the students can be presented to the faculty or administration for discussion and consideration.

STUDENT RECORDS

Student records are maintained in the Guidance Office of the Academy and are available for inspection by parents and eligible students. Copies of the Academy record policy, including the procedure for filing is also available in the Guidance Office. Parents and eligible students are encouraged to contact our Guidance Director, if they have any questions.

STUDY HALLS

Study halls are an integral part of the school day. Students may not have more than 1 scheduled study hall per school day. Study halls must be taken seriously as a place for quiet work and reading. Talking (including whispering) will not be permitted except in designated areas and with permission of the study hall teacher. Any disturbances to the serious atmosphere of study halls will be dealt with promptly.

General rules for study hall:

1. Each student in the study hall must come prepared with some work or reading. After the study hall quiets down and attendance is taken, students will keep busy.
2. Silence is essential in a well-ordered study hall and will be enforced.
3. If the study hall teacher chooses, each student in study hall will have an assigned seat.
4. Sleeping, eating, or drinking (except for bottled water) will not be permitted in study hall.
5. Technology will be permitted at the study hall monitor's discretion.
6. The study hall teacher will allow students to sign out to the Library in accordance with Library rules.
7. Students will sign out to go to the bathroom one student at a time.
8. Passes may be issued to the Main Office and the Guidance office, on a case by case basis.
9. Passes to any other part of the school, such as Art, or Marine Technology, must be obtained by the student prior to the study hall period.
10. The study hall teacher will issue passes for only one destination.

11. Sign-outs from study hall must show the student's full last name and the correct time. Sign-ins must show the correct time and the study hall teacher must be able to read the name and time.
12. At the end of study hall period students will remain seated quietly in their assigned seats until the bell rings.
13. Students will leave the study hall neat and clean.
14. Damage to chairs, backs pushed back or any other vandalism, will result in a Saturday detention, and students will be responsible for the cost of repairs or replacement. If the chair is damaged when a student enters study hall, he or she must report this to the study hall teacher.

TESTING

Standardized tests are used at Washington Academy in such areas as achievement, aptitude and interest. These assessments give the student, teacher, and Guidance Counselor additional information pertinent to career decisions and scheduling.

WEIGHTED GRADES

With the weighted scoring system a lower grade in a challenging course will carry more weight because it is a more challenging course. Courses are classified under five levels of difficulty and are weighted accordingly for the purpose of determining class standings. This weighted score does not affect the Honor Roll.

Level 5:	Advanced Placement Courses Honors Math Courses Lab Courses College level courses taken at WA Courses taken at any University
Level 4:	Accelerated Mathematics Courses Honors Courses
Level 3:	Academic Courses
Level 2:	Vocational Courses
Level 1:	Remedial Courses

A Grade Point Average System involves computations, which have been assigned weights according to levels of difficulty.

APPENDIX A

WASHINGTON ACADEMY TOBACCO, DRUG AND ALCOHOL POLICY

A. Statement

We recognize that the use of tobacco, alcohol and illegal drugs poses a significant health problem for students and staff, resulting in negative effects on behaviors and learning. The use, misuse and abuse of these substances can create severe problems for individuals and schools, as well as leading to alcoholism/drug and nicotine dependency and/or other emotional problems.

We also believe that health problems are primarily the responsibility of the parents or guardians. However, the school and community share

in the responsibility because abuse and health problems often affect learning and development.

We believe:

1. That we must deal with all three segments of our school population, i.e., users, nonusers, and affected students.
2. That a broad K-12 comprehensive program be established that covers all three student populations.
3. That sufficient resource is available to students and to school personnel for treatment.
4. That any use of tobacco/alcohol/drugs by students is abuse.
5. That there must be clear distinction in rules and procedures dealing with those who are seeking help and those who refuse to acknowledge their problem.
6. That alcoholism and/or drug/nicotine dependency is treatable.
7. That chemical dependency is treatable.
8. That suitable programs and resources must be in place to make those affected become responsible and productive citizens.

Because of these beliefs we have the responsibility to have a comprehensive policy which assures fair and effective procedures to deal with those who violate tobacco/drug/alcohol policies, while addressing early intervention, referral, and follow-up services for students, families, and staff who have chemical use abuse and dependency problems.

B. POLICIES

1. Tobacco Use Policy

Smoking or tobacco products, including electronic cigarette use is prohibited in school or on school grounds. Smoking or tobacco products including electronic cigarette use is also prohibited when students are participating in any school activities away from campus. "No student or school employee is allowed to use tobacco in the buildings or on school grounds of any elementary or secondary school".

Smoking or use or possession of tobacco products including electronic cigarettes in or on school grounds or while being transported on the various buses is prohibited for all students. Violations of the smoking policy will result in a suspension from school.

1st Offense: will result in a suspension of up to 3 days.

2nd Offense: will result in a suspension of up to 5 days.

3rd Offense: will result in a suspension of up to 10 days and a meeting with the Head of School and possible dismissal from Washington Academy. Students under the age of 21 who are found to be in possession of tobacco products including electronic cigarettes may also be turned over to legal authorities. Students who are 18 or older who provide tobacco products to minors will be turned over to legal authorities.

Students under the age of 21 who are found to be in possession of tobacco products including electronic cigarettes may also be turned

over to legal authorities. Students who are 21 or older who provide tobacco products including electronic cigarettes to minors will be turned over to legal authorities.

2. Alcohol and Drug Policy

The use, possession, furnishing or selling of any scheduled drug, including marijuana, cocaine, alcohol, or other substances defined by law as a drug or a look-a-like drug by pupils poses a serious threat to the welfare of the school, and can result in the disruption of the peace and usefulness of school. (A doctor's prescription of the student's own use, which is cleared through the office, is not considered a violation of this policy). However, any and all medication must be kept and administered by the school nurse or a trained designee.

Due to the intricacies of the use of drugs and intoxicating beverages and the related personal problems, each case of drug/alcohol abuse will be handled individually. The total welfare of the school must always be considered along with the physical and psychological needs and problems of the student(s) involved.

The use, possession, or furnishing and sale of drugs or drug paraphernalia (as defined by Maine Statute) and/or alcohol is prohibited in school buildings, and on school property. School sponsored field trips or activities are considered to be on school property. All violations will result in suspension and may lead to dismissal.

Lockers are school property and will be searched and inspected periodically. If a search of the lockers results in the discovery of drugs or alcohol, there will be school disciplinary action and all material will be returned over to the law enforcement officers for use in prosecution.

APPENDIX B

The following is the Washington Academy Telecommunication Policy and Use Agreement. **If any parents or guardians object to their child using these school-wide Internet services, it is their responsibility to notify Washington Academy in writing:**

2018-2019 TELECOMMUNICATIONS POLICY AND USE AGREEMENT

Internet and E-mail access are available to students and teachers at Washington Academy. We are very pleased to offer this service at Washington Academy and believe the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication. With access to computers and people all over the world comes the availability of material that may not be considered appropriate in the context of the school setting. On a global network it is impossible to control all materials, and an industrious user may discover controversial materials. We at Washington Academy firmly believe that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may procure

material not consistent with the educational goals of Washington Academy.

The Internet is an electronic highway connecting thousands of computers and millions of individual subscribers all over the world.

Terms and Conditions

1) Acceptable Use--The purpose of Washington Academy's use of the Internet is to support research and education around the world by providing access to unique resources and the opportunity for collaborative work. **The use of an account must be in support of education and research and consistent with the educational objectives of Washington Academy.** Due to the nature of the Internet, it is neither practical nor possible for the Academy to enforce compliance with user rules at all times. Accordingly, parents and students must recognize that students will necessarily be required to make independent decisions and use good judgment in their use of the Internet. Parents have an obligation to participate in the decision whether to allow their children access to the Internet and to communicate their own expectations regarding its use to their children. Use of another organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any FCC or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene materials, or material protected by trade secret. Use for commercial activities is not allowed. Use for product advertisement or political lobbying is also prohibited.

2) Privileges- **The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges.** The administration will deem what is inappropriate use and their decision is final. The administration, faculty, and staff may make a request to the administration or the system supervisors to deny, revoke, suspend, or close a user's account.

3) Network Etiquette- Users will abide by the generally accepted rules of network etiquette.

These include (but are not limited to) the following:

- a) Be polite. Do not get abusive in messages to others.
- b) Use appropriate language. Do not use profanity, obscenity, vulgarity or any other inappropriate language. Illegal activities are strictly forbidden.
- c) Do not reveal others' personal addresses, passwords, or phone numbers to anyone. It is wise not to reveal your own information as well.
- d) Note that electronic mail (e-mail) is not guaranteed to be private.
- e) Do not use the network in a way that would disrupt the use of the network for other users.
- f) All communications and information accessible via the network should be assumed to be private property.
- g) The person in whose name an account is issued is responsible at all times for its proper use. Users shall not share their passwords and are advised to change them frequently.

4) Warranties-Washington Academy makes no warranties of any kind, whether expressed or implied, for the service it is providing. Washington Academy will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries,

misdeliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. Washington Academy specifically denies any responsibility for the accuracy, quality or appropriateness of information obtained through its services.

5) **Security**-Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a system supervisor. Do not demonstrate the problem to other users. Do not use another individual's account without written permission from that individual. Attempts to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

6) **Vandalism**-Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware or data of another user, the Internet, or any of the above listed agencies or other networks that are connected to the Washington Academy Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.

7) Users must abide by the following Acceptable Use Rules.

Acceptable Use Rules

The network is provided for students to conduct educational research and communicate with others for educational purposes. Access to network servers is given to students who agree to act in a considerate and responsible manner. Access is a privilege--not a right. Access entails responsibility. Individual users of the school computer networks are responsible for their behaviors and communications over these networks.

Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on school servers will always be private.

1. Users need to continually update and delete files no longer needed. This will keep the server hard drive free for others.
2. Users are not to acknowledge or forward chain letters.
3. Users will not be allowed to bring any disks to school to download, upload or save files without teacher approval and supervision. Users are not to save files on the "C" hard drives of each machine without teacher approval.
4. Users will not be allowed to print material from the Internet or E-mail; exceptions to this rule will be information necessary for assigned research topics accompanied by a pass from the appropriate teacher requesting the research and supervised by the computer room supervisor, teacher or librarian on duty.
5. Users may not post or transmit any copyrighted material on the Internet.
6. Users may not post or transmit any derogatory, demeaning or defamatory communications.
7. Users may not plagiarize information accessed through the Internet. Any telecommunications information that is used must be documented.

8. Users may not utilize the Internet to access information that encourages or advocates illegal behavior or that is pornographic or obscene to minors.
9. Users may not utilize the Internet to incur financial obligations or to make purchases. Users may not utilize the Internet to incur profit or personal financial gain.
10. Users will not be allowed to use discussion groups (chat rooms) or instant messaging systems, including ICQ, IM, Yahoo Messenger, AOL Messenger, etc. on the Internet. Exceptions to this rule will be to gather information for an assigned research topic. User must be accompanied by a pass from the appropriate teacher requesting the research and must be supervised by the computer room supervisor, teacher, or librarian on duty.
11. Users may not download and/or install programs or software of any kind without permission from and the supervision of a teacher/administrator. This includes, but is not limited to, music players, multimedia applications, mail programs, paging and messaging software, and telephone software.
12. Design and publication of web pages will be limited to a class project under teacher/administrator supervision.

13. These terms and conditions are campus wide, but individual teachers may choose to restrict access to certain Internet services (not specifically mentioned here) in their classrooms if they deem that such services are disruptive or inappropriate.

RE-AFFIRMED March 17th, 2018
Washington Academy Board of Trustees

APPENDIX C

COLLEGE COURSE POLICY

Washington Academy students that wish to take college courses off campus must follow the following guidelines:

1. Students are not allowed to miss any class or part of a class in order to attend the college course. Absence from a class or part of a class will be subject to the guidelines of Washington Academy's attendance policy. Students are encouraged to take courses outside of the regular school day and during the summer months, and any exceptions must have the prior approval of the Headmaster and the Guidance Counselor.
2. All Washington Academy school policies will apply to students while participating in college courses.
3. Each course will be reviewed on an individual basis and must receive the prior approval of the Head of School and Guidance Counselor before enrollment.
4. Students must be in good standing at Washington Academy in order to be allowed to take a college course.
5. Students must present an attendance sheet from their college instructor to sign signifying the student's attendance at each class.
6. The cost of books, fees, and any other non-tuition expense is the responsibility of the student.
7. Students will not be allowed to take future college courses if they do not receive at least a grade of C.

8. Washington Academy will accept up to six (6) college courses.

AFFIRMATIVE ACTION STATEMENT

In accordance with federal law and USDA Policy, Washington Academy does not discriminate in the educational and employment policies, programs, and practices which it operates and will honor all appropriate laws relating to discrimination in regard to: race/color, sex, religion, ancestry, national origin, age, physical/mental handicap. To file a complaint of discrimination, write to: USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC, 20250-9410, or call 1-800-795-3272 voice or 202-720-6382 TDD USDA is an equal opportunity provider and employer. The state and federal laws affecting this policy are: 5 M.R.S.A. #4451, and #65, Civil Rights Act of 1964, Title VI, Rehabilitation Act of 1973, Section 504; and Educational Amendments, 1972, Title IX.

ANNUAL NOTICE OF STUDENT EDUCATION RECORDS AND INFORMATION RIGHTS

The Family Education Rights and Privacy Act ("FERPA") provides certain rights to parents and eligible students (18 years of age or older) with respect to the student's education records.

Towns tuitioning students to Washington Academy are required by the Commissioner to collect and report student social security numbers as a way to provide school units with data about the long-term effectiveness of teaching and programs from early childhood through to college and the work force. They will be asking parents to provide written consent to use their child's social security number for these purposes. Parents are not required to provide a social security number. If a parent does not provide a social security number for a student, the child will still be enrolled in the school. Every student has a right to a public education, regardless of whether or not a social security number is provided. No child's social security number may be used for longitudinal data purposes without prior written parental consent. When a student turns 18 years of age, the written consent must be obtained from the student and the rights previously accorded to the parent are accorded to the student.

1. Inspection of Records

Parents/eligible students may inspect and review the student's education records within 45 days of making a request. Such requests must be submitted to the Head of School in writing and must identify the record(s) to be inspected. The Superintendent or building administrator will notify the parent/eligible students of the time and place where the records(s) may be inspected.

2. Amendment of Record

Parents/eligible students may ask Washington Academy to amend education records they believe are inaccurate, misleading or in violation of the student's right to privacy. Such requests must be submitted to the Head of School in writing, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Head of School decides not to amend the record as

requested, the parent/eligible will be notified of the decision, their right to request a hearing, and information about the hearing procedure.

Disclosure of Records

Washington Academy must obtain a parent/eligible student's written consent prior to disclosure of personally identifiable information in education records except in circumstances as permitted by law.

A. Directory Information

Washington Academy designates the following student information as directory information that may be made public at its discretion: name, participation and grade level of students in officially recognized activities and sports, height and weight of student athletes, dates of attendance in the school unit, and honors and awards received. Parents/eligible students who do not want Washington Academy to disclose directory information must notify the Head of School in writing by July 1st for the upcoming year or within thirty (30) days of enrollment, whichever is later.

B. Military Recruiters/Institutions of Higher Education

Military recruiters and institutions of higher education are entitled to receive the names, addresses and telephone numbers of secondary students and Washington Academy must comply with any such request, provided the parents have been notified of their right to request that this information not be released without their prior written consent. Parents/eligible students during their junior year who do not want Washington Academy to disclose this information must notify Washington Academy in writing by September 12th for the upcoming year or within thirty (30) days of enrollment, whichever is later.

C. School Officials with Legitimate Educational Interests

Education records may be disclosed to school officials with a "legitimate educational interest." A school official has a legitimate educational interest if he/she needs to review an education record in order to fulfill his/her professional responsibility. School officials include persons employed by Washington Academy as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); members of the Board of Education; persons or companies with whom Washington Academy has contracted to provide specific services (such as attorneys, auditors, medical consultants, evaluators, or therapists); and parents, students and volunteers serving on an official committee (such as a disciplinary or grievance committee) or assisting a school official in performing his/her professional responsibilities.

D. Other School Units

As required by Maine law, Washington Academy sends student education records to a school unit to which a student applies for transfer,

including disciplinary records, attendance records, special education records and health records (except for confidential health records for which consent for dissemination has not been obtained).

E. Other Entities/Individuals

Education records may be disclosed to other entities and individuals as specifically permitted by law. Parents/eligible students may obtain information about other exceptions to the written consent requirement by request to the Head of School.

Complaints Regarding School Department Compliance with FERPA

Parents/eligible students who believe that the School Department has not complied with the requirements of FERPA have the right to file a complaint with the U.S. Department of Education. The office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

ANNUAL NOTIFICATION OF ASBESTOS-CONTAINING BUILDING MATERIALS (ACBM'S) IN ALL WASHINGTON ACADEMY SCHOOL'S AND BUILDINGS

TO: All Washington Academy school employees, parents, and guardians.

All schools/buildings in the Washington Academy school department have been inspected for the presence of asbestos containing materials (ACBM's). A written plan for the management has been developed. This plan, noting the type and location of ACBM's, is available for inspection in the Head of School office. Copies may be made on request for a cost of 10 cents per page.

The management plan is an outline of operational procedures designed for the proper maintenance and safety of all people who work, study, or are otherwise present in any of these buildings to minimize the exposure to asbestos hazards.

The condition of all ACBM's will be semi-annually inspected.

The following inspections and maintenance activities occurred during the past year: Tiled floors in hallways and classrooms in the Old Academy building were sealed with luan then covered with rugs. F/Y 1991

Judson McBrine

Head of School

Dear Parent, Guardian, or Staff Member,

I am writing about three subjects that can affect children's health in school: pests, pesticides and your right to know.

Pest Control

Because pesticides pose risks, the school uses an alternative approach to merely applying pesticides. Control of insects, rodents, and weeds at our school focuses on making the school buildings and grounds an unfavorable place for pests to live and breed. Through maintenance and cleaning, we will reduce or eliminate available food and water sources and hiding places for the pests. We will also routinely monitor the school area to detect pest problems and prevent the pests from becoming established. Some techniques we will use include pest monitoring, sanitation, pest exclusion, proper food storage, pest removal and—as a last resort—pesticides. This holistic approach is often called Integrated Pest Management (IPM).

Pesticide Use

Sometimes pesticide use may be necessary to control a pest problem. When that happens, the school will use the lowest risk products available. If higher risk pesticides must be used, notices will be posted at application sites and parents, guardians and staff have a right to know.

Your Right to Know

Parents, legal guardians, and school staff will be notified of specific pesticide applications made at the school. **To receive notification, you must be placed on the notification registry by calling Washington Academy.** Notification will be given at least five days before planned pesticide applications. Pesticide application notices will also be posted in school and on school grounds. Notification need not be given for pesticide applications recognized by law to pose little or no risk of exposure to children or staff.

The school also keeps records of prior pesticide applications and information about the pesticides used. You may review these records, a copy of the School's Integrated Pest Management Policy and the Pesticides in Schools regulation (CMR 01-026 Chapter 27) by contacting our IPM coordinator, Douglas Holmes, at 255-8301.

If you have any questions, please contact Mr. Judson McBrine. For further information about pests, pesticides and your right to know, call the Board of Pesticides Control at 207-287-2731 or visit the Maine School IPM web site at www.thinkfirstspraylast.org/schoolipm.

Sincerely,

Mr. Judson McBrine
Head of School