

MISSION STATEMENT OF WESTBROOK HIGH SCHOOL

The mission of Westbrook High School is to foster a collaborative environment where all students are able to access learning. Our goal is to promote lifelong critical thinking, effective communication, creative problem-solving, responsible citizenship and high aspirations.

Academic Expectations

- *Communicate clearly and effectively to learn, explore, analyze, and persuade*
- *Read, process, and interpret information from different sources and apply this knowledge to solve problems creatively and effectively*
- *Access and use many forms of technology to research, organize, interpret, and present information*
- *Demonstrate self-awareness of healthy behaviors and lifelong fitness*
- *Create and share for personal expression and aesthetic appreciation*

Social and Civic Expectations

- *Exercise the rights and responsibilities of global citizenship*
- *Cultivate awareness of the value of community and personal aspirations*
- *Consistently demonstrate responsible and ethical behaviors*
- *Respect the rights of others in a diverse society*
- *Collaborate effectively with others*

WESTBROOK HIGH SCHOOL ***“The Top Five”***

The following are core expectations for the entire WHS community. With these values as a focus, we are confident you will have a great year!

- ***ATTEND SCHOOL EVERY DAY AND BE ON TIME!***
- ***ALWAYS DO YOUR BEST WORK***
- ***ACCEPT RESPONSIBILITY FOR YOUR ACTIONS AND ALWAYS TELL THE TRUTH***
- ***BE RESPECTFUL AT ALL TIMES***
- ***KEEP WHAT’S PROHIBITED OUT OF OUR SCHOOL***

Please review the remainder of your planner for a thorough listing of our school code of conduct.

Principal's Message

Dear Students, Parents and Guardians:

I am pleased to *welcome* each of you to Westbrook High School for the 2009-2010 academic year! I look forward to working with you and our dedicated faculty to provide all students a successful academic and co-curricular experience.

This student planner is provided to ensure all members of the Westbrook High School community have a clear understanding of our school-wide expectations and code of conduct. By respecting the rights of others and acting in a responsible manner, we will continue to enjoy a supportive learning environment where all students can thrive, intellectually and socially.

Please read the enclosed information carefully, you are responsible for its contents and are expected to have this planner, in its entirety, in your possession, at all times, during school hours throughout the year. If you have any questions regarding the information contained in this planner, feel free to contact me or any member of the Westbrook High School administrative team.

Your education is important to everyone at Westbrook High School. Faculty, staff and administrators are prepared to do all we can to assist you in learning and achieving success. We ask you to always do your best, try your hardest, and respect your school and the people in it at all times. With effort, desire and proper attitude, you will succeed.

Sincerely,

Marc Edward Gousse,
Principal

WESTBROOK HIGH SCHOOL TELEPHONE NUMBERS

Principal's Office	854-0810
Attendance Office/Assistant Principal.....	854-0815
Athletic/Activities Director	854-0816
Guidance Office.....	854-0813
Vocational Center.....	854-0820
Fax.....	854-0812
Adult Education/Alternative Learning...	854-0826

Assistant Principals:

Grades 9 and 11: Howard Jack, email: (jackh@westbrookschoools.org), tel. 854-0810 ext. 401
Grades 10 and 12: Matthew Nelson, email: (nelsonm@westbrookschoools.org), tel. 854-0810 ext. 448

Guidance Counselors:

Grades 9 and 11: Kathy Bailey, email: (baileyk@westbrookschoools.org), tel. 854-0810 ext. 458
Karl Francis, email: (francisk@westbrookschoools.org), tel. 854-0810 ext. 423

Grades 10 and 12: Rachel Dunbar, email: (dunbarr@westbrookschoools.org), tel. 854-0810 ext. 424
Marianne Smith, email: (smithm@westbrookschoools.org), tel. 854-0810 ext. 428

All staff members have access to voice mail and email if they are not immediately available during the instructional day. A return call or message will be made whenever messages are received. Email may be accessed through the WHS website accessed via www.westbrookschoools.org by listing the staff member's last name followed directly by the initial of their first name. An example is as follows: John Smith email: smithj@westbrookschoools.org

ATTENDANCE

Class attendance is considered an essential component for passing any course and earning credits. Classroom instruction and the discussions that take place in the classes are important parts of each course. When a student misses class, that part of the instruction cannot be replaced.

State of Maine law recognizes that a student's absence from school is justified in certain situations. The following circumstances constitute "*excusable absence*" as defined under Maine law:

1. Personal illness
2. An appointment with a health care professional that must be made during the regular school day.
3. Observance of a recognized religious holiday when the observance is required during the regular school day.
4. A family emergency; or
5. A planned absence for a personal or educational purpose, which has been approved.

Types of Absences:

Excused: Illness when verified by a parent/guardian, physician, medical or dental appointments when verified, death or serious illness in the immediate family, driver examination, school related activities (e.g. field trips, college visits for juniors and seniors, etc.) religious observances, suspension from school, *other reasons acceptable to administration approved on an individual basis.*

Unexcused: Illness not verified by a parent/guardian or physician, employment, oversleeping, staying home to do school work, truancy, and, absence with parental/guardian permission for reasons unacceptable to school administration.

Truancy: Is defined as absence without knowledge and permission of parent or guardian (classified as an unexcused absence).

Tardy to School: Is defined as entering your classroom after the 7:30 a.m. bell rings.

Tardy to Class: Is defined as entering the classroom after the bell rings. Being more than fifteen (15) minutes late for a class without a legitimate reason will be processed as a class cut.

DISMISSAL

The protocols concerning absences will also apply to dismissals. If a student is to be dismissed from school, he/she should bring a note stating the reason for the dismissal to the Attendance Office before the school day begins. **Student cell phones should not be utilized to facilitate dismissal during the instructional day.** If a student is scheduled for an office detention they must see an Assistant Principal before being dismissed.

If a student becomes ill during the school day, he/she must report to the Attendance Office for dismissal. A student will not be dismissed unless a parent or guardian can be contacted.

A student who leaves school property without advance permission will receive two (2) Office Detentions and a two (2) hour Friday Detention. Subsequent offenses may result in an Out-of-School Suspension; the length of which is to be determined by administration.

Special rules govern members of all school teams and all school activities: No member of a team or activity who has been out of any or all classes that day (*unexcused by administration*) will be allowed to participate with that team or in that activity on that day. Exceptions must be made in advance by the Athletic/Activities Director and/or school administration. This includes drills, practices, games, or performances. A student who has a previously scheduled doctor's appointment or has an emergency may go to that scheduled appointment, but the school and coach must be informed.

RETURN TO SCHOOL AFTER ABSENCE

A student must present a written excuse for absence to the Attendance Office, unless telephone contact with a parent/guardian has been made with the school.

MAKE-UP

All missed work due to absence, dismissal, tardiness, or suspension will be made up as follows:

1. Students arriving late or being dismissed are expected to turn in all schoolwork that is due that day.
2. Upon returning to school after an absence or suspension, each student is responsible to contact, as soon as possible, those teachers whose classes he/she missed.
3. Absence of:
 - a. **1 to 3 days** - work must be made up within three school days following the last day of absence.
 - b. **4 to 10 days** - work must be made up within six school days following the last day of absence.
 - c. **Over 10 days** - schedule of make-up to be developed cooperatively by all teachers involved and the student's guidance counselor.

Teachers will be considerate of the problems of make-up after a long period of absence but will be insistent that work missed be completed within a reasonable period of time. Maximum allowable make-up period - four weeks. Work missed because of truancy or class cutting cannot be made up for full credit.

Work not completed within the specified time limits will be graded as incomplete. Incompletes must be made up within the close of the corresponding academic year unless alternative arrangements have been administratively approved.

LONG-RANGE ASSIGNMENTS

Term papers, reports, projects, etc. are due on the date specified. Students are responsible for submitting long-range assignments on time regardless of attendance/suspension status. Assignments passed in late will be penalized one letter grade for each week beyond the due date.

SCHOOL CLIMATE

Students are expected to attend all classes and conduct themselves in an appropriate manner conducive to the learning environment at all times. With mutual respect and understanding, we can cooperatively sustain a positive atmosphere here at Westbrook High School. Detentions, make-up, and regular schoolwork will be given exclusive priority over extra or co-curricular activities. *Per School Committee policy, co-curricular activities will not begin prior to 2:45 p.m.*

The entire Westbrook High School faculty, staff and administration are committed to the belief that all students are entitled to a learning environment free from all forms of harassment. We encourage any student who believes that he or she is being unfairly treated or subject to harassing behavior to bring such acts or conduct to the attention of administration immediately. Students may seek the assistance of their advisors, teachers, and/or counselors to aid them in the process of resolution. Confidentiality will be observed as appropriate.

CIVILITY CODE

Students are prohibited from making insulting, vulgar, or debasing remarks to faculty, staff, and/or fellow students, regardless of the reason. Intentional cruelty is not permitted in school or school sponsored activities.

INTERPERSONAL RELATIONSHIPS

All students are expected to conduct themselves appropriately at all times. Inappropriate displays of affection and closeness are embarrassing, for both students and faculty, as well as being a distraction from an environment conducive to learning. Faculty and administrators will remind students concerning any inappropriate behavior. Those individuals who continue to ignore this expectation will be referred to administration for counseling and possible consequences. In addition, parents/guardians will be contacted for informational purposes and support.

ACADEMIC HONESTY

Honesty in schoolwork requires that students do their own work. To be honest, students must give credit for any ideas, language, or thoughts, which are not their own. If they do not credit the source of the idea, it is plagiarism (academic dishonesty). It is dishonest, of course, to cheat on a test or to copy someone's homework. However, it is also dishonest to:

1. copy from a book without acknowledgement
2. paraphrase (put in your own words) without giving credit to the source
3. use all or part of someone's paper word-for-word
4. rewrite someone's paper
5. use another's ideas; pretending that they are original
6. use an idea or a clever expression without crediting the original author
7. use of online translation programs in modern/classical language classes
8. give work to others
9. do the work for others

Cheating of any sort is unacceptable. *Students caught cheating will receive a failing grade for that assignment, which cannot be made up.* Teachers will notify their department chair, an administrator, and parents/guardians any time cheating occurs. A second incident of cheating in the same class may warrant removal from the class. Plagiarism (taking credit for someone else's work) is a blatant form of cheating.

CONDUCT

The School Committee recognizes that appropriate student conduct is best achieved by clear expectations that promote self-discipline, self-respect, and respect for others. The administrative staff and faculty are responsible for developing and implementing behavior and code of conduct standards in the schools and for disseminating the standards to school staff, students, and parents in accordance with established administrative procedures.

To that end, the administrative staff, in cooperation with the faculty, is charged with the responsibility of determining such standards of conduct, as they deem appropriate, together with the necessary means for their enforcement. In the development of these standards, the Committee recognizes the right of the teachers to take such reasonable action as any parent might take in securing compliance with the established code.

Teachers are the first level of student management and are authorized to utilize consequences to include the following:

- Issuing warnings
- Assigning teacher detentions
- Removing from the classroom the student who is disruptive to the educational process
- If necessary for safety reasons, restraining a student who is physically violent
- If warranted, denying specified privileges granted to other students

Westbrook High School strives to provide every student the opportunity to receive the best possible education. Our community's existence depends on the willingness of every member to follow certain expectations. To that end, we expect all students will choose to act responsibly with regard and respect for others. Students are expected to converse with and respond positively to reasonable requests from *any* member of the faculty/staff (*to include: administrators, teachers, resource officers, secretaries, substitutes, educational technicians, custodians, bus drivers, and food service personnel*) in a polite, respectful, and compliant manner. Blatant disregard of reasonable requests or directives is an example of insubordination. This will result in removal from school and appropriate consequences based on the seriousness of that behavior relative to the offense.

The following guidelines are presented in a belief that students know what constitutes appropriate behavior and, if consequences are clearly defined and fairly applied, students will either act appropriately or be willing to accept those consequences for their choices/actions. *Should any student behavior continue or escalate, administration may increase the severity of any consequence, as appropriate, in an effort to not only curb the behavior which is negatively impacting the school environment, but to insure the safety of all students and staff.*

Should any student choose to violate our code of conduct they can expect to receive the following:

CONSEQUENCES

Office Detention is assigned solely by administration and is held Monday, Tuesday and Thursday from 2:15 to 3:00 p.m., Wednesday from 1:15-2:00 p.m. and Friday from 2:15 to 4:00 p.m. Any student who does not stay for an assigned office detention without administrative permission will be assigned Friday Detention in addition to being required to serve the original office detention. If students are absent the day they have detention, they are expected to serve their detentions on the first day they return to school. If a student is scheduled for an office detention they must see an Assistant Principal before being dismissed.

Out-of-School Suspension is a significant form of consequence. To that end, it is used to convey a message to students and their parents/guardians that the school cannot accept or tolerate the type of behavior, which prompted the suspension. Its effectiveness depends on the concern and follow-up by student/parents/guardians.

Suspension requires that the student be prohibited from attending school for a specified period of time up to ten (10) school days. During suspension the student may not be on school grounds or in the building unless given advance permission by school administration. Violators may face further consequences/civil action. Schoolwork missed during suspension may be made up for credit using the make-up guidelines, and the student will be held responsible for the material covered in subsequent assignments and tests.

A person suspended Out-of-School is also suspended from participation in any school-sponsored activities (on or off campus) while under suspension.

SUSPENSION PROCEDURES

1. Suspension is the responsibility of the Principal/Assistant Principal. Prior to suspension an administrator must follow due process:
 - a. Inform student either orally or in writing of the charge against him/her
 - b. Inform student of the basis of the charge
 - c. The student will be given an opportunity to explain his/her response to any/all charges
 - d. When a student is suspended, his/her parents are to be notified in writing by mail and by telephone, if possible
2. If the presence of the student in the school poses a continuing danger to persons or property or an on-going threat of disrupting the academic process, an administrator may:
 - a. Suspend the student immediately for ten (10) days or less, and
 - b. Comply with 1a, b, c, d, above as soon as possible.

APPEAL

Suspensions may be appealed solely to the Principal. Once an appeal has been requested, suspension will not commence until after the appeal has been heard. *In all cases of appeal, the decision of the building Principal is final. Exceptions to the appeal process are drug/alcohol incidents, acts of violence, possession of weapons, and other serious offenses where, following due process, suspension will be imposed immediately without regard to appeal.*

EXPULSION

Expulsion is a function of the School Committee. When warranted, and/or upon consistent/repeated code of conduct violations, the Principal may make an Expulsion recommendation to the Superintendent of Schools. The Superintendent, upon review of all relevant information, may make a recommendation to the School Committee for an Expulsion hearing.

CODE OF CONDUCT

1. Tardiness to School:

After the first tardy, per quarter, other than school excused, a student will be assigned one (1) office detention for each incident of tardiness (up to four). On the fifth (5) instance of tardiness, per quarter, other than school excused, a student will be assigned a two (2) hour Friday detention and require a student/parent conference with administration. Subsequent incidents of tardiness after five (5) instances will result in additional Friday detentions for each occurrence and/or additional consequences as deemed necessary by administration.

2. Unexcused Tardiness to Class:

Tardies (less than fifteen minutes late) will result in a teacher detention. Tardies to class of fifteen minutes or more will be considered as a class cut and will be referred to administration.

3. Failure to report for teacher detention: Will result in an office detention and requirement to serve the original teacher detention.

4. Failure to follow Office Detention guidelines will result in removal from office detention, the assignment of Friday detention in addition to being required to serve the original office detention.

5. Class Cutting:

Not going to, or leaving lunch and/or study hall or leaving the building (but not school property) without administrative permission is the same as cutting a class and will be processed in the same manner.

- a. The first instance of class cutting will result in the assignment of two (2) office detentions. *Note: Three (3) office detentions will be assigned if the class cut occurs during an extended block class (Wed. or Thurs.).*
- b. The second instance of class cutting will result in two (2) office detentions, and a two (2) hour Friday detention.
- c. The third instance of class cutting will result in one (1) day out-of-school suspension, one (1) office detention and a two (2) hour Friday detention.
- d. The fourth instance of class cutting may result in up to three (3) days out-of-school suspension and a parent/guardian conference with administration prior to returning to school.

6. Leaving school (off school grounds) without permission will result in two (2) office detentions, and one- two (2) hour Friday detention. Any subsequent offenses may result in an out-of-school suspension; the length of which is to be determined by administration.

7. Truancy:

Truancy will result in assignment of two (2) office detention, and one- two (2) hour Friday detention. Habitual offenders will be required to attend a parental/guardian conference with administration.

8. Use of forged note/passes will result in two (2) office detentions and a two (2) hour Friday detention. Any subsequent infractions may result in further consequences

9. Tobacco Products: *(Please refer to the policy section in this handbook)*

10. Alcohol and Drugs: *(Please refer to the policy section in this handbook)*

Distribution or selling unlawful drugs or alcohol (or substances represented to be such) on school grounds, in the building, or at school-sponsored activities and trips will result immediately in out-of-school suspension and the initiation of expulsion procedures. Possession of prescription or non-prescription drugs, without prior permission of the administration or school nurse, is prohibited and is subject to the same consequences listed above.

11. Inappropriate Language:

Using inappropriate, obscene, vulgar language and/or gestures directed at or used in conversation (*oral or written*) with students, teachers, administrators, or other staff or the flagrant, intentional use of such language is unacceptable and may result in consequences as follows:

- a. First incident - up to three (3) days of suspension
- b. Second incident - up to ten (10) days of suspension
- c. Third incident – Mandatory meeting with the Principal/parent/guardian and possible recommendation for further consequences

12. Vandalism:

Acts of vandalism on personal property or school property including banners or signs on buildings, writing on surfaces of buildings, walkways, computer hacking or similar acts will result in consequences as follows:

- a. The first incident – up to five (5) days of suspension from school, re-admittance only after payment of damages or arrangements made and a parent/guardian conference held
- b. The second incident – up to ten (10) days out-of-school suspension and possible recommendation for expulsion

13. Fighting, hazing, intimidating, threatening, harassing or discriminating behaviors toward other students or staff will not be tolerated under any circumstance and will result in consequences as follows:

- a. First involvement – up to five (5) days out-of- school suspension.
- b. Second involvement - up to ten (10) days out-of-school suspension.
- c. Third involvement – Further consequences to include the possible initiation of a recommendation for Expulsion.
- d. *In all cases, more severe consequences may be merited.*

14. Assault:

- a. A physical assault on any faculty or staff member will result in an out-of-school suspension of ten (10) days and possible recommendation to the Superintendent of Schools that the student be expelled.
- b. Physical assault on another student will result in up to ten (10) days out-of-school suspension and possible recommendation for expulsion to the Superintendent of Schools.

15. Theft:

Students who commit theft may be suspended for a period of up to ten (10) days; a second offense may result in a possible recommendation for expulsion to the Superintendent of Schools. Additionally, any student suspected of theft may be referred to the Westbrook Police Department for further investigation/action.

16. Weapons: (*Refer to Policy JICIA in the policy section of this handbook*)

No person shall carry (or place) dangerous weapons or facsimiles thereof, on school grounds. Students apprehended possessing dangerous weapons, ammunition, or facsimiles thereof will be suspended (out-of-school) for a period of ten (10) days and possibly recommended for expulsion; a second offense will result in recommendation for expulsion to the Superintendent of Schools.

17. Bomb Threat:

1. The Westbrook School Department strongly disapproves of any action by any person that seriously disrupts the educational process. Particularly reprehensible is making a threat that a bomb has been placed in a school. Any student who makes, or assists others in promoting, a bomb threat (*real or hoax*) will be immediately suspended for ten (10) days (out-of-school) pending an expulsion recommendation to the Superintendent of Schools.

18. Other Offenses:

The offenses listed in this planner do not cover all incidents that may result in violations of the code of conduct. Student behavior, including insubordination, which violates general norms of student conduct, or whose conduct at any time or place directly interferes with the operations, discipline or general welfare of the school, may result in the student's removal from school and additional consequences based on the seriousness of that behavior relative to any offense committed. Any student who refuses the reasonable request, instruction, or direction of any school official will be held accountable for their actions accordingly.

Violation of some school expectations are also violations of the law and, under most circumstances, will be referred to the Westbrook Police Department, *e.g., theft, drugs, alcohol, tobacco (if under eighteen), traffic offenses.*

DRESS CODE

Appropriate attire and grooming set a tone for the entire educational setting. Students are expected to take pride in their personal appearance; students must be clean, neat, and dressed in proper clothing to conform to acceptable school standards with the goal of sustaining dignity and supporting an environment conducive to learning for all.

Student attire will not disrupt the educational process or constitute a possible threat to the safety and health of the student or his/her peers. Appropriate attire will be worn to all school activities at all times. Students are permitted to wear shorts and skirts of moderate (mid-thigh) length. Hats or any type of head covering must be removed during the instructional day (7:30 a.m.-2:05 p.m.).

Without exception, the school administration will make the final determination as to what constitutes appropriate student attire.

The following guidelines *do not* constitute appropriate/acceptable school attire:

1. Articles displaying indecent writing, pictures and slogans. Clothing with pictures/writing that has a double meaning-one being inappropriate and/or disrespectful, is prohibited
2. Articles that could cause damage to school property or that may be used as a weapon; i.e. chains and cleats
3. Bare feet are not permitted
4. Jewelry that may pose a safety hazard will be removed at the request of the classroom teacher (i.e. gym, laboratories, etc).
5. Headwear, *such as caps, bandanas, hats, visors, headbands, hoods, kerchiefs or "do-rags"*, may not be worn during the instructional day (7:30 a.m.-2:05 p.m.). Repeated offenses by students violating this clause will result in confiscation of the headwear and possible additional consequences as deemed necessary by administration
6. Clothing, footwear, insignia, or accessories that are intended to identify the wearer as a member of any group, gang, organization or adherent of a philosophy which advocates hatred, violence, oppression of others, or disruption of the school's educational program are prohibited
7. Any type of attire that advertises or promotes drugs, alcohol, tobacco, vulgarity, harassment or sex is prohibited
8. Inappropriately exposing flesh or undergarments due to style or condition is not permitted. Bare midriffs, bare stomachs, low cut or unduly revealing tops are unacceptable, not permitted, and will not be allowed
9. Shirts with "spaghetti straps", open back tops, halter tops, tube tops or any top that is less than sleeveless are prohibited from school during the instructional day
10. Sunglasses are not to be worn in the building during the instructional day
11. The school dress code will be in effect during school hours and during all school-sponsored activities

Students who choose to violate the dress code policy can expect to receive the following consequences:

1. Required to change their clothing to meet the school's expectations
2. Contact parent or guardian and sent home to change their clothing
3. If clothing cannot be changed to meet school standards, the student will be sent home for the remainder of the instructional day
4. Further consequences if necessary

ACADEMIC REQUIREMENTS

FULL-TIME STATUS

Students who do not meet full-time status (enrolled in a minimum of six (6) classes) guidelines may not participate in graduation unless they petition the Principal and are granted a waiver from this requirement. *Waivers should only be petitioned for under cases of extreme personal hardship.* “Early College”, University, distance learning and independent study courses may be counted as a full course/class for each semester enrolled.

ACADEMIC ELIGIBILITY

Without exception, all students, grades 9-11, must be enrolled in and passing six (6) out of seven (7) classes in order to be considered academically eligible to participate in any co-curricular activities. Seniors must be enrolled in and passing a minimum of four (4) out of five (5) classes in order to be considered academically eligible to participate in co-curricular activities.

GRADING

Grades are reported on a numerical scale from 0 to 100 with the following values:

93 - 100	= A
85 - 92	= B
77 - 84	= C
70 - 76	= D
0 - 69	= F
Withdrawn	= W
Incomplete	= I

All numerical grades will be rounded off e.g., 69.5 = 70, 69.4 = 69, etc.

Work not completed within specific times (see MAKE - UP) will be graded as incomplete (I).

HONOR ROLL

Full-Time students (*those carrying a minimum of six (6) classes-grades 9-12*) who receive 85 or better in all courses for an academic quarter will be named to the Honor Roll.

Full-Time students who receive 93 or better in all classes for an academic quarter will be named to the High Honor Roll. Students who receive a “W” (withdrawal) or an “I” (incomplete) will not be eligible for the Honor Roll for that academic quarter.

REPORT CARDS

Reports detailing student performance and academic achievement will be calculated at the end of each academic ranking period. Report cards will be issued approximately one week after the close of the quarter.

Report cards will be mailed directly to parents/guardians. Dates for distribution of report cards are listed on the school calendar and posted on the school’s website.

PROGRESS REPORTS

Students/Parents and Guardians are encouraged to regularly access progress reports online via the school website: www.westbrookschoools.org . Access to this *confidential* information, specific to each student, is available through *Infinite Campus*. Information necessary to access this website-portal will be mailed home early in the academic year by the guidance office.

All Westbrook High School teachers are required to update this information a minimum of every two weeks thereby ensuring accurate and up to date data for every student. Utilizing this system's information, progress reports will be printed and mailed once per mid-quarter in an effort to promote student success.

MID-TERMS AND FINAL EXAMINATIONS

Midterms/Final Exams at the end of each semester will be administered in all courses for all students.

Teachers will notify students in writing at the beginning of each course about their policies regarding these and other assessments.

Grades for midterms/final exams shall equal 20 percent of the semester grade.

A schedule of dates for midterms/finals will be published well in advance to ensure that students are aware of their academic commitments in each course.

PROMOTION

- To become a sophomore a student must fulfill all requirements and earn a minimum of 6 credits
- To become a junior a student must fulfill all requirements and earn a minimum of 12 credits
- To become a senior a student must fulfill all requirements and earn a minimum of 18 credits

SUMMER ACADEMY

Students may access credit recovery programming by successfully completing essential outcomes as defined by the guidance office. Credit Recovery courses are reviewed/approved annually by the principal.

Only those students who fail courses with semester grades of 60 or better may make-up courses in an approved summer program outside of Westbrook High School. *Upon consultation with a student's teacher and the department chair, the Principal may authorize enrollment of a student to a summer remedial program if requested.*

GRADUATION REQUIREMENTS *(Please refer to Policy IKF in the policy section of this handbook)*

Students must earn a total of 23 Carnegie Units (CU's) to qualify for a diploma.

Included in the 23 CU's required for graduation, all students must successfully complete:

1. 4 CU's in English
2. 3 CU's in Social Studies (including 1 year of U.S. History)
3. 3 CU's in Mathematics.
4. 3CU's in Science (including Earth Science, Biology, Chemistry .5 and Physics .5)
5. 1/2 CU in Health
6. 1 CU in Physical education
7. 1 CU in Fine Arts

** The remaining elective credits may be selected by the student based upon the student's interests, abilities, and the requirements of the field that the student plans to enter upon graduation.*

GRADUATION CREDITS

To receive graduation credit in any course, a student must attain a semester grade in that course of at least 70 and meet all attendance requirements. Courses graded as pass/fail and/or credit recovery courses must be successfully completed as a "pass" to receive graduation credit.

PARTICIPATION IN GRADUATION

In order to participate in graduation activities, students must earn at least 23 Carnegie units (as prescribed under Policy IKF) and successfully meet all graduation requirements as set forth by the Westbrook School Committee.

STUDENT PARKING

Due to parking space limitations, only students in grades 10-12 will be allowed to park on school property. All Students who drive a motor vehicle to school must register the vehicle at the main office at which time a parking tag will be issued. A \$6.00, non-refundable, fee will be assessed for all students (including NHS students) obtaining parking passes. Parking passes are issued to students on a first come-first serve basis based upon availability of space. Students are required to register their vehicle in a timely manner. Failure to do so may result in loss of parking privileges.

Students who drive vehicles on school property will obey all rules of traffic safety while on school property and when entering or leaving school grounds. Students will park in the athletic field parking lot along Stroudwater Street. Students are *prohibited* from parking in the staff parking lot in the front of the building, along vocational drive, or in the WRVC parking lot. Violators may lose their parking privileges for two weeks and serve two (2) office detentions (first offense), a semester (second offense), may lose the privilege of bringing vehicles to school when they are reported to high school administration. *Severe and/or repetitive parking violations may result in disciplinary consequences for insubordination and the vehicle being towed at the owner's/operator's expense.*

WESTBROOK SCHOOL TRANSPORTATION DEPARTMENT

1. Each student must supply a completed bus form whether he/she takes the school bus or not
2. It is important to be at the school bus stop at least 5-10 minutes before the bus is due
3. The school bus will not stop unless the student is in sight of the driver
4. If a student is the only student scheduled for a bus stop and he/she is not going to or from school, the parent should notify the Transportation Office (854-0808)
5. A parent's/guardian's presence is not required for a child to be dropped off
6. Written permission from a parent is required for a child of any age to go to a different drop off location
7. Verbal and written disciplinary steps will be taken if the student does not follow the school bus rules posted on each bus. A copy of the bus rules is available upon request. Failure to follow the rules can lead to loss of bus riding privileges regardless of student's age or grade level
8. If a student wishes to ride a different bus in the afternoon, for whatever reason, permission must be granted from the Transportation Office

LATE BUS

The late bus is provided for students receiving academic help or those involved in school activities/athletics. Other students are not authorized to use the late bus.

LOCKERS

Lockers are the property of the Westbrook School Department. At no time does the Westbrook School Department relinquish its exclusive control of lockers provided for the convenience of students. *School authorities may conduct locker inspections for any reason at any time.* Under the supervision of homeroom advisors, all lockers will be cleaned out by all students prior to the beginning of the second semester, and prior to the close of the academic year.

The school strongly recommends that all students use personal locks to secure their belongings. The school is not responsible for any lost/stolen personal or school issued property.

CAFETERIA

All students will consume food in the cafeteria. No food is allowed to be consumed outside of the cafeteria at any time. Students are expected to honor this guideline with all faculty/staff providing consistent expectations for compliance. Students will not access the cafeteria, nor will food/beverages be sold, from 7:25-7:40 a.m. When accessing the café, students are expected to complete their meal/snack and arrive to all scheduled classes on time.

During lunch students are expected to:

- Remain at their tables while in the cafeteria except when purchasing food
- Be reasonably seated at tables so as not to restrict movement through the café impeding safety
- Be respectful of outside eating privileges in the courtyard area. Picnic tables for student use are on a first come-first serve basis. Trash and recyclable material should be disposed of properly by all individuals before departing the area
- Clean up after themselves. However, the group at a table can be held responsible for the appearance of the table and the surrounding area. Therefore, the administrator on duty can require any or all students at a table to clean it up and the area around it. If a student refuses this request, the student will receive appropriate consequences
- Students who fail to meet/follow these guidelines may be assigned consequences and/or may be assigned an alternative location for lunch

NURSE'S OFFICE

If it becomes necessary to see the nurse, student appointments must be made through the main office and the student will receive a pass. Students visiting the nurse are expected to turn in assignments due and obtain the next day's assignments. Quizzes and exams missed due to appointments/visits to the nurse must be taken the same day unless the student is dismissed.

ELECTRONIC DEVICES (to include cell phones) –Westbrook School Committee Policy JICJ

The Westbrook School Committee believes that students learn best in classrooms free of unnecessary disruptions and that the school climate must remain conducive to learning. Devices that may interrupt the teacher and other students have no place in the classroom and are prohibited, unless for legitimate educational purposes expressly permitted or directly assigned by the classroom teacher. Examples of such articles include but are not limited to the following: cell phones, CD players, pagers, laser pointers, digital messaging devices, and other electronic devices with similar capabilities.

The following guidelines apply to possession and use of electronic devices:

- A. Electronic devices may not be used in any unethical or illegal manner;
- B. Electronic devices may not be used to harass, intimidate, or bully another person or to invade and violate another person's privacy or copyright;
- C. Camera devices may not be used to photograph another person in any locker room, restroom, or any other place where others have reasonable expectation of privacy;
- D. Electronic devices are prohibited during passing time; and
- E. The use of cell phones is prohibited during the school day

When it has been established that a student has failed to follow the above stated guidelines, the school may take any or all of the following actions:

- A. The teacher may give a warning to the student to put the electronic device in a locker, backpack / purse, or other secured location during classroom instructional time;
- B. The teacher or administration may confiscate the device and release it to the student at the end of the regular school day.
- C. The principal(s) or designee may confiscate the device and release it only to a parent / guardian. At the discretion of the principal(s) or designee, the student may be prohibited from possessing a personal electronic device on school property or at any school-sponsored activity for such a period of time as the principal or designee deems reasonable;

- D. The student will be subject to disciplinary consequences up to and including expulsion when and where appropriate. If needed, law enforcement may be contacted for extenuating circumstances.

SENIOR LATE ARRIVAL/EARLY RELEASE/OPEN CAMPUS

Senior late arrival/early release/open campus is a privilege for eligible seniors to access more personal responsibility and learn variations of time management needed in the future. This opportunity allows responsible seniors to be dismissed early if they are scheduled in a last block study hall, arrive late if they are scheduled in a first block study hall, or leave/return during a study hall/lunch with permission. Seniors participating in this program will not be permitted to change their class schedules without appropriate academic reason. No senior will be able to drop classes in order to become eligible for this program. Administration will screen, determine eligibility for, and authorize seniors considered for this privilege. *No student will be denied access/continuance and/or removed from this program without administrative authorization.*

In order to be eligible for the Senior Late Arrival/Early Release Privilege/Open Campus, the following criteria must be met:

1. Student must have a cumulative quarterly average of 85 or higher and be passing all courses (with no incompletes) after each quarter of the student's senior year. The cumulative average will be rounded off e.g., 84.5 = 85, 84.4 = 84, etc. for eligibility consideration
2. Student must have a permission slip signed by a parent/guardian
3. Determination for final approval rests solely with administration
4. Student must have consistently good attendance and display responsible behavior as determined by administration
5. If a student is scheduled for a detention, he/she must attend school for the full day

Grounds for dismissal from the Senior Late Arrival/Early Release Privilege/Open Campus:

1. If the student receives a warning (progress report/quarterly grade) that may cause him/her to drop below the 85 cumulative quarterly average. Should this occur, *Administration will initiate a two (2) week probationary review period whereby the student will report to study hall as scheduled. Following this review period, grades will be rechecked for eligibility*
2. If the student leaves early, is consistently tardy in conjunction with late arrival/open campus privilege, or remains on/ is not leaving the school grounds
3. If the student involved in the program does not act in a positive and appropriate manner when he/she leaves the school and enters into the community
4. If the student is subject to disciplinary action their privilege may be revoked
5. If any teacher requests privilege revocation for consistent incomplete work by the student (*This request will be evaluated and determined by administration*)

If privileges are lost for any reason, students may reapply to enter the program with approval from administration.

ASSEMBLIES

Performers, speakers, groups, etc. are here as our guests, as well as for our education and entertainment. You as an individual set the tone, atmosphere, and impression of our school. Regardless of the type of program, common courtesy must always prevail.

MESSAGES

Students receiving non-emergency messages will be notified prior to school and at the end of the school day via the intercom. Please inform family, friends, and employers with over 900 + individuals in the building, the main office cannot act as a message center unless in the case of an emergency. *Insofar as possible, students are expected to arrange for dismissal notices, appointment times, rides, etc. prior to the beginning of the instructional day (7:30 a.m.).*

DANCES

Dances, sponsored by Westbrook High School, are for the entertainment of Westbrook High School students. The following guidelines shall apply:

- All tickets must be purchased in advance-prior to 3:00 pm on Friday preceding any dance. *No tickets will be sold at the door. Tickets are non-transferable and non-refundable*
- Students must arrive prior to 9:00 p.m. in order to gain admission to the dance unless other arrangements have been approved by administration in advance
- Students may bring one outside guest if prior written approval is obtained from an administrator. The host student from Westbrook High School shall accept responsibility for the behavior and activities of his/her guest while attending the dance. A contact telephone number must be made available when submitting a guest approval form during sign up/ticket purchase. Administration reserves the right to refuse any/all guests at any school-sponsored function
- Junior High school students are not allowed at Westbrook High School dances/semi-formals/proms
- All school sponsored dances will be held as formal/semi-formal events (collared shirts and neckties are required for all males)
- The student dress code will remain in effect, and enforced during all school-sponsored activities at all times. Students will dress appropriately for all school-sponsored activities. Denim (“jeans”), t-shirts, soiled or clothing with rips/tears are not allowed for wear at any dances/proms
- Students will be detained, and may be screened for substances, if they are suspected of being under the influence of any drug or intoxicant. If necessary, the student’s parent/guardian will be notified immediately. Following due process, the student will be subject to disciplinary action immediately or the next school day
- Once a student leaves a dance he/she will not be permitted to return without prior administrative permission

ACADEMIC DISTRACTIONS

Items that are meant for recreational activities, such as “*hackey sacs*” are not to be used in school or on school grounds during the instructional day (7:30 a.m.-2:05 p.m.).

Motorized, or non-motorized, scooters, skateboards, roller blades/skates etc., do not belong in school classrooms/common areas and may not be used on school grounds. Students bringing skateboards/rollerblades to school are required to store these items in a secure location upon arrival to school.

Card playing and/or gambling of any type is not permitted on school grounds at any time. *The exception to this may be cribbage games/tournaments played after school hours (after 2:45 p.m.)*

VISITORS

For the protection of students, staff, and school property, all visitors are subject to administrative approval. *Students must obtain permission from the school administration to have a guest visit at least two full school days in advance.* Please do not embarrass your guest by bringing anyone to school unannounced/without administrative approval. Visitors discovered on campus without administrative approval will be required to leave the premises immediately.

Students from other schools may request visitation approval only if they are not incurring an absence at another school. Administration reserves the right to limit the number of visitors on any given day based upon the needs of the school. All pre-approved visitors are required to sign in and out in at the main office upon arrival and departure. Westbrook High students are responsible for their guest’s conduct/behavior at all times.

ACADEMIC PREP/STUDY HALL GUIDELINES

Students with unassigned class periods who do not qualify for early release/late arrival or student lounge privileges are assigned to study halls. Students are expected to maximize their use of study hall periods for research, study, guidance and administrative matters.

The following procedures apply to all students during study halls:

- Students will be courteous to each other during study hall, be sure to maintain an environment conducive to studying, and minimize distractions. Students are to bring sufficient materials with them to study for the entire period. No card playing or games
- Students who do not adhere to study hall guidelines are subject to the same corrective action that exists for core classes
- Study hall teachers are a valuable resource- students are encouraged to ask study hall teachers for help with their studies
- Students may not leave study halls unless they have their Student Planner/Hallway Passport to go to a specified location.
- Teacher discretion will be used in allowing students to leave study halls (i.e. restroom, locker)
- Students are required to sign out/sign in of study hall every time they leave and return.
- Students may sign out of study hall one student at a time. As one student returns, another student may leave. This does not include students working with teachers, going to the library, going to the Student Learning Center or a scheduled guidance appointment
- No more than one student at a time is allowed to go to the restroom, their locker, and the café or school store for no longer than 10 minutes. No passes to the café will be issued after 10:15 a.m. Food is not allowed to be eaten outside the café or school store
- A student meeting with a specific teacher for extra help will present a pass from that teacher to the study hall teacher before the student signs out of study hall.

LIBRARY GUIDELINES

No set of rules can cover all possible situations. If you are not sure, please ask

- No food or beverages are allowed in the library (*the only exception is water*)
- Collaboration is encouraged, but please keep conversation volume reasonable
- Treat all computers, tables, and other library property with respect
- Please limit seating to four to a table, and one to a chair
- Game playing, whether on a computer or not, is not permitted
- As is policy in the rest of the school, cell phones shall not be used in the library
- Sign out to go to the bathroom, see a teacher, etc. Please ask a library staff member to sign your passbook.
- A pass is required to be in the library during school hours. Please get a pass from your academic teacher, study hall teacher, or the lunch monitor, as applicable

Library Website

You can access the library's resources twenty-four hours a day at www.blueblazeslibrary.com

WESTBROOK HIGH SCHOOL
ATHLETICS/ACTIVITIES

PHILOSOPHY

Interscholastic athletics/activities play an integral part in the overall school program. They are an extension of the classroom and a laboratory for learning and strive to provide educational experiences that are associated or related to the academic curriculum. Athletics/Activities can influence students in many ways, helping shape their ideas about how life works and what is acceptable behavior. Participation in co-curricular activities can promote self-discipline, an improved self-concept, and a healthy aggressiveness that may lead to success in school and beyond. For many students, some of their most positive experiences during their school years will occur in organized athletics/activities.

Interscholastic athletic/activities opportunities shall be available to all students and should primarily benefit the students who participate directly in them. Co-curricular programs are intended to meet the needs and interests of all students and seek to provide a positive experience for each individual involved. Each student who participates is an integral part of the Westbrook High School community and deserves the opportunity to develop his or her skills within the overall co-curricular program. Athletics/Activities help develop an awareness and realization in students that participation is a privilege with accompanying responsibilities. Sportsmanship, fair play, cooperation, ethics, integrity and citizenship are all top priorities at Westbrook High School. Westbrook students compete to win, but always within the rules and always with class and dignity.

Our Athletes/Advisees will...

- Treat opponents with respect at all times
- Abide by the rules of the contest
- Respect the judgment of the officials
- Display no behavior to incite fans
- Accept seriously the responsibility and privilege of representing Westbrook High School and the community
- Display positive public action at all times
- Live up to the high standards of sportsmanship and fair play established by the Westbrook Athletic Department
- Represent our school and community in the best manner possible by demonstrating class and respect during games as well as during all trips and meals associated with the Westbrook Athletic Program

Our Coaches/Advisors will...

- Always set a good example for athletes, spectators and fans to follow
- Exemplify the highest ethical and moral behavior
- Demand that sportsmanship is our number one priority
- Respect the judgment of officials
- Treat all participants with respect
- Develop and enforce penalties for participants who do not abide by sportsmanship standards

CO-CURRICULAR CODE OF CONDUCT

The following rules and regulations are established to provide a uniform code of conduct for all students participating in all co-curricular activities at Westbrook High School. All Westbrook High School students participating in any school sponsored co-curricular program are accountable at all times for adherence to the code of conduct. Without exception, all students will read, familiarize themselves with, and adhere to the code of conduct at all times during the 2008-2009 academic year.

These rules and regulations are designed to provide a healthy and safe atmosphere for all students participating in all school activities. Participants and their parent/guardian are asked to read these rules and regulations carefully, understand and agree to adhere to this code. Should you have any question at any time regarding this information please contact the Athletic/Activities Director, Todd Sampson at 854-0810 ext. 439.

1. Students, grades 9-11, must be passing six (6) out of seven (7) classes in order to be considered academically eligible to participate in co-curricular activities. Seniors must be passing five (5) out of six (6) classes in order to be considered academically eligible to participate in co-curricular activities. Eligibility at Westbrook High School is determined by academic quarters
2. Students may not practice, compete or participate on any day they are absent or dismissed from school. Exceptions may be made in advance by the Athletic/Activities Director and/or the school administration
3. Students suspended from school shall not practice, compete or participate during the term of their suspension
4. Initiation and/or hazing activities are strictly forbidden and shall result in at least a one (1) game/contest suspension. Flagrant violations may result in removal from the team and further school or police action
5. Students will be required to travel to and from out-of-town contests and activities with their group. Permission to travel with parents may be granted by the coach or faculty advisor. Other arrangements under unusual circumstances may be authorized by the Director of Athletics and the School Administration
6. Uniforms and equipment issued for an activity are the property of the school and may be worn or used only during practice or contests. Damaged or lost equipment must be replaced by the participant
7. Students who reach the age of twenty (20) are no longer eligible to compete in interscholastic athletics
8. A student is eligible to complete in interscholastic athletics/activities for eight (8) consecutive semesters after enrolling in the ninth grade. In case of severe illness or extenuating circumstances, the principal may apply to the MPA for an exception waiver
9. Participants who have an unexcused absence the day following an activity or contest will be ineligible for the next scheduled activity or contest
10. Students will lose their eligibility if they play in any contest under an assumed name
11. Before students can try out, practice or participate in interscholastic athletics, they must have a current physical examination on file in the Athletic Department and signed parental permission
12. Team managers are considered team members and will meet the same requirements as a team player
13. Students may not participate in two (2) sponsored sports during the same season or change sports during a season without the consent of both coaches involved and the Athletic/Activities Director
14. Participants will also abide by additional rules set forth by the coaches and advisors in writing, and approved by the Director of Athletics and Principal or other School Administrator. Any additional training rules will be given to the participant in writing
15. In addition to these rules and regulations, the provisions of the Westbrook High School Handbook also apply to participants in co-curricular activities

The following behavior by Westbrook students grades 9-12 who are participating in co-curricular activities are prohibited:

- A: The consumption, possession or illegal transportation of alcoholic beverages;
- B: The use and/or possession of tobacco products;
- C: The use or possession of unlawful drugs;
- D: The misuse or possession of any substance presented as a mood-altering substance, whether legal or illegal. School nurse, coach or advisor will be responsible for prescription medications;
- E: Knowingly being present where underage drinking and/or illegal drug usage is taking place;
- F: Participation in any acts that are not consistent with standards of acceptable behavior stated in the Westbrook High School Code of Conduct.

Extra-curricular Code of Conduct

Drug and Alcohol Use by Students

Westbrook School Department is truly concerned with the student as a “whole” person and his/her overall growth and development. Substance use/abuse is recognized as a treatable disease which may interfere with the learning process, create severe interpersonal problems and cause physical and emotional suffering to the user as well as to family and close associates. Substance use/abuse is unhealthy and illegal and may permeate all facets of the community. Therefore, the school system will cooperate with effective organizations to help detect, diagnose and treat affected students. The School Committee unequivocally endorses the philosophy that school activities should be free from the detrimental effects of illegal drug use and alcohol.

In order to ensure the highest possible standards of learning and performance, as well as the safety, health and well-being of student participants, the School Committee endorses a substance abuse policy which will aid students to abstain from the use of drugs and alcohol, provide for early intervention when use is detected, corrective disciplinary sanctions when necessary and aftercare support as appropriate. Compliance with the extra-curricular Code of Conduct is mandatory.

This policy applies to any student who participates in extra-curricular activities and whose conduct at any time or place directly interferes with the operations, discipline or general welfare of the school activity.

Extra-Curricular Code of Conduct
Drug and Alcohol Use by Students
Administrative Procedure

The following behaviors by Westbrook students grades 6-12 who are participating in extra-curricular activities are prohibited:

- A. The consumption, possession or illegal transportation of alcoholic beverages;
- B. The use or possession of tobacco products;
- C. The use or possession of unlawful drugs;
- D. The use or possession of any substance presented as a mood-altering substance, whether legal or illegal. School nurse, coach or advisor will be responsible for prescription medications;
- E. Knowingly being present where underage drinking or illegal drug usage is taking place. Knowingly being present means that when a student remains in a location where others are illegally using alcohol or drugs and, being aware of that, makes no reasonable effort to remove himself or herself from that location.
 - A student who finds himself or herself in a location where alcohol or drugs are being used illegally, is expected to leave that location as soon as practicable.
- F. Participation in any acts that are not consistent with standards of acceptable behavior stated in the System-Wide Code of Conduct;
- G. Suspensions will carry over from season to season and year to year.
 - Should the suspension carry over from one season to the next, students will be allowed to try out for the activity. Suspension would then continue once the student has been selected to participate in the activity.
 - The number of days between the end of school and the beginning of the next preseason activity in the next school year shall not counted as part of the suspension.
- H. All violations one year (365 days) from the date of the first infraction are cumulative and will be monitored by the Athletic / Activities Director.
- I. Sport season is defined according to Maine Principals' Association guidelines or until the activity's end of season banquet or awards ceremony or the beginning of the next sports season whichever comes first.
- J. Competitive activities include (but are not limited to) the following:
Academic Decathlon, Jazz Band, Marching Band, Model United Nations, Math Team, Speech and Debate, and Sock n' Buskin.
- K. Failure to comply with the full policy may result in the student's removal from the team or activity.

First Infraction

The first infraction of any of the above, as determined by the school administration and after due process, shall result in:

- A. A four (4)-week suspension from participation in all extra-curricular activities concurrent with any suspension provided in the System-Wide Code of Conduct.
 - The suspension will begin on the date of the incident or the date that the incident is discovered, whichever is later.
 - Suspension will include a minimum of one game, contest or performance.
- B. After two (2)-weeks, students may be able to practice. Students may not, however, participate in games, competitions or performances.
- C. Student must comply with conditions set forth from the school's administration and must attend a minimum of three (3) counseling sessions through the school Substance Abuse Counselor before he/she will be allowed to participate in any extra-curricular activity. One of the three (3) sessions must be attended by the student and his/her parent/guardian. A developmental educational component will be assigned as part of the counseling.
- D. Student will be ineligible to receive individual honors or awards from the school activity, but will be allowed to receive a letter or certificate if he/she fulfills criteria established by the coach / advisor.
- E. Students shall forfeit leadership positions for that particular season.

Second Infraction

A second infraction of the above, as determined by the school administration, and following due process, will result in:

- A. Suspension from all athletic teams and/or all competitive activities for ten (10) weeks or the remainder of that season whichever is later. The suspension shall be concurrent with any suspension provided for in the System-Wide Code of Conduct.
 - The suspension will begin on the date of the incident or the date that the incident is discovered, whichever is later.
 - Suspension will include a minimum of one game, competition or performance.
- B. After two (2)-weeks, students may be able to practice. Students may not, however, participate in games, competitions or performances.
- C. Students involved in non-competitive activities may continue to participate with documentation from their advisor that they are fulfilling thirty (30) hours of community service. Participation will be with a documented plan / process monitored by the activity's advisor.
- D. Students must comply with conditions set forth by the school's administration and must attend a minimum of three (3) counseling sessions through the school Substance Abuse Counselor before he/she will be allowed to participate in any extra-curricular activity. One of the three (3) sessions must be attended by the student and his/her parent/guardian. A developmental educational component will be assigned as part of the counseling.
- E. Student will be ineligible to receive individual honors or awards from the school activity but will be allowed to receive a letter or certificate if he/she fulfills criteria established by the coach/advisor.
- F. Students shall forfeit leadership positions for that season.

Third Infraction

A third infraction of the above, as determined by the school administration, and after due process, will result in:

- A. Permanent suspension from all athletic teams for the remainder of that season and/or from all extra-curricular activities for the remainder of the school year, concurrent with any suspension provided for in the System-Wide Code of Conduct.
- B. Interscholastic ineligibility for the next two competitive seasons as defined by the Maine Principals' Association.
- C. Extra-curricular activity ineligibility for one year (365 days).
- D. Students must comply with conditions set forth from the school's administration and must attend a minimum of three (3) counseling sessions through the school Substance Abuse Counselor before he/she will be allowed to participate in any extra-curricular activity. One of the three (3) sessions must be attended by the student and his/her parent/guardian. A developmental educational component will be assigned as part of the counseling.
- C. Student will be ineligible for awards.

Referral Procedures

The referral process exists for students to seek help safely for themselves (self-referral) or for other students (concerned-person referral) whom they suspect or know are involved with tobacco, alcohol, illegal drugs or the misuse of legal substances.

On the first report of either type of referral (self or concerned person) the student receives help and is not suspended from participation provided the student is not involved in an incident. The student is referred to the school Substance Abuse Counselor.

Special Rules Governing Members of All School Team And All School Activities as Adopted by the Westbrook School Committee:

- 1) No member of a team or activity who has been absent from any or all classes that day shall participate with that team or in that activity on that day. This includes drills, practices, games, or performances. A student who has a previously scheduled doctor's appointment or has an emergency may go to that scheduled appointment but the school and coach must be notified ahead of time.
- 2) Detentions, make-up and regular schoolwork must be given preference over extra or co-curricular.

**(No activity, practice, game or event will begin prior to 2:45 p.m. during the instructional day unless pre-approved by administration)*

Additional Rules

Individual coaches may establish additional rules beyond those outlined in this handbook for their teams. Such rules will be explained to the athletes at the beginning of the season.

Game Requirements

Student-athletes will be required to dress neatly when representing Westbrook High School at games/contests. Hats should only be worn if it is part of the team uniform. Athletes must be dressed in appropriate team apparel for games. Athletes who receive technical fouls, yellow cards, excessive penalty minutes, or other penalties for unsportsmanlike behavior may be suspended from game participation and will meet with the Athletic Director to determine an appropriate course of disciplinary action.

Injuries

Each athlete should report all injuries to his/her coach. Any student referred to a physician will not be eligible for participation until written permission is obtained from the physician.

Evaluation

Upon completion of each sports/activity season, all student-athletes who participated in a sport/activity and their parent(s) or guardian(s), will have the opportunity to complete an end of the program survey to evaluate the experience. These surveys will be used to assist the Athletic/Activities Director and coaches/advisors to recognize strengths and areas of improvement in the Westbrook High School Athletic/Activities Department.

AWARDS – High School Athletics

To be eligible for awards a student must have completed the season in good standing.

A Certificate of Participation is presented to each athlete who has participated but not earned a varsity letter in that sport.

Numerals are presented to athletes who earn a varsity letter in an interscholastic program for the first time.

A Varsity Letter is presented to athletes who have met the criteria pre-established by the coach for lettering in a particular varsity sport for the first time.

Scholar-Athlete Certificates will be presented to those student-athletes who make the Honor Roll during the school year.

Student-athletes who participate in 3 sports and finish each season in good standing during the 2005-2006 school year will receive the Westbrook High School Tri-Athlete Award.

ACADEMIC ELIGIBILITY:

The following are the requirements for eligibility for interscholastic and other activities:

A) The first condition of eligibility shall be imposed by the Maine Principals' Association as follows:

Students:

- 1) must meet the eligibility rules established by local school authorities;
- 2) must not have reached twenty (20) years of age;
- 3) not have attended an approved secondary school or its equivalent for eight (8) semesters (consecutive from the time of the student's first registration in high school); i.e. grade 9;
- 4) must not have competed in activities under an assumed name, for money or similar consideration, or in activities not approved by national, state or local authorities.

B) Local eligibility shall be determined as follows:

Students:

- 1) Students, grades 9-11, must be passing six (6) out of seven (7) classes in order to be considered academically eligible to participate in co-curricular activities. Seniors must be passing five (5) out of six (6) classes in order to be considered academically eligible to participate in co-curricular activities. Eligibility at Westbrook High School is determined by academic quarters
- 2) Must be in good standing in terms of general behavior in Westbrook High School
- C) This regulation shall pertain to all activities sponsored by the school at freshman, junior varsity or varsity levels
- D) Freshman who have had a scholastic adjustment problem in the first quarter shall be ineligible to compete in athletics or participate in activities for the first two (2) weeks of the winter season. After that time they may be declared eligible if they are enrolled in and are passing at least six (6) courses. Freshman may try out for teams and practice during this two-week period but may not compete

Students who are ineligible may be monitored for one (1) quarter of each school year. Students may try out and practice but may not take part in scrimmages and/or games of any kind (i.e. alumni, exhibition, etc.). At the end of two (2) weeks, students' grades will be checked by the Athletic Director. If the student is passing at least six (6) subjects, he/she may compete. Grades will be checked every two (2) weeks for the entire quarter. Should students not pass at least six (6) subjects, they may continue to practice only

Westbrook School Department Selected Policies*:

****Note: A complete listing of all approved WSD policies may be located on the school department website: www.westbrookschoools.org***

AC - NONDISCRIMINATION/EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION

The Westbrook School Committee recognizes the right of each employee and student to a working and learning atmosphere which is free of discrimination, intimidation, hostility, unwelcome sexual advances and offensiveness. In order to ensure such an atmosphere, employees and students are not to engage in harassment of any other person. Acts of harassment based upon race, color, sex, religion, age, national origin, sexual orientation or disability are not only a violation of this policy, but also constitute illegal discrimination under state and federal laws and City of Westbrook ordinance.

Discrimination against and harassment of school employees because of race, color, sex, religion, ancestry or national origin, age, or disability are prohibited. Discrimination against and harassment of students because of race, color, sex, religion, ancestry or national origin, sexual orientation or disability are prohibited.

The School Committee 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 Westbrook School Department Affirmative Action Plan will include designation of an Affirmative Action Officer who will be responsible for ensuring compliance with all federal and state requirements relating to nondiscrimination. The Affirmative Action Officer will be a person with direct access to the Superintendent and shall be the Canal Elementary School Principal and Affirmative Action Officer.

Jeremy Ray, Affirmative Action Officer
Oxford-Cumberland Canal Elementary School
Westbrook, Maine 04092
(207) 854-0840

The School Committee 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 Department 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.

Legal Reference: Equal Employment Opportunities Act of 1972 (P.L. 92-261) amending Title VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000(e) et seq.)
Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.)
Title VI of the Civil Rights Act of 1964 (P.L. 88-352)
Age Discrimination in Employment Act of 1967 (29 U.S.C. § 621 et seq.)
Equal Pay Act of 1963 (29 U.S.C. § 206)
Vocational Rehabilitation Act of 1973 (29 U.S.C. § 794 et seq.)
Americans with Disabilities Act (42 U.S.C. § 12101 et seq.)
Maine Human Rights Act of 1972 (5 MRSA § 4571), as amended

Cross Reference: Westbrook School Department Affirmative Action Plan
ACAA - Harassment and Sexual Harassment of Students
ACAB - Harassment and Sexual Harassment of School Employees
City of Westbrook Code; Chapter 36; Westbrook Human Rights Ordinance

Adopted: April 16, 2003, March 23, 2005

ACAA - HARASSMENT AND SEXUAL HARASSMENT OF STUDENTS

The Westbrook School Committee recognizes the right of each employee and student to a working and learning atmosphere, which is free of discrimination, intimidation, hostility, unwelcome sexual advances and offensiveness. In order to ensure such an atmosphere, employees and students are not to engage in harassment of any other person. Acts of harassment based upon race, color, sex, religion, age, national origin, sexual orientation or disability are not only a violation of this policy, but also constitute illegal discrimination under state and federal laws and City of Westbrook ordinance.

Harassment of students because of race, color, sex, religion, ancestry or national origin, sexual orientation or disability is prohibited. Such conduct is a violation of School Committee policy and may constitute illegal discrimination under state and federal laws.

Harassment includes but is not limited to verbal abuse based on race, color, sex, religion, ancestry or national origin, sexual orientation or disability. Harassment that rises to the level of physical assault, battery and/or abuse is also addressed in the School Committee policy JICIA – Weapons, Violence and School Safety.

Sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors or pressure to engage in sexual activity, physical contact of a sexual nature, gestures, comments, or other physical, written or verbal conduct that is gender-based that interferes with a student's education. School employees, fellow students, volunteers and visitors to the school, and other persons with whom students may interact in order to pursue school activities are required to refrain from such conduct.

Harassment/sexual harassment of students by school employees is considered grounds for disciplinary action, up to and including discharge. Harassment/sexual harassment of students by other students is considered grounds for disciplinary action, up to and including expulsion. The Superintendent will determine appropriate sanctions for harassment of students by persons other than school employees and students.

The Affirmative Action Officer will investigate complaints of harassment in accordance with the Student Harassment Complaint Procedure. School employees, students, and parents shall be informed of this policy/procedure through handbooks and/or other means selected by the school administration.

Legal Reference: Title IX of the Education Amendments of 1972 (20 USC § 1681, et seq.)
Title VI of the Civil Rights Act of 1964 (42 USC § 2000 (d))
5 MRSA §§ 4602; 4681 et seq.
20 MRSA § 6553

Cross Reference: ACAA-R – Student Harassment Complaint Procedure
AC – nondiscrimination/Equal Opportunity and Affirmative Action
ACAD – Hazing
JICIA – Weapons, Violence and School Safety
Appendix E Westbrook School Department Affirmative Action Plan
City of Westbrook Code; Chapter 36, Westbrook Human Rights Ordinance

Adopted: April 16, 2003

ACAA-R - STUDENT DISCRIMINATION AND HARASSMENT COMPLAINT PROCEDURE

This procedure has been adopted by the School Committee in order to provide a method of prompt and equitable resolution of student complaints of discrimination or discriminatory harassment as described in policies AC – Nondiscrimination/Equal Opportunity and Affirmative Action and ACAA – Harassment and Sexual Harassment of Students.

Definitions

For purposes of this procedure:

- A. A "Complaint" is defined as an allegation that a student has been discriminated against or harassed on the basis of race, color, sex, religion, ancestry, national origin, sexual orientation or disability; and
- B. "Discrimination or harassment" means discrimination or harassment on the basis of race, color, sex, religion, ancestry, national origin, sexual orientation or disability.

How to Make a Complaint

- A. Any student who believes he/she has been discriminated against or harassed should report his/her concern promptly to Affirmative Action Officer. Students who are unsure whether discrimination or harassment has occurred are encouraged to discuss the situation with Affirmative Action Officer.
- B. School staff is expected to report possible incidents of discrimination or harassment of students. Parents and other adults are also encouraged to report any concerns about possible discrimination or harassment of students.
- C. Students and others will not be retaliated against for making a complaint. Any retaliation by students or school staff will result in disciplinary measures, up to and including expulsion or dismissal.

- D. Students are encouraged to utilize the school unit's complaint procedure. However, students are hereby notified that they also have the right to report complaints to the Maine Human Rights Commission, 51 State House Station, Augusta, ME 04333 (telephone: 207-624-6050) and/or to the federal office for Civil Rights, Regional Director, U.S. Department of Education, SW McCormack POCH Room 222, Boston, MA 02109-4557 (telephone: 617-223-9622).

Complaint Handling and Investigation

- A. The Affirmative Action Officer shall promptly inform the Assistant Superintendent and the person(s) who is the subject of the complaint that a complaint has been received.
- B. The Affirmative Action Officer may pursue an informal resolution of the complaint with the agreement of the parties involved. The informal resolution is subject to the approval of the Assistant Superintendent, who shall consider whether the informal resolution is in the best interest of the school unit in light of the particular circumstances and applicable policies and laws.
- C. The complaint will be investigated by the Affirmative Action Officer unless the Assistant Superintendent chooses to investigate the complaint or designates another person to investigate it on his/her behalf. Any complaint about an employee who holds a supervisory position shall be investigated by a person who is not subject to that supervisor's authority. Any complaint about the Superintendent should be submitted to the Chair of the School Committee, who should consult with legal counsel concerning the handling and investigation of the complaint.
1. The person who is the subject of the complaint will be provided with an opportunity to be heard as part of the investigation.
 2. If the complaint is against an employee of the school unit, any applicable individual or collective bargaining contract provisions shall be followed.
 3. Privacy rights of all parties to the complaint shall be maintained in accordance with applicable state and federal laws.
 4. The Affirmative Action Officer shall keep a written record of the investigation process.
 5. The Affirmative Action Officer may take interim remedial measures to reduce the risk of further discrimination or harassment while the investigation is pending.
 6. The Affirmative Action Officer shall consult with the Assistant Superintendent concerning the investigation, conclusions, and any remedial and/or disciplinary actions.
 7. The investigation shall be completed within 21 calendar days of receiving the complaint, if practicable.
- D. If the Affirmative Action Officer determines that discrimination or harassment occurred, he/she shall, in consultation with the Superintendent:
1. Determine what remedial action is required, if any;
 2. Determine what disciplinary action should be taken against the person(s) who engaged in discrimination or harassment, if any; and
 3. Inform the student who made the complaint in writing of the results of the investigation and its resolution (in accordance with applicable state and federal privacy laws).
- E. If the student's parents/legal guardians are dissatisfied with the resolution, an appeal may be made in writing to the Assistant Superintendent within 14 calendar days after receiving notice of the resolution. The Assistant Superintendent shall review the investigation report and may conduct further investigation if deemed appropriate. The Assistant Superintendent's decision shall be final.
- F. If the student's parents/legal guardians are dissatisfied with the decision of the Assistant Superintendent, an appeal may be submitted in writing within 14 calendar days after receiving notice of the decision. The School Committee will consider the appeal in executive session, to the extent permitted by law, at its next regular meeting or a special meeting. The Assistant Superintendent shall submit the investigation report and any other witnesses or documents that he/she believes will be helpful to the School Committee. The student, his/her parents/legal guardians and his/her representative shall be allowed to be heard. The person(s) against whom the complaint was made shall be invited and allowed to be heard. The School Committee's decision shall be final.

Legal Reference: Americans with Disabilities Act (28 CFR § 35.07)
Section 504 of the Vocational Rehabilitation Act (34 CFR § 104.7)
Title IX of the Education Amendments of 1972 (20 SC § 1681 et seq.)

Title VI of the Civil Rights Act of 1964 (PL 88-352)
20 USC § 1232g;
34 CFR Part 99
5 MRSA §§ 4571; 4602; 4681 et seq.
20-A MRSA §§ 6001 et seq.

Cross Reference: AC - Nondiscrimination/Equal Opportunity and Affirmative Action
ACAA - Harassment and Sexual Harassment of Students

Adopted: April 16, 2003

ADC - TOBACCO USE AND POSSESSION

In order to promote the health and safety of all students and staff and to promote the cleanliness of all facilities, the Westbrook School Committee, prohibits smoking and the use of tobacco products in school buildings, on school grounds and on school buses at all times by all persons. Violation of this policy will be considered a serious offense.

In addition, students are further prohibited from possessing, distributing, and selling tobacco products. This policy applies 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.

Legal References: 22 MRSA §1578-B
Me. PL 470 (An Act to Reduce Tobacco Use By Minors)
20 USC 6081 (Pro-Children Act of 1994—Goals 2000)

Adopted: September 24, 1962

Revised: 2/23/87; 12/10/90; 8/18/93; 5/13/98, February 12, 2003

ADC-R - TOBACCO USE AND POSSESSION ADMINISTRATIVE PROCEDURE

The purpose of the following administrative procedure is to implement the mandates of various federal and state laws in addition to the Westbrook School Committee's Tobacco Use and Possession policy.

I Prohibited Conduct

A. Students

The use, possession, sale, dispensing or distribution of tobacco products by students is prohibited. This policy applies 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.

B. Employees and all Other Persons

The use of tobacco products by employees and all other persons is prohibited. This policy applies to anyone 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. It is unlawful for employees and all others persons to sell, dispense, or distribute tobacco products to students.

II Enforcement

Faculty and staff shall immediately report violations of this Tobacco Use and Possession Policy to the building Principal. Tobacco products are understood to include cigarettes, cigars, any form of tobacco, and any device used in smoking, or any form of tobacco consumption, including but not limited to cigarette papers and pipes, or their facsimiles.

Approved: November 8, 1995

Revised: July 22, 1998, February 12, 2003

ADC – R2 TOBACCO USE AND POSSESSION POLICY FOR WESTBROOK HIGH SCHOOL

The use, possession, sale, dispensing or distribution of tobacco products by students is prohibited. This policy applies 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.

Tobacco products include cigarettes, cigars, chewing or any other form of tobacco, and any device used in smoking, or any form of tobacco consumption including, but not limited to cigarette papers, and pipes, or their facsimiles.

Use, Possession, Sale, Dispensing, or Distribution of Tobacco Products

1. First Infraction

- a. Parent/Guardian is notified immediately and a conference is held with the student, parent/guardian and the building Principal.
- b. Tobacco products are confiscated. The Westbrook Police Department is notified if the student is less than eighteen years of age.
- c. The student will be assigned to in-school suspension for the remainder of the school day.
- d. An appointment will be made for the following day with the Substance Counselor for a tobacco education program assignment, which the student will be required to complete. Both the student and his/her parent/guardian will attend. This will be followed by an assessment with the student and the Substance Counselor. Recommendations will be shared with the student and his/her parent/guardian.
- e. A three-day in-school suspension will be assigned, reduced to one day if the student agrees to meet with the Substance Counselor and makes a commitment to participate in a tobacco education program. The suspension begins on the school day immediately following the infraction. At this time, assessment will occur with the student.

2. Second Infraction

- a. Parent/Guardian is notified immediately and a conference is held with the student, parent/guardian and the building Principal.
- b. Tobacco products are confiscated. The Westbrook Police Department is notified.
- c. The student leaves school with his/her parent/guardian.
- d. An appointment will be made for the following day with the Substance Counselor for a tobacco education program assignment, which the student will be required to complete. Both the student and his/her parent/guardian will attend. This will be followed by an assessment with the student and the Substance Counselor. Recommendations will be shared with the student and his/her parent/guardian.
- e. A five-day in-school suspension will be assigned, reduced to three days if the student agrees to meet with the Substance Counselor and makes a commitment to participate in a tobacco education program. The suspension will begin on the school day following the infraction. If the student so elects, ten hours of community service may be substituted for the three days of in-school suspension, which they have now chosen.

3. Third Infraction

- a. Parent/Guardian is notified immediately and a conference is held with the student, parent/guardian and the building Principal.
- b. Tobacco products are confiscated. The Westbrook Police Department is notified.
- c. The student leaves school with his/her parent/guardian.
- d. An appointment will be made for the following day with the Substance Counselor for a tobacco education program assignment, which the student will be required to complete. Both the student and his/her parent/guardian will attend. This will be followed by an assessment with the student and the Substance Counselor. Recommendations will be shared with the student and his/her parent/guardian.
- e. A ten-day in-school suspension will be assigned, reduced to five days if the student makes a commitment to participate in a tobacco education program arranged through the Substance Counselor. The suspension begins on the school day immediately following the day of the infraction. If the student so elects, fifteen hours of community service may be substituted for the five days of in-school suspension, which they have just chosen.

4. Subsequent Infractions

- a. The student and his/her parent/guardian will meet with the Principal and Superintendent. A ten-day out-of-school suspension will be assigned and a recommendation for expulsion may be considered.
- b. Tobacco products are confiscated. The Westbrook Police Department is notified.
- c. Additional tobacco education and support services will be offered to the student and parent/guardian through the Substance Counselor.

Approved: November 8, 1995
Revised: July 22, 1998, February 12, 2003

GBEBB - EMPLOYEE / VOLUNTEER – STUDENT RELATIONSHIPS

The Westbrook School Department expects all staff members, including teachers, coaches, counselors, administrators and others, including volunteers, to maintain the highest professional, moral and ethical standards in their conduct with students.

The interactions and relationships between staff members and students should be based upon mutual respect and trust, predicated by an understanding of the appropriate boundaries between adults and students in an educational setting, and consistent with the educational mission of the school.

Staff members are expected to be sensitive to the appearance of impropriety in their contact with students. Staff members are encouraged to discuss issues with their administrators or supervisors whenever they are unsure whether particular conduct may constitute a violation of this policy.

The School Committee recognizes, is appreciative of, and wishes to be supportive of the manner in which staff members attempt to care for students in a personalized and caring manner, and in no way wishes to place unnecessary barriers to the myriad of times, places and positive ways that staff work to serve our students. The School Committee also realizes that in communities in which many teachers are themselves parents or relatives of our students, many sorts of informal and outside relationships with students are healthy and normal, and the School Committee does not wish to interfere with these.

By attempting to legislate behavior in this realm, the School Committee is primarily attempting to make explicit its intolerance for behavior motivated or prompted by an unwillingness or inability to respect the physical and emotional health of our students. The School Committee recognizes that simply by adopting policy it can not mandate safe and appropriate behavior to those bent on doing otherwise, but conversely, it wishes to explicitly state that its support for collegial relationships or its decision to not ban outright many sorts of student / teacher interactions should in no way be seen as a plausible defense to deleterious contact with students.

Prohibited Conduct

Examples of unacceptable conduct by staff members that are expressly prohibited include but are in no way limited to the following:

- Any type of sexual or inappropriate physical contact with a student, or any conduct that might be considered harassment under the School Committee's policy on harassment and sexual harassment of students;
- Using sexual banter, allusions, jokes or innuendos, sexually suggestive, flirtatious or unduly coarse language with students;
- Encouraging or allowing a student to confide to the staff member or sharing with a student the staff member's personal or family problems and / or relationships or other private matters with the intent or result that the staff member's relationship with the student blurs the professional boundaries between student and teacher, and as a consequence is or may become unhealthy or unsafe for the student. Staff members are expected to promptly refer acute or serious chronic problems expressed by students to administrative, counseling or health care staff.
- Singling out a particular student or students for personal attention and friendship within the school environment that displays or appears to display a lack of fairness and equity for other students and is done for other than appropriate educational purposes.

Conduct Requiring Administrative Approval

Before engaging in activities like the following, staff members shall review the activity with the principal or appropriate other supervisor.

- Inviting or allowing students to visit the staff member's home, or visiting a student's home unless on official school business, or done in another context, such as a parent or other relative or when such contact is tangential to the purpose of the visit.
- Maintaining personal contact with a student by telephone, e-mail, Instant Message, Internet chat rooms or other communications media beyond contact regarding homework or other legitimate school business, unless such contact is linked to a legitimate relationship with the student outside the school.
- Exchanging personal gifts beyond customary student / teacher gifts unless the exchange occurs as part of a legitimate relationship with the student outside the school.
- Socializing with students outside of school-sponsored or community organized events unless the socializing is explicitly pre-approved of by a parent or guardian of the child, arises out of a legitimate relationship with the student outside of the school, or is incidental to socializing with other adults.

Reporting Suspected Violations

Students and / or parents or guardians are encouraged to notify the principal if they believe a teacher or staff member may be engaging in conduct which violates this policy.

Staff members are required to notify promptly the appropriate building administrator or Superintendent if they become aware of a situation that may constitute a violation of this policy.

Neither students, parents, guardians nor other staff should undertake an investigation before notifying administrators. They need only have reasonable grounds to suspect that a violation may be occurring to make a referral.

Disciplinary Action

Staff violations of this policy shall result in disciplinary action up to and including dismissal. Violations involving possible sexual or other abuse will also result in referral to the Department of Human Services and / or law enforcement in accordance with the School Committee's policy on Reporting Child Abuse and Neglect.

Policy to be Included in Handbooks

This policy shall be included in all employee, faculty, student and volunteer handbooks.

Cross Reference: ACAA – Harassment and Sexual Harassment of Students
JLF – Reporting Child Abuse and Neglect

Approved: June 9, 2004

IHBAA - REFERRAL/PRE-REFERRAL

It shall be the policy of the Westbrook School Department to refer all school-age students suspected of having a disability that requires special education to the Pupil Evaluation Team (PET) for an evaluation in the suspected areas of disability. Referrals of students to the PET may be made by professional school staff, by parents and by other persons knowledgeable about the child's educational needs.

The Superintendent of Schools, in consultation with the Director of Special Education, may develop procedures for referral and the use of pre-referral interventions within the local school unit, and may, from time to time, amend those procedures as necessary.

Upon dated receipt of the referral by the person authorized to obligate fiscal and human resources in the district, the Pupil Evaluation Team shall convene within 15 school days to review existing evaluation data and determine the need for additional assessments.

Legal Reference: 20 USC § 1400(c)(5)(F)
34 CFR Part 300, App. A., Q. 17 (Mar. 1999)
Ch. 101 §§ 7.7, 9.8, 9.17 (Nov. 1999) (Me. Dept. of Ed. Rules)

Adopted: April 16, 2003, November 12, 2003

IHBAA-R REFERRAL/PRE-REFERRAL ADMINISTRATIVE PROCEDURE

School employees who are making a referral shall do so by contacting a special educator and by filling out the appropriate referral forms. Parents may at any time refer their child to the Pupil Evaluation Team (PET) if they believe the child may be in need of special services. Parents should contact the Director of Special Services at (207) 854-0850 to make a referral, but also may contact the child's teacher to make that referral. School professionals who are informed by parents or others of a desire to refer a student should immediately direct that person to a special educator for initiation and discussion of the referral process. The school professional should also document in writing the contact with the parent or other person and should immediately forward that documentation to the Director of Special Services.

Once a referral has been made, the PET members have 15 school days to review any existing evaluation data and to determine what evaluations may be needed as part of the referral process. That review may occur either at a PET meeting or through other discussions that fully include the parent. If PET members are unable to reach agreement on necessary evaluations outside of a PET meeting, a PET meeting shall be held to discuss the issue.

Within 15 school days of receiving the referral, the local school unit should send to the parent a consent for initial evaluation form. When the school receives that consent form back from the family with the appropriate signatures, the local school unit has 45 school days to complete the evaluation and to hold a PET meeting to determine whether the student qualifies for special education services. If the student is identified as a child with a disability in need of special education, the PET should develop an Individualized Education Program for that child within 30 days of the determination that the student is eligible.

Transfer students who have already been identified as in need of special services shall on transfer and with prior written notice to the parent be provided with special education consistent with the IEP developed at the prior school, and shall be referred to the PET to review the program. If the transfer student's current IEP from his/her prior school unit is not available or is believed to be inappropriate by either the parent or the school, the school should develop a new IEP through appropriate procedures within a short time the time frame established by the Maine State Department of Education guidelines after the student enrolls at the school.

Upon enrollment in public school, a student who was being served by the CDS system shall be treated by the local school unit in the same manner as are transfer students under the state special education regulations, except that the student's Individual Family Service Plan from CDS will be considered as his/her current IEP until such time as a PET meets to alter or amend that program. Placement, however, will be in the public school system rather than at the site provided by CDS.

Pre-referral Strategies

Professional school staff members who observe that a student is encountering academic, social or emotional difficulties in school that interfere with the student's education shall document those specific difficulties.

The school staff member shall then develop an intervention strategy. The staff member may consult with other school employees and/or the student's parents in developing the intervention strategy. The intervention strategy shall have an established time period for implementation, and at the end of that time, its success shall be assessed and documented. If the intervention strategy fails to resolve satisfactorily the difficulties that were interfering with the student's education and the staff member suspects that the student may be in need of special education, the staff member shall refer the student to a PET in accordance with the referral process noted above.

Parental Notice

In addition to other requirements for parental notification, the school unit shall notify parents in writing consistent with state special education regulations whenever their child has been referred to the PET and shall notify parents whenever their child has demonstrated educational difficulties that have led to completion by a staff member of the pre-referral narrative.

That notification of pre-referral interventions should include copies of the completed narrative checklists and shall request that the parents contact the staff member who has completed the documents. That notification shall also inform parents that they have a right to refer their child directly to the PET if they suspect that their child may need special education services. The local school unit may advise the parents as to why it may be appropriate to have the child participate in the intervention strategies prior to a referral to the PET, but the local school unit shall not reject or delay the referral until the intervention strategies have been tried if the parent requests that the school proceed immediately with the referral. The school shall document the parent's decision.

That notification shall also inform the parents that they have a right to request a due process hearing from the Maine Department of Education in response to any refusal by the school to proceed with their request to refer their child to the PET.

Legal Reference: 20 USC § 1400(c)(5)(F)
34 CFR Part 300, App. A., Q. 17 (Mar. 1999)
Ch. 101 §§ 7.7, 9.8, 9.17 (Nov. 1999) (Me. Dept. of Ed. Rules)

Adopted: April 13, 2005

IJNDB - STUDENT COMPUTER AND INTERNET USE

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

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

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

While reasonable precautions will be taken to supervise student use of the Internet, the Westbrook School Department cannot reasonably prevent all inappropriate uses, including access to objectionable materials and communication with persons outside of the school, in violation of Board policies/procedures and school rules. The school unit is not responsible for the accuracy or quality of information that students obtain through the Internet.

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

Cross Reference: GCSA – Employee Computer and Internet Use
IJNDB-R – Student Computer and Internet Use Rules

Adopted: December 15, 1999

IJNDBB - STUDENT E-MAIL ACCOUNTS

Westbrook High School offers e-mail accounts for student use for educational purposes. Student e-mail accounts will be created on an "as-needed" basis when requested by an administrator or a classroom teacher. Students will be given access to e-mail unless the parent or guardian makes a written request that the school deny such access. (*Parental notification required.*)

E-MAIL ACCEPTABLE USE GUIDELINES:

1. Westbrook High School students shall be allowed access to e-mail subject to terms, provisions, and restrictions contained within these guidelines.

2. The purpose of student e-mail services at Westbrook High School shall be twofold: to permit students to learn how to competently and appropriately use e-mail, and to permit e-mail that supports the educational goals of Westbrook High School or is part of a classroom activity under the supervision of a classroom teacher.
3. It is not the intent of Westbrook High School to provide "personal" e-mail services for Westbrook High School students. "Personal" services are those obtained by an individual for his or her own personal and private use and should occur at home outside of the normal school day.
4. All e-mail use should conform to acceptable standards of communication with language appropriate to a high school environment and meet the standards of e-mail etiquette.
5. E-mail transmissions and other use of electronic resources by students shall not be considered private or confidential and may be monitored at any time by designated staff to ensure appropriate use.
6. Students who violate the "E-mail Guidelines" shall be subject to disciplinary actions. This action may include a complete revocation of Westbrook High School e-mail service, a revocation of all computer use at Westbrook High School, suspension / expulsion from school.

PROHIBITED USE OF STUDENT E-MAIL ACCOUNTS

- Use of inappropriate language, swearing, vulgarity, ethnic or racial slurs or other derogatory, threatening, or inflammatory language
- Using the system for frivolous, harassing, inconsiderate or disrupting purposes
- Posting your e-mail address to chat rooms, myspace.com or similar sites, interactive bulletin boards, message exchanges through website "guest books," etc.
- Attempts to delete, copy, or modify the electronic mail of other users or to interfere with the ability of other users to send / receive electronic mail
- Using school e-mail to purchase or order any items, or for any commercial or for profit purpose
- Pretending to be someone else when sending / receiving messages
- Transmitting or viewing obscene or pornographic material, hate messages, and/or any unlawful material
- Revealing personal information about yourself or others, such as home address, telephone numbers, etc.

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

Students will be required to read and accept the Westbrook High School E-Mail Acceptable Use Guidelines before being issued a Westbrook High School student e-mail account.

Cross Reference:

IJNDB – Student Computer and Internet Use
 GCCGA - Employee Computer and Internet Use
 INJDBB-E - Student E-Mail Acceptable Use Agreement

Approved: March 22, 2006

IJNDB-R - STUDENT COMPUTER AND INTERNET USE RULES

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

- A. **Computer Use is a Privilege, not a right**
 Student use of the school unit's computers, networks and Internet service is a privilege, not a right. Unacceptable use/activity may result in suspension or cancellation of privileges as well as additional disciplinary and/or legal action.
- B. **No Expectation of Privacy**
 The school unit retains control, custody and supervision of all computers, networks and Internet services owned or leased by the school unit. The school unit reserves the right to monitor all computer and Internet activity by students. Students have no expectations of privacy in their use of school computers, including e-mail and stored files.
- C. **Acceptable Use**
 Student access to the school unit's computers, networks and Internet services are provided for educational purposes and research consistent with the school unit's educational mission, curriculum and instructional goals. The same rules and expectations govern student use of computers as apply to other student conduct and communications. Students are further expected to comply with these rules and all specific instructions from the teacher or other supervising staff member/volunteer when accessing the school unit's computers, networks and Internet services.

D. **Prohibited Use**

The user is responsible for his/her actions and activities involving school unit computers, networks and Internet services and for his/her computer files, passwords and accounts.

Examples of unacceptable uses that are expressly prohibited include but are not limited to the following:

1. **Accessing Inappropriate Materials** – Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal;
 2. **Illegal Activities** – Using the school unit’s computers, networks and Internet services for any illegal activity or activity that violates other Board policies, procedures and/or school rules;
 3. **Violating Copyrights** – Copying or downloading copyrighted materials without the owner’s permission;
 4. **Plagiarism** – Representing as one’s own work any materials obtained on the Internet (such as term papers, articles, etc.). When Internet sources are used in student work, the author, publisher and Web site must be identified;
 5. **Copying Software** – Copying or downloading any software without the express authorization of the network administrator and/or building administrator; This includes commercially available software, shareware, freeware, utilities, and drivers.
 6. **Non-School-Related Uses** – Using the school unit’s computers, networks and Internet services for non-school-related purposes such as private financial gain, commercial, advertising or solicitation purposes, or for any other personal use;
 7. **Misuse of Passwords/Unauthorized Access** – Sharing passwords, using other users’ passwords without permission and/or accessing other users’ accounts;
 8. **Malicious Use/Vandalism** – Any malicious use, disruption or harm to the school unit’s computers, networks and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses; and
 9. **Unauthorized Access to Chat Rooms/News Groups** – Accessing chat rooms or news groups without specific authorization from the supervising teacher.
- E. **Compensation for Losses, Costs and/or Damages**
The student and/or the student’s parent/guardian shall be responsible for compensating the school unit for any losses, costs or damages incurred by the school unit related to violations of policy IJNDB and/or these rules, including investigation of violations.
- F. **School Unit Assumes No Responsibility for Unauthorized Charges, Costs or Illegal Use**
The school unit assumes no responsibility for any unauthorized charges made by students including but not limited to credit card charges, long distance telephone charges, equipment and line costs, or for any illegal use of its computers such as copyright violations.
- G. **Student Security**
A student shall not reveal his/her full name, photograph, personal biography, e-mail address, home address, date of birth, social security number, parent’s names or telephone number on the Internet without prior permission from a supervising teacher. Students should never meet people they have contacted through the Internet without parental permission. Students should inform their supervising teacher if they access information or messages that are dangerous, inappropriate or make them uncomfortable in any way.
- H. **System Security**
The security of the school unit’s computers, networks and Internet services is a high priority. Any user who identifies a security problem must notify the system administrator and/or building administrator. The user shall not demonstrate the problem to others. Any user who attempts or causes a breach of system security shall have his/her privileges revoked and may be subject to additional disciplinary and/or legal action.

Cross Reference: IJNDB – Student Computer and Internet Use

Adopted: December 15, 1999

APPROVED: MARCH 22, 2006

IKB – HOMEWORK

Numerous studies show that the amount of time students spend on learning a skill directly affects their ability to master it.

The School Committee believes there are several reasons for assigning homework:

- A. Homework helps students learn better and faster. Research shows that many successful teachers assign meaningful homework. By asking students to spend some of their out-of-class time working on a specific skill or subject, teachers make it possible to spend class time teaching students even more.
- B. Homework helps families become involved with education. We know that for schools to do the best possible job educating each student, parents and schools must work together. Homework is one way parents can make a meaningful contribution to helping their sons and daughters achieve. When students see that their parents think education is important, their performance improves.
- C. Homework communicates the high expectations schools hold for their students. The best schools have confidence that their students can and will achieve. Assigning meaningful homework is one way of letting students develop confidence in their own abilities.
- D. Homework helps students develop self-discipline and organizational skills. Through homework, students learn how to manage their time. They learn the importance of setting goals and working to achieve them. They learn to be responsible for their own achievements. All these skills will help them continue to be successful and learn throughout their lives.

Legal Reference: Chap. 125.23, B,5,1, Maine Dept. of Ed. Rule

Cross Reference: IKB-R – Homework Administrative Procedure

Adopted: November 9, 1994

Revised: December 13, 1995; January 12, 2000

IKB-R - HOMEWORK ADMINISTRATIVE PROCEDURE

The Westbrook School Committee believes homework is an important part of a student's education. The amount of homework assigned should be gradually increased from grade to grade. As a child advances through school, it is reasonable to expect the amount of homework can be increased.

Suggested Guidelines

Kindergarten:	A maximum of 30 minutes per week.
Grades 1-2:	A maximum of 30 minutes for all subjects combined per night.
Grades 3-5:	A maximum of 60 minutes for all subjects combined per night.
Grades 6-8:	A maximum of two hours per night for all subjects combined per night.
Grades 9-12	A maximum of three hours per night for all subjects combined per night.

Adopted: December 13, 1995

Revised: January 12, 2000

GRADUATION REQUIREMENTS

With the implementation of Maine's system of Learning Results, local assessment systems to measure student progress toward achievement of the content standards of the Learning Results, the phasing in of standards-based diploma requirements, and heightened community expectations for student learning, the Westbrook School Committee recognizes the need to establish minimum standards for the awarding of a high school diploma that are consistent with State law and regulations and with community educational values and expectations.

Students, parents, and staff need to know the standards for attaining a high school diploma in order to plan an appropriate, sequential, educational program to meet that goal. The Superintendent, through the high school principal or other designee, shall be responsible for making accurate information concerning diploma requirements available to incoming students and their parents prior to the start of their ninth grade school year. A copy of this policy will be disseminated to all incoming ninth grade students at the time of course selection. This policy will also be included in every edition of the high school student handbook.

Classes of 2010 and thereafter

As a minimum for graduation from high school, the prospective graduate must have successfully completed a total of 23 credits at the secondary level (grades 9 through 12). The Westbrook School Committee requires each student to complete the following:

- A. English Language Arts- 4 credits;
- B. Social Studies and History, including one year of American History and Government and two years of World Studies - 3 credits;
- C. Mathematics - 3 credits;
- D. Science, including at least one year of Earth Science, one year of Biology, one-half year of Chemistry and one-half year of Physics - 3 credits;
- E. Fine arts, which may include art, music, forensics or drama - 1 credit;
- F. Health - 1/2 credit;
- G. Physical Education - 1 credit.

The remaining credits may be selected by the student based upon the student's interests, abilities, and the requirements of the field that the student plans to enter upon graduation.

**Students will additionally be required to meet the standards in Career Preparation, Modern and Classical Languages, and Visual and Performing Arts contingent upon funding of essential programs and services.

Students may earn graduation credits outside the regular school program contingent upon evidence that applicable Learning Results content standards have been met. The means for a student obtaining up to two credits toward a diploma may include experiences outside the regular programs of Westbrook High School. No credits may be awarded without prior written approval of the Principal. Some examples include:

- A. approved summer school program;
- B. approved adult education program;
- C. approved college courses;
- D. others approved by the principal;
- E. approved correspondence courses and on-line classes– this requires written approval by the Director of Guidance. All correspondence work must be taken through an accredited correspondence school and the final exam must be taken under the supervision of the guidance department. In order to count toward graduation in the senior year, correspondence course grades must be received by the high school no later than May 15th; and
- F. approved alternative education program as determined appropriate by the high school principal.

Waiver of Seven Course Requirement

The School Committee believes that students should attend school full time and access as many courses as possible. Schools provide for social as well as academic skills. Students are required to take six courses each semester unless the high school Principal grants a waiver. Vocational classes that meet for the equivalency of two periods will be considered as two courses.

1. The student must initially meet with his/her Guidance Counselor to determine credits earned, credits needed for graduation, and progress toward meeting the content standards of the Learning Results.
2. A letter stating the reasons for the waiver request must be submitted by the student/parent/guardian through his/her guidance counselor and to the Principal.
3. The Principal will make a decision on the waiver request and provide a copy of the decision to the student/parent/guardian and to the Superintendent. If the waiver request is denied, the student may appeal the decision to the Superintendent.
4. Waiver requests must be submitted no later than the end of the second week of the semester.
5. Criteria for Consideration:
 - a. Financial/personal hardship
 - b. Educational/Academic considerations
 - c. Medical considerations

Transfer Students

For students who transfer to Westbrook High School from another state or from an educational program that is not required to meet the content standards of the system of Learning Results, the Westbrook High School principal shall determine the value of the student's prior educational experience towards achieving the standards in a manner consistent with the school unit's Local Assessment System and applicable Westbrook School Committee policies.

Graduation Requirements for Students Receiving Special Education Services and 504 Accommodations

**The Westbrook School Department will award diplomas to students with disabilities between the ages of 15 and 20 inclusive who have successfully met the content standards of the Learning Results, as specified in the goals and objectives of their Individualized Education Plans.

Early Awarding of Diplomas

A student who has met the State's and the Westbrook School Committee's diploma requirements in fewer than four years of high school may be awarded a diploma.

Certificate of Completion

**The Westbrook School Committee may provide a student who leaves school without meeting the standards of the Learning Results with a Certificate of Completion, provided that the student has completed 4 years of high school as a full-time student and has earned a minimum of 23 credits. This certificate acknowledges participation in the education program for a specific period of time and the attainment of at least 23 credits.

Delayed Awarding of Diplomas

A secondary student who has satisfactorily completed the freshman year in an accredited degree granting institution of higher education may receive a Westbrook High School diploma provided Westbrook High School is the school the student last attended. A diploma may be awarded even though the student does not meet all the Westbrook High School diploma requirements. Such decision shall be at the discretion of the Superintendent, in accordance with the policies of the Westbrook School Committee.

Extended Study

Students are eligible for extended years of study to complete the requirements of a diploma if they have not reached the age of 20 at the start of the school year. Students eligible for extended years of study may be referred to adult education or other resources suitable to young learners. Extended study for students with disabilities shall be specified in the student's Individualized Education Plan.

Participation in Graduation Ceremony

A student must complete all requirements for a high school diploma or certificate of completion in order to participate in commencement exercises.

Legal Reference: 20-A MRSA §§ 4722

Chap. 127 §7 (Maine Dept. of Ed. Rules)

Cross Reference: IKFA – Early Graduation

ILA – Testing and Assessment of Students (Local Assessment System)

Adopted: May 29, 1984

Revised: 2/23/87; 3/3/92; 7/12/95; September 29, 1999, April 12, 2000,

January 8, 2003, June 11, 2003., March 24, 2004, May 25, 2005,

Reviewed by the Policy Committee: September 8, 2005; March 18, 2008

IKF-B- GRADUATION EXERCISES / PARTICIPATION

Participation

Graduation is a traditional activity that culminates 13 years of education. Our students, through graduation, show they had the dedication to achieve their goal. In order for an individual to participate in any way in the annual graduation ceremonies, the following requirements must have been fulfilled before graduation day:

All graduation requirements must be successfully completed.

All debts to the school district must be paid.

All disciplinary requirements must be fulfilled.

Participation in Honor Parts

The valedictorian, salutatorian or first honor essayist at Westbrook High School must have been in attendance at Westbrook High School for a minimum of three (3) completed semesters. Any grades transferred from another institution that are not numerical, or cannot be transposed to a numerical system, will not be averaged into the student's final rank in class. However the actual class ranking of a student with less than three completed semesters will be based on prior school grades as well as those of Westbrook High School and will be indicated on the student's transcripts with an attending explanation.

Determination of Honor Parts

Final rank in class and determination of honor parts is based on cumulative weighted Grade Point Average after seven (7) semesters. Grade Point Average is calculated at the end of each semester. In calculating student's Grade Point Average, additional weight is given to honors and Advanced Placement courses.

To qualify for valedictorian, salutatorian or first honor essayist, a student must have attended Westbrook High School for a minimum of three (3) completed semesters prior to determination of the honor parts. Only full-time students are eligible to receive a rank in class.

In addition to recognizing the valedictorian, salutatorian and honor essayist, graduating students will be formally recognized using the following criteria:

Following completion of seven (7) complete semesters, students holding a cumulative weighted GPA of:
98.0 or greater* weighted Grade Point Average recognized as graduating with highest honors
95.0 to 97.999* weighted Grade Point Average recognized as graduating with high honors
93.0 to 94.999* weighted Grade Point Average recognized as graduating with honors

*Grade Point Average will not be rounded up

Recognition of the attainment of any level of honors recognition will be signified by the wearing of honor cords as part of graduation ceremonies and through designation on both the student's diploma and official transcript.

Grades transferred from another institution that are not numerical, or cannot be converted to a numerical system, will not be used in calculating student's rank in class. Grades earned through Adult Education courses and the Functional Life Skills program will not be used in calculating rank in class. Grades earned in an accredited college course and in an accredited on-line course will be used in calculating class rank. Students who graduate at the end of their junior year are excluded from senior class ranking.

Adopted: March 8, 1995

Revised: 2/12/97; 4/26/00, 12/12/01; June 16, 2004, May 9, 2007

Legal Reference: 20-A MRSA §§ 4722
Chap. 127 §7 (Maine Dept. of Ed. Rules)

Cross Reference: IKFA – Early Graduation
ILA – Testing and Assessment of Students (Local Assessment System)

Adopted: May 29, 1984

Revised: 2/23/87; 3/3/92; 7/12/95; September 29, 1999, April 12, 2000, January 8, 2003, June 11, 2003, March 24, 2004, May 25, 2005

Reviewed by the Policy Committee: September 8, 2005

ILD - EDUCATIONAL RESEARCH: STUDENT SUBMISSION TO SURVEYS, ANALYSES, OR EVALUATIONS

In this policy, "surveys, analyses, or evaluations" refer to methods of gathering data for research purposes.

No student shall be required as part of any program wholly or partially funded by the U.S. Department of Education to submit to any survey, analyses, or evaluation that reveals information concerning:

- A. Political affiliations or beliefs of the student or the student's parent;
- B. Mental or psychological problems of the student or the student's family;
- C. Sex behavior or attitudes;
- D. Illegal, anti-social, self-incriminating, or demeaning behavior;
- E. Critical appraisals of other individuals with whom respondents have close family relationships;
- F. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- G. Religious practices, affiliations, or beliefs of the student or student's parents; or
- H. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program without the prior written consent of the student's parent/guardian, or of the student, if he/she is 18 years of age or older.

All instructional materials, including teachers' manuals, films, tapes, or other supplementary material which will be used in connection with any such survey, analysis, or evaluation shall be available upon request for inspection by the student's parent/guardian. For the purpose of this policy, "instructional material" does not include academic tests or assessments.

A parent may inspect, upon request, a survey created by a third party before the survey is administered or distributed to a student.

The Superintendent/designee will be responsible for implementing any procedures necessary to protect the privacy of participating students and to provide parents with access to surveys within a reasonable time before administration or distribution.

The Westbrook School Department will notify parents of this policy at least annually at the beginning of the school year and within a reasonable time of any substantive change in policy. Insofar as practicable,* the Westbrook School Department will also directly notify parents annually at the beginning of the school year when surveys, analyses, or evaluations are scheduled or anticipated. Parents shall have the opportunity to opt their child out of participation in any survey, analysis, or evaluation. Students who are 18 years of age or older may opt out of such surveys, analyses, or evaluations.

*NOTE: "Insofar as practicable" acknowledges that there may be circumstances in which a research request is made or is approved only after the school year has begun. When this occurs, the school unit should notify parents far enough in advance for them to access surveys and related instructional materials and to opt their children out, if desired.

Legal reference: 10 U.S.C. § 1232(h)

Cross reference: JRA—Student Educational Records

Adopted: May 28, 2003

JEA - COMPULSORY ATTENDANCE AGES

Compulsory education is essential to the preservation of the rights and liberties of the people and the continued prosperity of our society and our nation. Maintaining regular student attendance is necessary to achieve the goal of an educated citizenry. Public schools should ensure the rights of access for all school-age persons to an appropriate educational opportunity and, when necessary, should develop alternatives to regular school curricula for those children and youth at risk of becoming dropouts and those who may have left school. Parents are responsible for the attendance of students who are under 17 years of age and the School Committee shall do everything within its power to ensure that parents comply with the compulsory attendance law.

Full-time school attendance is required of all children from their 7th to their 17th birthday except under the following circumstances:

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

Alternatives to Attendance at Public Day School

Alternatives to attendance at public day school are as follows.

- A. Equivalent instruction alternatives are as follows:
 - 1. A person shall be excused from attending a public day school if the person obtains equivalent instruction in:
 - a) A private school approved for attendance purposes pursuant to 20-A MRSA section 2901
 - b) A private school recognized by the department as providing equivalent instruction
 - c) A home instruction program that complies with the requirements of 20-A MRSA § 5001
 - d) Any other manner arranged for by the School Committee and approved by the Commissioner
 - 2. A student shall be credited with attendance at a private school only if a certificate showing the name, residence and attendance of the person at the school, signed by the person or persons in charge of the school, has been filed with the school officials of the administrative unit in which the student resides.
 - 3. The following provisions apply to home instruction program:
 - b) On or before September 1 of each subsequent year of home instruction, the student's parent/guardian must file a letter with the school officials of the administrative unit in which the student resides and the Commissioner stating the intention to continue providing home instruction and enclose a copy of one of the forms of annual assessment of the student's academic progress described in 20-A MRSA 5001-A(3)(A)(4)(b).
 - c) Dissemination of any information filed under 20-A MRSA § 5001-A(3)(A) is governed by the provisions of 20-A MRSA § 6001 (dissemination of information); the federal Family Educational Rights and Privacy Act of 1974, 20 USC § 1232g (2002); and the federal Education for All Handicapped Children Act of 1975, 20 USC § 1401-1487 (2002), except that "directory information" as defined by the federal Family Educational Rights and Privacy Act (FERPA) is confidential and is not subject to public disclosure unless the parent/ guardian specifically permits disclosure in writing or a judge orders otherwise. Copies of any information filed under 20-A MRSA § 5001-A(3)(A) must be maintained by the student's parent/guardian until the home instruction program concludes. The records must be made available to the Commissioner upon request.
 - d) If the home instruction program is discontinued, students of compulsory school age must be enrolled in a public school or an equivalent instruction alternative as provided for by law. The receiving school shall determine the placement of the student. At the secondary level, the principal of the receiving school shall determine the value of the prior educational experience toward meeting the standards of Maine's system of Learning Results.

- B. A person may be excused from attendance at a public day school pursuant to § 5104-A or § 8605 (other public or private alternative programs).

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

- A. Personal illness
- B. An appointment with a health professional that must be made during the regular school day
- C. Observance of a recognized religious holiday when the observance is required during the regular school day
- D. A family emergency
- E. A planned absence for a personal or educational purpose which has been approved by the Building Principal

The Superintendent shall ensure that each Building Principal has a procedure in place to check on all student absences in a timely manner.

Students 20 Years of Age or Older

Secondary school pupils 20 years of age or older will not be admitted to the school system without School Committee approval. People who are over 20 years of age may pursue a certificate of equivalency from the Maine Department of Education or a diploma through the Adult Education Program.

Legal Reference: 20-A MRSA § 5001-A; 5003; 5201
CH. 125 § 8.06 (Maine Dept. of Ed. Rule)

Cross Reference: IHBG – Home Schooling
IHBH - Alternative Education Plans
JFC - Dropout Prevention (Student Withdrawal From School)

Adopted: July 17, 1961

Revised: 2/14/77; 2/23/87; 5/13/98, 2/9/00, January 28, 2004, October 13, 2004

JICH - DRUG AND ALCOHOL USE BY STUDENTS

The teachers, coaches, administrators and the School Committee are truly concerned with the student as a "whole" person and his/her overall growth and development. Substance use/abuse is recognized as a treatable disease which may interfere with the learning process, create severe interpersonal problems and cause physical and emotional suffering to the user as well as to family and close associates. Substance use/abuse may permeate all facets of the community. Therefore, the school system will cooperate with effective organizations to help detect, assess, and treat affected students. The School Committee unequivocally endorses the philosophy that the schools should be free from drug use and alcohol.

In order to ensure the highest possible standards of learning, as well as the safety, health and well-being of students, the School Committee endorses a substance abuse policy which will aid students to abstain from the use of drugs and alcohol, provide for early intervention when use is detected, corrective disciplinary sanctions when necessary, and aftercare support as appropriate. Compliance with the school system's Code of Conduct related to substance abuse is mandatory.

This policy applies 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.

Prevention

Prevention education addressing alcohol, tobacco, other illegal drugs and the misuse of any other substances will be incorporated into the Westbrook School Department's K-12 comprehensive health curriculum as part of the Maine Learning Results, so that all students will be aware of the consequences of the use of these substances. The Westbrook School Department realizes that family, peers, school department staff, and the values and resources of the community at large, as well as curricular and extracurricular activities occurring in school influence students. Prevention efforts will therefore involve collaboration with these other spheres of influence in a student's life as much as possible.

Intervention

The school system will establish and provide assistance, through a team approach, to intervene with students who are using or misusing any substance. Student will be referred to a Westbrook School Department substance abuse counselor or other appropriate personnel for assessment. Moreover, information and referral shall be provided, as appropriate, to aid involved students in connecting with community agencies for drug and alcohol use treatment.

Young people do better when they have clear guidelines as to what is expected of them and are aware of the consequences of their behavior. Therefore the Westbrook School Department will utilize a progressive, incremental approach to intervention which emphasizes the importance of student learning following each infraction.

Rules and Sanctions

No student shall manufacture, distribute, dispense, possess, use or be under the influence of any substance identified above and/or as defined in federal/state law. No student shall manufacture, distribute, dispense, possess or use any substance presented as a mood-altering substance, whether legal or illegal. Distribution or selling of any such substances will result in out-of-school suspension and the initiation of expulsion procedures. Possession of prescription or non-prescription drugs, without prior permission of the administration or school nurse, is prohibited and is subject to the same penalties. No student shall be in possession of drug paraphernalia as defined by state law.

A student who violates the terms of this policy will be disciplined, including suspension or expulsion from school, at the appropriate discretion of the administration and the School Committee, and in accordance with sanctions detailed in school unit regulations. When appropriate, a student will be referred to law enforcement authorities for investigation and/or prosecution.

In addition, a student who violates the terms of this policy shall be given the opportunity to receive intervention services. Failure to cooperate shall result in full imposition of disciplinary sanctions.

Legal Reference: 21 USC § 812 (Controlled Substances Act)
21 CFR Part 1300.11 - 1300.15
Fed. PL 101-226
17-A MRSA § 1101
17-A MRSA § 1111
42 U.S.C. 290dd-2
42 C.F.R. Section 211 et seQ.
17-A M.R.S.A. Section 1111-A

Cross Reference: GBEC - Drug-Free Workplace

Adopted: June 1, 1987

Revised: 2/25/91; 10/27/93; 2/8/95; 2/9/00, 3/28/01

Adopted: February 12, 2003

JICH-R - ALCOHOL AND OTHER DRUGS: USE AND POSSESSION POLICY

The use, possession, dispensing, sale or distribution of any mood-altering substance by students is prohibited. No student shall manufacture, be under the influence of any substance, legal or illegal, or have within their possession any paraphernalia associated with the same. Possession of prescription or non-prescription drugs without prior approval of the administration or the school nurse shall be considered part of this policy as well as the possession of any look-alike substance.

This policy applies 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.

The goal of this policy is to create a safe, substance free environment, conducive to learning and to assist students in abstaining from the use of alcohol and other drugs. This policy provides for intervention when use is detected, consequences when necessary and support as appropriate.

- A. Use and Possession of Alcohol, Other Drugs, and Drug Paraphernalia
1. First Infraction
 - i. The Westbrook Police Department is notified immediately when appropriate. All drugs and drug paraphernalia will be confiscated and turned over to law enforcement.
 - ii. Parent/Guardian will be notified and a conference is held with the student, parent/guardian and the building Administrator.
 - iii. The student leaves school with his/her parent/guardian unless the Police Department requires a different procedure.
 - iv. An appointment will be made for the following day with the Substance Counselor for a drug/alcohol education program assignment, which the student will be required to complete. Both the student and his/her parent/guardian will attend. This will be followed by an assessment with the student and the Substance Counselor. Recommendations will be shared with the student and his/her parent guardian.
 - v. A seven-day in-school suspension will be assigned, reduced to five days if the student agrees to meet with the Substance Counselor for three sessions. The suspension begins on the school day immediately following the infraction.
 2. Second Infraction
 - i. The Westbrook Police Department is notified immediately when appropriate. All drugs and drug paraphernalia will be confiscated and turned over to law enforcement.
 - ii. Parent/Guardian will be notified and a conference is held with the student, parent/guardian and the building Administrator.
 - iii. The student leaves school with his/her parent/guardian unless the Police Department requires a different procedure.
 - iv. An appointment will be made for the following day with the Substance Counselor for a drug/alcohol education program assignment, which the student will be required to complete. Both the student and his/her parent/guardian will attend. This will be followed by an assessment with the student and the Substance Counselor. Recommendations will be shared with the student and his/her parent guardian.
 - v. A ten-day out-of-school suspension will be assigned, reduced to five days of out-of-school suspension if the student agrees to meet with the Substance Counselor for a minimum of three sessions and complete 30 hours of community service. The suspension begins on the school day immediately following the infraction. The community service option will be reflected in a contract between the student, the school and any outside agencies, which is developed by the substance abuse counselor and overseen by an administrator.

3. Third Infraction

- i. The Westbrook Police Department is notified immediately when appropriate. All drugs and drug paraphernalia will be confiscated and turned over to law enforcement.
- ii. Parent/Guardian will be notified and a conference is held with the student, parent/guardian and the building Administrator.
- iii. The student leaves school with his/her parent/guardian unless the Police Department requires a different procedure.
- iv. An appointment will be made for the following day with the Substance Counselor for a drug/alcohol education program assignment, which the student will be required to complete. Both the student and his/her parent/guardian will attend. This will be followed by an assessment with the student and the Substance Counselor. Recommendations will be shared with the student and his/her parent guardian.
- v. A ten-day out-of-school suspension will be assigned. The suspension begins on the school day immediately following the infraction. As the natural consequence to this third infraction, the Principal may recommend to the Superintendent that an expulsion hearing before the School Board be initiated.

B. Distributing or Selling Alcohol and Other Drugs

1. The Westbrook Police Department will be notified immediately when appropriate. All drugs and drug paraphernalia will be confiscated and turned over to law enforcement.
2. Parent/Guardian will be notified and a conference is held with the student, parent/guardian and the building Administrator.
3. The student leaves school with his/her parent/guardian unless the Police Department requires a different procedure.
4. An appointment will be made for the following day with the Substance Counselor for an assessment. A developmental educational component will be assigned. Both the student and his/her parent/guardian will attend.
5. A ten-day out-of-school suspension will be assigned. The Principal may recommend to the Superintendent that an expulsion hearing before the School Board be initiated. The suspension begins on the school day immediately following the infraction.

Cross Reference: JICH – Drug and Alcohol Use by Students

Adopted: February 12, 2003

Reviewed by Policy Committee 12/1/2004

JICIA - WEAPONS, VIOLENCE AND SCHOOL SAFETY

The School Board believes that students and staff are entitled to learn and work in a school environment free of violence, threats and disruptive behavior. Students are expected to conduct themselves with respect for others and in accordance with Board policies, school rules, reasonable unwritten behavior expectations, and applicable state and federal laws.

School staff are required to immediately report incidents of prohibited conduct by students to the building administrator/designee for investigation and appropriate action.

I. Prohibited Conduct

Students are prohibited from engaging in the following conduct on school property, while in attendance at school or at 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:

- A. Possession and/or use of articles commonly used or designed to inflict bodily harm and/or to threaten, intimidate, coerce or harass another person except when used in a pre-approved instructional activity. Examples of such articles include but are not limited to firearms, BB guns, pellet guns, any other kind of gun, ammunition, explosives, cross-bows, brass knuckles, switchblades, knives, chains, clubs, Kung Fu stars and nunchucks;
- B. Use of any object, although not necessarily designed to be a weapon, to inflict bodily harm and/or to threaten, intimidate, coerce or harass another person. Examples of such articles include but are not limited to bats, belts, picks, pencils, compasses, objects capable of ignition (e.g., matches, lighters), files, tools of any sort and replicas of weapons (including toys);
- C. Violent or threatening behavior, including but not limited to fighting, assault and/or battery, taking hostages, threats to commit violence against persons or property (e.g., verbal or written death threats, threats of bodily harm, bomb threats);
- D. 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;
- E. Willful and malicious damage to school or personal property;
- F. Stealing or attempting to steal school or personal property;
- G. Lewd, indecent or obscene acts or expressions of any kind;
- H. Violations of the school unit's drug/alcohol and tobacco policies;

- I. Violations of state or federal laws; and
- J. Any other conduct that may be harmful to persons or property.

II. Disciplinary Action

Principals may suspend and/or recommend expulsion of students who violate this policy based upon the facts of each case and in accordance with applicable state and federal laws. Conduct which violates this policy is deliberately disobedient and deliberately disorderly within the meaning of 20-A MRSA § 1001(9) and will be grounds for expulsion if found necessary for the peace and usefulness of the school. Such conduct may also be grounds for expulsion under other provisions of 20-A MRSA § 1001(9 and 9-A) that specifically prohibit the use and possession of weapons, infractions of violence, and possession, furnishing and trafficking of scheduled drugs.

Students who are found to have brought a firearm to school (as defined by federal law), shall be expelled for a period of not less than one year, unless this requirement is modified by the Superintendent on a case-by-case basis.

All firearms violations shall be referred to law enforcement authorities as required by law. Other violations of this policy shall be referred to law enforcement authorities at the discretion of the Superintendent.

Students with disabilities shall be disciplined in accordance with applicable federal and state laws/regulations and Board Policy JFK.

III. Use of Firearms and other Weapons in Instructional Activities

Nothing in this policy shall prevent the school system from offering instructional activities related to firearms or other objects that are generally considered weapons (e.g., bows and arrows) or from allowing a firearm or other object generally considered a weapon to be brought to school for instructional activities (e.g., archery, hunter safety) approved by the school system so long as appropriate safeguards have been adopted to ensure student and staff safety. No weapons may be used in instructional activities or brought to school for instructional activities unless the Superintendent/designee has given specific permission in advance.

IV. Notification Team / Confidentiality

Maine law authorizes law enforcement officers and criminal justice agencies to share with a superintendent or principal information pertaining to a juvenile when the information is credible and indicates an imminent danger to the safety of students or school personnel on school grounds or at a school function. Maine law requires the District Attorney to notify the superintendent when a juvenile is charged with use or threatened use of force or is adjudicated as having committed one or more juvenile crimes that involve the use or threatened use of force.

Within ten days or immediately if necessary for school safety, the Superintendent shall convene a notification team. The notification team must include the administrator/designee of the school building where the student attends, at least one classroom teacher to whom the student is assigned, a guidance counselor, and the student's parent/guardian. The notification team shall determine on this basis of need which school employees are entitled to receive information concerning allegations or adjudications of use or threatened use of force. Information received by the Superintendent/designee and disclosed to the notification team and/or disclosed to school employees is confidential and may not become part of the student's educational record.

The Superintendent shall ensure that confidentiality training is provided to all school employees who have access to this information.

V. Psychological Evaluation / Risk Assessment

The Board authorizes the Superintendent to request an immediate psychological evaluation of a student who violates this policy when, in his/her opinion, such an evaluation will assist in assessing the risk the student poses to school safety if the student were to remain in school.

The Superintendent is also authorized to request psychological evaluations of students who have been identified as posing a substantial risk of violent behavior.

All such evaluations shall be performed at the school unit's expense.

If the parents/guardians and/or student refuse to permit a requested psychological evaluation, the Superintendent and the Board may draw any reasonable inferences from the student's behavior concerning the risk the student poses to school safety for purposes of determining appropriate action.

Legal References: 5 MRSA § 4681 et seq.
 15 M.R.S.A. §§3301-A; 3308 (7) (E); 3009
 17-A MRSA §§ 2(9); 2(12-A)
 20 USCA § 7151(Gun-Free Schools Act of 1994)
 20-A MRSA §§ 1001(9); 1001(9-A); 1055(11); 6552

Cross References: ACAA – Harassment and Sexual Harassment of Students
 ADC - Tobacco Use and Possession
 EBCA - Crisis Response Plan
 JICH - Drug and Alcohol Use by Students
 JK - Student Discipline
 JKD - Suspension of Students
 JKE - Expulsion of Students
 JFK - Suspension/Expulsion of Students with Disabilities
 JIH – Questioning and Searches of Students
 KLG - Relations with Law Enforcement Authorities

Replaces: JICI – Weapons in Schools
JICI – R Weapons in Schools – Administrative Procedure

Adopted: March 12, 2003; January 28, 2004

JIH - QUESTIONING AND SEARCHES OF STUDENTS

The School Committee seeks to maintain a safe and orderly environment in the schools. School administrators are authorized to question and/or search students in accordance with this policy and accompanying administrative procedures.

Students shall not bring, possess or store at school any items or substances which are prohibited by law, Westbrook School Committee policies and/or school rules, or which interfere with the operations, discipline or general welfare of the school.

Student use of all school storage facilities, including but not limited to lockers, desks, and parking lots, is a privilege granted by the school. All storage facilities are school property and remain under the control, custody and supervision of the school. Students have no expectation of privacy in school storage facilities or for any items placed in such storage facilities. School administrators 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.

If a search produces evidence that a student has violated or is violating the law, School Committee policies and/or school rules, such evidence may be seized and impounded by school administrators and appropriate disciplinary action may be taken. Evidence of criminal conduct shall be forwarded to law enforcement authorities as required by law or as deemed appropriate by school administrators.

School staff, students and parents shall be informed of this policy on an annual basis through handbooks and/or other means selected by school administrators.

The Superintendent is authorized to develop and implement, with input from legal counsel, administrators, staff and others as appropriate, any administrative procedures necessary to carry out this policy. Such administrative procedures shall be subject to School Committee approval.

Cross Reference: JIH-R – Questioning and Searches of Students - Administrative Procedure
JICIA – Weapons, Violence and School Safety
JK – Student Discipline
KLG - Relations with Law Enforcement Authorities

Adopted: August 8, 2001

Revised: September 25, 2002; May 14, 2003

JIH-R - QUESTIONING AND SEARCHES OF STUDENTS ADMINISTRATIVE PROCEDURE

The purpose of this administrative procedure is to provide guidelines for the conduct of student questioning and searches by school administrators. These are guidelines only and may be adjusted within reasonable and lawful limits on a case-by-case basis.

- A. Questioning by School Administrators
1. School administrators are under no obligation to notify a student's parents/guardians prior to questioning a student regarding alleged violations of Westbrook School Committee policies, school rules and/or federal/state laws. (Note¹) If law enforcement officers are involved, refer to policy KLG – Relations with Law Enforcement Authorities.
 2. School administrators shall inform the student of the reasons for the questioning and provide an opportunity for the student to respond to any allegations. School administrators shall make a reasonable effort to question the student in a location out of the sight and hearing of other students.
 3. If a student fails to cooperate, lies, misleads or threatens any person during questioning, he/she may be subject to additional disciplinary action.

⁽¹⁾ The relationship of teachers to their pupils has been stated to be in the nature of *in loco parentis*; “the teacher is the substitute of the parent” Patterson v. Nutter, Supreme Judicial Court of Maine, 78 Me. 509, 7A.273.

B. Searches of Students and/or Personal Property in Students' Immediate Possession

1. School administrators are authorized to search students and/or personal property in the students' immediate possession when, in their judgment, there are reasonable grounds to suspect that a student has violated or is violating the Westbrook School Committee policies, school rules and/or federal/state laws.

¹ The relationship of teachers to their pupils has been stated to be in the nature of *in loco parentis*; “the teacher is the substitute of the parent” Patterson v. Nutter, Supreme Judicial Court of Maine, 78 Me. 509, 7A.273.

2. All searches of students and/or personal property shall be authorized and conducted by a school administrator in the presence of a witness, except where the circumstances render the presence of a witness impractical.
3. Searches should be reasonably related to the suspected violation and no more intrusive than necessary to discover the evidence for which the search was instigated. Searches may include the student's outer clothing (e.g., pockets, jacket, shoes, hat) and personal belongings (e.g., purse, backpack, gym bag, lunch bag). If the search discloses evidence, a broader search may be justified.
4. Searches which disclose evidence that a student has violated Westbrook School Committee policies or school rules will be addressed through school disciplinary procedures. Evidence of violation of federal/state laws shall result in school disciplinary action and be forwarded to law enforcement authorities for possible investigation/prosecution.
5. School administrators are required to document all searches and items seized/impounded on the Student Search Form or by another reasonable method.

C. Searches of Lockers, Desks and Other School Facilities

1. School staff, students and parents / legal guardians shall be informed of this policy/procedure on an annual basis.
2. School administrators shall consult with the Superintendent prior to conducting random searches.
3. Searches of individual student lockers, desks or other storage facilities and their contents based upon reasonable suspicion will be conducted in the presence of the student and a witness, if practical under the circumstances of the search.
4. Searches which disclose evidence that a student has violated Westbrook School Committee policies or school rules will be addressed through school disciplinary procedures. Evidence of violation of federal/state laws shall result in school disciplinary action and be forwarded to law enforcement authorities for possible investigation/prosecution.
5. School administrators are required to document all searches and items seized/impounded on the Student Search Form or by another reasonable method.

D. Patrolling of Parking Lots

1. Students may drive vehicles to school and park in designated areas in accordance with school rules. School administrators retain the authority to patrol parking lots.
2. If school administrators have a reasonable suspicion that a vehicle which a student has parked at school contains evidence that the student has or is violating a federal/state law and/or there is a substantial threat to the welfare and safety of the schools, law enforcement authorities will be requested to render assistance in accordance with Board policy KLG – Relations with Law Enforcement Authorities.

E. Canine Patrols of Lockers and Student Parking Lots

1. The Superintendent may authorize canine patrols of school lockers and/or student vehicles in school parking lots if he/she deems it advisable to maintain school safety or if there is a reasonable suspicion that drugs and/or weapons shall be found.
2. The Superintendent must make requests for canine patrols in writing to the Police. Only canines and handlers certified by the Maine Criminal Justice Academy may be used.
3. Whenever possible, canine patrols shall be scheduled to minimize disruption of the academic program and risk of contact with students.
4. Teachers shall be notified prior to the initiation of a canine patrol to keep students in their classrooms during the patrol. Any students in the parking lot prior to a canine patrol shall be instructed to report to the school office or appropriate classroom.
5. All lockers and/or vehicles shall be scanned during a canine patrol. Any locker or vehicle identified by the canine patrol shall be noted by the school administrators accompanying the patrol.
6. After all lockers and/or vehicles have been scanned, the dogs shall be removed from the school premises.
7. Immediately following removal of the dogs, each locker and/or vehicle identified by the canine patrol shall be searched by school administrators in accordance with Section C and/or D of this procedure. Law enforcement authorities shall not participate in such searches except under exigent circumstances.

F. Involvement of Law Enforcement Authorities

1. School authorities have the discretion to request the assistance of law enforcement authorities in accordance with Westbrook School Committee policy.

G. Questioning for the purpose of fact finding

1. The administration reserves the right to have the school's attorney present during questioning of student witnesses for the purpose of fact finding when there is no suspicion of the student's culpability in the incident(s). Information gained during the interview is for the school's use only and may not be shared with other parties without parent notification. If the student meets with the school attorney, as a witness, an administrator must be present. The parent or guardian will be contacted after the interview. At the onset of the meeting the student will be informed that they are a potential witness and can refuse to answer. If all parties agree, a tape recording of the meeting will be made. In the absence of agreement to tape recording, the administrator will take notes during the meeting.

Cross Reference: JIH-E1 – Canine Patrol Documentation
JIH-E2 - Student Parking Agreement
JIH-E3 - Student Search Checklist
KLG – Relations with Law Enforcement Authorities

Adopted: August 8, 2001

Revised: September 25, 2002; May 14, 2003

JK - STUDENT DISCIPLINE

It is the desire of the Westbrook School Committee that all students, staff and citizens be treated with respect and dignity. A safe and orderly school environment is a necessary prerequisite to a healthy learning situation and is equally necessary to all school affairs to ensure the safety and well-being of all.

The School Committee recognizes that appropriate student conduct is best achieved by clear expectations that promote self-discipline, self-respect and respect of others. The administrative staff and faculty are responsible for developing and implementing behavior and discipline standards in the schools and for disseminating the standards to school staff, students and parents in accordance with established administrative procedures.

Physical force and corporal punishment shall not be used as disciplinary methods. State law provides that "a teacher or other person entrusted with the care or supervision of a person for special or limited purposes may not be held civilly liable for the use of a reasonable degree of force against the person who creates a disturbance if the teacher or other person reasonably believes it is necessary to a) control the disturbing behavior; or b) remove the person from the scene of the disturbance."

Legal Reference: 17-A MRSA § 106
20-A MRSA § 4009
Chap. 125.23, B, 5, 1 (Maine Dept. of Ed. Rules)

Cross Reference: JK-R – Student Discipline Administrative Procedure
JKD - Student Suspension
JKE - Expulsion of Students
JKF - Suspension/Expulsion of Students with Disabilities

Adopted: May 22, 1967

Revised: 11/24/75; 2/23/87; 3/25/91; 5/8/96; 2/26/97; 7/9/97; 3/8/00, March 12, 2003

JK-R - STUDENT DISCIPLINE ADMINISTRATIVE PROCEDURE

The Westbrook School Committee in policy JK has indicated its support for a healthy learning environment. The School Committee recognizes that appropriate conduct is best achieved by developing within all students an awareness of their responsibilities. However, for those students who cannot or do not exercise this responsibility, external controls are necessary.

- A. The administration and school staff are charged with the responsibility of carrying out the program of instruction as set forth by Maine law, Department of Education, and the Westbrook School Committee and enforcing all laws relating to education.
- B. At their first staff meeting in the fall and a staff meeting in the spring, the Principal/Director shall discuss and collaborate with his/her staff expectations for discipline. All staff in the building are expected to be aware of all school rules and are responsible for consistently enforcing them.
- C. Principals shall submit copies of their student handbooks to the School Committee for review each spring.
- D. A copy of all rules regarding discipline and behavior will be provided to all students and their parents/guardians.
- E. In the course of enforcing these rules, teachers:

1. May deny certain privileges granted to other students
 2. May assign special tasks or projects
 3. May consult with their administrator and other staff for PET/504 referrals
 4. May solicit help from parents
 5. May assign detentions:
 - a. Teachers may detain students (K-12) for make-up work or for disciplinary reasons.
 - b. Parents must be notified by telephone before a student (K-8) can be detained that same day.
 - c. Teachers must give students who are transported to school a written detention notice for another night so transportation can be provided unless the parent makes different arrangements over the telephone.
 - d. Students are not to be left unsupervised at detentions, timeouts, or in-school suspensions.
 - e. Detentions should not exceed 1/2 hour in grades K-2, nor more than one hour in grades 3 -12. Exceptions must be approved by the administrator.
 6. May refer for further disciplinary action those students who do not stay for detention
 7. May remove, or ask to be removed, students who have committed a series of offenses in the classroom
 8. May restrain students who they believe are a danger to themselves and/or others
 9. Must report in writing all serious violations and/or an accumulation of violations to the Building Principal on a discipline report form
- F. Administrators will give prompt attention to all referrals concerning behavior and notify the teachers in writing of the action taken.
- G. Administrators may utilize remedies to correct the situation, including but not limited to the following:
1. Consult with staff
 2. Consult with parents
 3. Refer students to the Student Assistant Team (SAT) for evaluation
 4. Assign special tasks or projects
 5. Assign detentions
 6. Modify the student's schedule
 7. Prepare a behavior contract
 8. Suspend the student for up to 10 days
 9. Assign in-house suspension
 10. Make a recommendation to the Superintendent for expulsion of the student

Adopted: July 9, 1997

Revised: March 8, 2000

Reviewed by the Policy Committee March 12, 2003

JLCB - IMMUNIZATION OF STUDENTS

All students who enroll in the Westbrook schools are required by Maine law to present a certificate of immunization or evidence of immunization or immunity against poliomyelitis, diphtheria, pertussis (whooping cough), tetanus, lock-jaw, measles, mumps, rubella and varicella (chicken pox).

Non-immunized students shall not be permitted to attend school unless one of the following conditions are met:

- A. The parents/guardians provide to the school written assurance that the child shall be immunized within 90 days of enrolling in school or his/her first attendance in classes, whichever date is earlier. This option is available only once to each student during their school career; or
- B. The parents/guardians provide a physician's written statement each year that immunization against one or more diseases is may be medically inadvisable (as defined by law/regulation); or
- C. The parents/guardians state in writing each year that immunization is contrary to their sincere religious, moral, philosophical beliefs or other personal reasons.

The Superintendent shall exclude from school any non-immunized student when there is a clear danger to the health of others as provided by law.

The Superintendent/designee is directed to develop such administrative procedures as are necessary to carry out this policy and comply with statutory requirements.

Legal Reference: 20-A MRSA §§ 6352-6359
Chapter 126 (Me. Dept. of Ed. Rules)

Cross Reference: JLCC – Communicable/Infectious Diseases
JRA – Student Educational Records

Adopted: September 1, 1978

Last revised 09/15/09

Revised: May 8, 1989; March 8, 2000; May 14, 2003

JRA - STUDENT EDUCATIONAL RECORDS

It shall be the policy of the Westbrook School Department to provide for the confidentiality of all student education records that are maintained by the Westbrook School Department as required by both Maine law and the Federal Family Educational Rights and Privacy Act (FERPA).

The Westbrook School Department shall provide annual notification to the parents of students currently in attendance and to eligible students (18 years old or older) of their rights in relation to the student education records being maintained by the Westbrook School Department

The Westbrook School Department designates the following information about students as directory information: name, the student's participation in officially recognized activities and sports, height and weight of student athletes and grade level in school of students in extracurricular activities, date of attendance at Westbrook schools, and honors and awards received.

The Westbrook School Department may disclose directory information about students in attendance if it has given the notification required by FERPA to parents of the students and to eligible students and has not received timely written notice refusing permission to designate some or all of the types of information about a student as directory information.

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

The Superintendent, in consultation with other school administrators of the Westbrook School Department, shall develop and promulgate procedures for implementing this policy, including a description of the access rights of parents, students and educational personnel to records and the confidentiality rights of parents and students. Such procedures may be amended from time to time, as necessary.

A copy of the policy and procedure shall be posted in each school. Parents shall be notified annually of the policy and procedure.

Legal Reference: 20 USC § 1232g
34 CFR Part 99
20-A MRSA § 6001
Ch. 101 § 15 (Me. Dept. of Ed. Rule)
Ch. 125 § 12.01(E) (Me. Dept of Ed. Rule)

Adopted: May 28, 2003

JRA-R - STUDENT EDUCATION RECORDS ADMINISTRATIVE PROCEDURE

I. Introduction

These procedures have been adopted by the Westbrook School Department to implement state and federal legislation establishing guidelines governing the manner in which student records are maintained and supervised. The purpose of the legislation is to ensure students and parents of students access to their official records, to guarantee that these files are used only for legitimate educational purposes, and to ensure that the records are not released without the written permission of the student or parent of the student except as permitted by law. These procedures do not contain all the information contained in the federal or state legislation, but do adopt and incorporate such laws.

II. Definitions

The following definitions apply to terms used in this policy.

- A. "Act" means the Family Educational Rights and Privacy Act (20 U.S.C. § 1232 g).
- B. "Directory Information" means the following information contained in an education record of a student: name, the student's participation in officially recognized activities and sports, weight and height of student athletes, grade level in school of participants in extra curricular activities, date of attendance at Westbrook School Department schools, honors and awards received.
- C. "Eligible student" means a student who has attained eighteen (18) years of age, has not been judged by a court of competent jurisdiction to be so severely impaired that the student is unable to make decisions or exercise judgment on his/her own behalf or is attending an institution or post-secondary education.
- D. "Parent" means parent, regardless of divorce or separation, a legal guardian, or an individual acting as a parent or guardian provided that there shall be a presumption that a parent has the authority to exercise the rights inherent in the Act, unless there is evidence of a state law or court order governing such matters as divorce, separation or custody or a legally binding instrument that specifically revokes such rights.
- E. "Record" means any information or data recorded in any medium including but not limited to handwriting, print, computer media, video or audio tape, microfilm and microfiche, but excluding records of instructional, supervisory and administrative personnel, and educational personnel ancillary to those persons which are in the sole possession of the maker thereof and which are not accessible or revealed to any other person except a substitute for the maker of the record.

- F. "School" means Westbrook School Department and each school within the system.
- G. "Student" includes any individual with respect to whom the Westbrook School Department maintains education records.

III. Annual Notification of Rights

Each year parents of students attending school or eligible students will be provided with a summary of their rights through any of the following means:

- A. Letter to each parent or eligible student within the Westbrook school system; and
- B. Publication of a policy summary in a school newspaper, newsletter or handbook distributed to each parent or eligible student.

A model copy of that summary is attached to this policy as JRA-E. That summary shall also inform the parents of locations where copies of the Westbrook School Committee's policy statement and administrative procedure may be obtained.

A copy of this procedure, JRA-R, and the policy statement that is the basis for this procedure, JRA, shall be posted in each school.

IV. Inspection and Review of Education Records

Parents of students and eligible students may review and inspect their educational records by the following procedure:

- A. The parent or eligible student must request in writing to review the records through the building principal.
- B. The school will comply with the request within a reasonable period of time, but in no case more than 45 days after it received the request, and will comply before any meeting regarding an Individualized Education Program (IEP) or any due process hearing relating to the identification, evaluation, or to the placement of the student.
- C. The building principal will list the types and locations of all records, the names and titles of officials responsible for those records and the names of non-school personnel who have received copies or reviewed the education records.
- D. The school may deny a request for access to or a copy of the student's record if there is reasonable doubt as to the legality of the parent/child relationship. Access will be withheld until a determination of legal right to access can be established.

V. Disclosure of Education Records

- A. The school will not disclose any personally identifiable information from the education records of a student without the prior written consent of the parent or of the eligible student. The written consent shall include a specification of the records that may be disclosed, the purpose(s) of the disclosure(s), and the identity of the party or parties to whom the disclosure(s) may be made. Exceptions to these disclosure requirements are as follows:
 1. As provided by 20-A MRSA § 6001-B, when a student transfers from the local school unit to another school unit in Maine or any other state, a copy of all his/her educational records, including special education records, disciplinary records, attendance records, and health records other than confidential health records for which consent for dissemination has not been obtained, will be sent to the receiving school unit upon written request of the Superintendent or designee of that unit; there is no requirement for written consent by the parent/guardian or eligible student. Confidential health records may be provided only if the Superintendent / designee of the school unit from which the student is transferring receives the authorization or consent necessary for the dissemination of information contained in records pertaining to HIV infection status, alcohol and other drug abuse treatment, health care and treatment, and mental health treatment. At the request of the receiving unit, the student's current or former school administrator will disclose orally or in writing whether the student seeking admission has been expelled, suspended, or is the subject of an expulsion or suspension proceeding.
 2. Personally identifiable information may be disclosed without written consent if the disclosure is to:
 - a. State and local educational authorities, the Comptroller General of the United States, or the Secretary of the U.S. Department of Education (including those acting for the Secretary) in connection with the audit and evaluation of federal and state supported educational programs or for enforcement of or compliance with federal legal requirements, and to state and local educational authorities as required by state statute or permitted by federal law;
 - b. School administrators, School Committee members, officials, teachers and other school personnel; contracted providers of educational services for the student and lawyers within the Westbrook School Department who have legitimate educational interests;
 - c. Officials of another school, school system or institution of post-secondary education in which the student seeks or intends to enroll;
 - d. Institutions to which the student has applied for or has received financial aid if the information is necessary to determine the eligibility, amount, or conditions of the aid or to enforce the terms or conditions of the aid;
 - e. Organizations conducting studies for, or on behalf of educational agencies or institutions, including but not limited to studies to develop, validate or administer predictive tests;
 - f. Accrediting organizations for the purpose of carrying out their accrediting functions;
 - g. Parents of a dependent student, as defined in § 152 of the Internal Revenue Code of 1954;

- h. Those as directed by a judicial order or lawfully issued subpoena, provided that reasonable effort is made to notify the parent of the student or eligible student of the order or subpoena prior to compliance herewith, unless the subpoena or judicial order directs that the disclosure not occur;
 - i. A court of law, if relevant to an action brought by the parents of the child against the school unit, or brought by the Westbrook School Department against the child or child's parents;
 - j. Appropriate parties in a health or safety emergency provided that knowledge of the information is necessary to protect the health or safety of the student or other individuals. This disclosure may include the release of appropriate information to school officials in other school units about disciplinary action taken against a student for conduct that posed a significant risk to the safety or well-being of that student or other members of the school community, if the officials in the other school unit have a legitimate education interest in the behaviors of the student.
 - k. Criminal justice agencies or other agencies that by court order or agreement are responsible for the juvenile in circumstances as described in 20-A M.R.S.A. §6001(3); and
- 3. Other circumstances specifically permitted by law.
 - 4. Directory information may be disclosed without parental consent about former students
 - 5. The Westbrook School Department reserves the right to make public at its discretion personally identifiable information from the education records of a student if that information has been designated as directory information as that term is defined under subparagraph B in section II of this policy, unless the parent of the student or the eligible student informs the school in writing within 10 days of the first student day of school or within 10 days of enrollment, that such personally identifiable information is not to be designated as directory information with respect to the student.
 - 6. The Westbrook School Department will provide military recruiters and institutions of higher learning with the names, addresses and telephone number(s) of high school students, upon their request, unless the student's parent/guardian or eligible student notifies the Westbrook School Department in writing that he/she does not want such information released. Such information will not be disclosed if the student's parent or eligible student notifies the Westbrook School Department, in writing, that such information may not be released without his/her written consent.
- B. All disclosures of information under this section will comply with regulation and guidelines provided by the Federal Government and the Maine Department of Education.
 - C. The school will maintain a record of disclosures of personally identifiable information from the education records of a student and will permit a parent or eligible student to inspect that record, except that such record shall not include disclosures to the parent of a student or an eligible student, disclosures pursuant to written consent, disclosures to school officials or disclosures of directory information.

VI. Request to Amend Education Records

- A. All parents of students and eligible students may seek correction of education records of the student through a request to amend the record. The school shall, within fifteen (15) days of receipt of the request, either amend the information in accordance with the parent's request or inform the parents of its refusal to amend the information and advise the parent of the opportunity for a hearing.
- B. If the request is denied, the parent of the student or the eligible student shall be entitled to a hearing, upon request. The hearing shall be held within a reasonable period of time from the time the school receives the request, and the parent of the student or the eligible student shall be given advanced notice of the date, place and time. The Superintendent may designate an individual to conduct the hearing. The individual may be an employee of the school unit but may not have a direct interest in the outcome of the hearing. The parent of the student or the eligible student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised and may be assisted or represented by individuals of his/her choice at his/her own expense, including an attorney. The school shall make its decision in writing within a reasonable period of time. The decision of the school shall include a summary of the evidence and the reasons for the decision.
- C. If, as a result of the hearing, the school decides that the information is inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, it shall amend the education records of the student accordingly, and so inform the parent of the student or the eligible student in writing.
- D. If, as a result of the hearing, the school decides that the information is not inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, it shall inform the parent or eligible student of the right to place in the education records of the student a statement commenting upon the information in the education records and/or setting forth any reasons for disagreeing with the decision of the school.
- E. Any explanation placed in the education record of the student under the preceding paragraph shall be maintained by the school as part of the education records of the student as long as the record or contested portion is maintained by the school and if the education records of the student or the contested portion is disclosed by the school to any party, the explanation shall also be disclosed to that party.

VII. STUDENT RIGHTS

When a student becomes an eligible student, the rights accorded to and the consent required of the parent of the student shall thereafter transfer to the eligible student.

VIII. LIMITATIONS ON WAIVERS

A parent of a student/eligible student may waive any of his/her rights regarding confidentiality of educational records as set forth in this policy and in the Act, but such a waiver shall be in writing and signed by the parent or student as appropriate. The school may not require that a parent/ eligible student waive his/her rights.

A waiver under this section may be revoked with respect to any actions occurring after the revocation. A revocation under this paragraph must be in writing. If a parent executes a waiver under this section, that waiver may be revoked by the student any time after he/she becomes an eligible student.

IX. FEES

The school shall provide copies of education records to parents/eligible students upon request. The cost of producing copies of the record, if desired, to the parent/ eligible student will be fifteen cents per page copied, plus postage. This fee, however, will not prohibit a parent's/eligible student's opportunity for access to the records if they are unable to pay for such copies. There will be no charge to search for or to retrieve the education records of a student.

X. LIMITATION OF DESTRUCTION OF EDUCATION RECORDS

The school may destroy parts of an education record of a student when they are no longer deemed useful, subject to the following exceptions:

- A. The school may not destroy any education record if there is any outstanding request to inspect or review such records.
- B. The record of access maintained shall be retained for as long as the education record to which it pertains is maintained.
- C. The school shall inform parents of students with disabilities when education records are no longer needed to provide educational services to the student or to demonstrate that the school has provided the student with a free appropriate public education as required by law. At that point, the records shall be destroyed at the request of the parents and may be turned over to parents or eligible student upon their request.
- D. A permanent record of a special education student's name, address, phone number, grades, attendance record, classes attended and grade and year completed shall be maintained without time limitations.
- E. High school transcripts of all students shall be maintained permanently.

XI. COMPLAINT PROCEDURE

The Secretary of the U. S. Department of Education maintains an office that will investigate, process and review complaints that may be filed concerning alleged violations of the provision of the Act. Complaints regarding violations of rights accorded parents and eligible students may be submitted in writing to the following address:

**Family Policy Compliance Office
Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202**

Legal Reference: 20 USC §§ 1232g, 7908
34 CFR Part 99
20-A MRSA § 6001
Ch. 101 § 15 (Me. Dept. of Ed. Rule)
Ch. 125 § 12.01 (Me. Dept. of Ed. Rule)

Approved: October 11, 1995
Revised March 8, 2000; May 14, 2003

KLG - RELATIONS WITH LAW ENFORCEMENT AUTHORITIES

The Westbrook School Department recognizes that a cooperative relationship with law enforcement authorities is desirable for the protection of students and staff, maintaining a safe school environment, and safeguarding school property.

School administrators and staff have the primary responsibility for maintaining proper order in the schools and for disciplining students for violations of School Committee policies and school rules. However, the School Committee authorizes the Superintendent/administration to seek the assistance of law enforcement authorities when they believe there is a substantial threat to the welfare and safety of the schools, students and/or staff. The Superintendent/administration shall also inform law enforcement authorities when they have reason to suspect that a student or staff member may have violated a local, state or federal law.

The Westbrook School Department discourages law enforcement authorities from using the schools as a venue to arrest and/or interrogate students for activities not related to or affecting the schools. The Superintendent/administration retain the authority to deny law enforcement access to students for non-school-related investigations.

The School Committee authorizes the Superintendent and administration to work with local law enforcement authorities to develop administrative procedures to guide interactions between the schools and law enforcement. Such procedures should safeguard the rights of students and parents, be consistent with School Committee policies, and minimize disruptions to the instructional program. These administrative procedures are subject to the approval of the School Committee.

The Superintendent shall include law enforcement authorities in the development and implementation of the school unit's crisis response plan. The School Committee also encourages the Superintendent/administration to include law enforcement authorities in the development and/or implementation of instructional programs/activities related to student safety.

Cross Reference: KLG-R – Relations with Law Enforcement Authorities Administrative Procedure
 EBCA – Crisis Response Plan
 JICIA – Weapons, Violence and School Safety
 JIH – Questioning and Searches of Students
 JRA – Student Records

Adopted: August 8, 2001