



**WELLS JUNIOR HIGH SCHOOL  
STUDENT HANDBOOK**

**2019-2020  
School Year**

# Wells Junior High School

1470 Post Road

Wells, Maine 04090

## TELEPHONE NUMBERS

Superintendent of Schools	646-8331	FAX 646-4236
Wells Junior High School	646-5142	FAX 646-2899
Ledgemere Transportation	646-5502	FAX 352-0454
Food Service Director	646-7872	
Child Watch	646-8782	

## Wells Junior High School Student Handbook

Students and parents/guardians are responsible for reading and following the rules in this handbook. This handbook has been developed within the framework of the Wells-Ogunquit CSD School Committee Policy Manual. In the case of a conflict between a School Committee policy and the rules in this handbook, the School Committee policy will prevail. You may review a copy of the policy manual in any school office. If you have any questions about this handbook, please call the school.

This document is also online on the Wells Junior High Website: [www.K12wocsd.net](http://www.K12wocsd.net).

This agenda belongs to:

Name: \_\_\_\_\_

Homeroom Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_

### CORE VALUES at WJHS

\* Respect   \* Honesty   \* Responsibility   \* Trustworthiness   \* Compassion

## **INTRODUCTION**

The information in this handbook serves as a guide for your junior high experience. Hopefully, this agenda will answer many questions about the rules, activities and services here at Wells Junior High School. Read, ask questions and listen carefully to the answers. Involve yourself in a variety of activities and enjoy this year.

## **DISTRICT MISSION STATEMENT**

Ensuring Continuous Improvement For Each Learner

The Wells-Ogunquit C.S.D. commits to ensuring that each student develops and applies the social, academic, critical and creative thinking skills necessary to meet with success in college, career, citizenship and life. The responsibility for education is shared by student, family, school and community.

*Reaffirmed by the Wells-Ogunquit C.S.D. School Committee 4/5/2017*

The mission of Wells Junior High School is to create a school that is appropriate to the developmental needs of the 10 to 14 year old within a learning atmosphere that is productive and enjoyable for students and adults.

## **SCHOOL CLIMATE/ PERSONAL CONDUCT:**

**We challenge the entire Wells Junior High School community to strive for the following:**

- **Be sure to treat others as you would like them to treat you.**
- **Be on time to school matter. Good attendance matters. Research shows that students who arrive at school on time, and who attends regularly, are more successful in school.**
- **Be sure to follow school rules. Discipline and control of students are necessary components of a healthy learning environment. The rules and policies in this handbook apply to any student who is on school property, who is in attendance at school or at any school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline or general welfare of the school.**

## **EXPECTATIONS OF STUDENT BEHAVIOR:**

Students will conduct themselves in a manner that reflects our Core Values.

The Core Values of WOCSD & WJHS are:

- **Respect**
- **Responsibility**
- **Honesty**
- **Compassion**
- **Trustworthiness**

# The Warrior Way!

<b>RESPECT in the</b>	<b>COMPASSION in the</b>	<b>HONESTY in the</b>	<b>RESPONSIBLE in the</b>	<b>TRUSTWORTHY in the</b>
<b>CLASSROOM</b> *Only one person talking at a time! *Be Prepared *No throwing items or fooling around! *No excuses! *Listen to your classmates!	<b>CLASSROOM</b> *Be kind to a classmate who makes a mistake. *Offer a pencil to someone that doesn't have one! *Show empathy when a classmate is upset!	<b>CLASSROOM</b> *Tell the truth! *No cheating *Don't take other people's things! *Don't talk behind other peoples' backs!	<b>CLASSROOM</b> *Put things back where you found them! *Stay focused and on task! *Listen to your teacher and raise your hand to be called upon!	<b>CLASSROOM</b> *Tell the truth! *Tell the truth about whether or not you completed your work! *Do the right thing, even if a teacher isn't looking!
<b>HALLWAY</b> *Always walk, no running! *Be aware of others! *Move slowly around corners and down stairs! *Smile and be friendly to people! *Realize that other classes are going on!	<b>HALLWAY</b> *If someone drops something, help them pick it up and don't laugh! *Apologize if you bump into someone! *Be kind to classmates! *Stand up for a classmate if someone is being picked on!	<b>HALLWAY</b> *Tell the truth if you are caught doing something wrong! *Be truthful about closing your locker! *Be truthful towards your teachers!	<b>HALLWAY</b> *Be sure to walk! *Make sure that your locker is closed! *Walk on the right hand side!	<b>HALLWAY</b> *Be sure to get to class quickly! *Be sure to close your locker without slamming it! *Be quiet around other classrooms! *No running! *Pick up anything on the floor!
<b>CAFETERIA</b> *Clean your table and wipe down with the damp cloth! *Use appropriate language and volume! *Be open to sit with everyone! *Don't waste food by throwing it away! *Nothing should be thrown!	<b>CAFETERIA</b> *If someone drops their tray don't laugh and help pick it up! *If someone is sitting alone, sit with them! *Don't judge others lunches! *No cutting in line! *Don't take other people's food! *No saving seats / excluding people!	<b>CAFETERIA</b> *Take responsibility for your actions! *Be sure to pay for everything you take!	<b>CAFETERIA</b> *Stay in your spot in line! *Be sure to walk and not run! *Use your manners! *Take care and clean your table!	<b>CAFETERIA</b> *No arguing with classmates! *No cutting in line! *Be kind to all classmates!
<b>BATHROOM</b> *If you find a mess, report it to an adult! *Use soap and water for washing hands! *Please flush! *No vandalism! *Never make another person feel uncomfortable!	<b>BATHROOM</b> *No fooling around! *Give everyone privacy!	<b>BATHROOM</b> *Tell an adult if it has been vandalized! *If you find something, bring it to the office or return it to the person!	<b>BATHROOM</b> *Wash and dry your hands! *Be neat and keep care of the bathrooms!	<b>BATHROOM</b> *Wash your hands! *Always sign out! *Fooling around should not happen! *No vandalizing!

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## Wells Jr. High School from A-Z

### **ABSENCES:**

On those rare occasions when your child is absent, please call the school's Child Watch Line at 646-8782.

A student **may not participate in, nor attend**, an extra-curricular activity or school function if absent from school during the school day of the event or the school day that immediately precedes the event in those cases when the event occurs on a non-school day. An administrator may grant an exception for extenuating circumstances, if requested in writing by the parent/guardian.

### **ARRIVAL/DISMISSAL (end of day):**

**School starts at 7:30 AM.** Our staff values punctuality. Students **arrive at 7:15 AM** for supervision. Students should NOT be dropped off before 7:15 AM.

Dismissal at the end of the school day: Bus students and walkers go directly to the busses in front of the school. Students who are being picked up by a parent/guardian should leave the school by the back entry way. Supervision for dismissal is from 2:00 - 2:05 PM. **Once students arrive at school in the morning they are NOT to leave school grounds.** Students staying after school for clubs, sports, etc. **are NOT** to leave school grounds. Grade 5 students **MUST** have a note from a parent/guardian when they are staying after school.

### **DISMISSAL (during school day):**

A dismissed student is expected to make up any missed work when he/she returns to school. Students will be dismissed only from the main office or nurse's office and must be signed out by the adult accompanying them. *Wells-Ogunquit C.S.D. Policy JEDB - adopted 9/2/87*

Occasionally during the winter, students may be sent home early due to the weather. Parents/guardians should have a back-up plan. Students are **NOT** to stay after school on Early Dismissal Days.

Students will be released from school at 1:00 p.m. every Wednesday during the school year. **NO** late bus for students on Wednesdays.

### **ATTENDANCE/TARDINESS:**

Attendance is an important part of a student's success in school. Excusable absences from school are identified as: personal illness, appointments with health professionals that cannot be made outside of the regular school day, observance of recognized religious holidays when the observance is required during a regular school day, emergency family situations or planned absences for personal or educational purposes which must be approved by the administration two weeks prior to the absence.

We are working hard to eliminate situations where students are considered chronically absent. This is defined when a student misses 2 days or more per month and exceeds 10% of the total school days. Please let us know if there is anything we can do to help a student attend school daily.

Parents/guardians are accountable for their child's attendance and must call the school to report the absence as well as the reason for it. If a student is to be excused early from school, a note must be given to the office in the morning.

**It is the responsibility of all students to arrive (7:30) at school on time ready to learn.** A student who is late for school must report to the office and sign in. Repeated incidents of lateness will necessitate disciplinary consequences. Consequences could include such things as lunch/recess detentions or after school detentions. Each student is allowed to be tardy 3 times during each trimester except for medical appointments. After the third time being tardy in a trimester, a detention will be assigned *See Wells-Ogunquit C.S.D. District Policies JEAA, JEA, JED, JEDA, JEDAA, JEDB, JEDC, JEDD, JEDE, JHB*

### **BUS BEHAVIOR:**

Riding the school bus is a privilege which may be lost as a result of disruptive behavior or inappropriate conduct. Unacceptable behavior including refusing to obey the bus driver, fighting, striking threatening other students, failure to remain seated, shouting or using profanity towards the driver. While on the bus, students are under the authority of the driver.

Questions about times and routes should be directed to Ledgemere Transportation Service (646-5502). A separate copy of the bus policy is sent home at the beginning of the school year. *District Policy JFCC adopted 6/26/91, revised 9/4/02 & JFCC-R Adopted 6/26/91, revised 9/04/02*

### **CLUBS, ORGANIZATIONS, INTRAMURALS & EXTRA CURRICULAR ACTIVITIES:**

Students have opportunities to participate in a variety of clubs, activities and organizations. Students are to remain on school grounds until they are dismissed from the activities. Student Council, Yearbook, and Newspaper are clubs, while intramurals are scheduled on a trimester basis based upon student and teacher interest. Information about intramurals is available from the Student Activities Director.

### **DANCES:**

Dances for 7<sup>th</sup> and 8<sup>th</sup> graders are part of our activities program. Guests from other schools may not attend dances. Dances are held between 6:30 and 8:30 p.m. Parents are reminded to pick up their children PROMPTLY at the conclusion of any event. *Wells-Ogunquit C.S.D. Policy JEDD - adopted 9/2/87*

### **DRESS CODE:**

The Wells-Ogunquit C.S.D. recognizes that responsibility for the dress and appearance of students rests with individual students and their parent(s)/guardian(s). The School Committee will not interfere with this right unless the personal choices of students creates a disruptive influence on the school program or affects the health or safety of others.

Students are encouraged to use sound judgment and reflect respect for themselves and others in dress and grooming. In keeping with the goals of the district to provide a safe, healthy, and non-discriminatory environment for educating students for maximum academic and social development, the following restrictions on dress shall be enforced.

A. Articles of clothing, which promote the use of tobacco, alcohol, or other drugs, may not be worn on school grounds (when school is in session) or at school functions.

B. Clothing, footwear, insignia, or accessories that are intended to identify the wearer as a member of a particular gang are prohibited.

A "gang" is defined as an association or group of individuals, whether formal or informal, which identifies itself through the use of a name, unique appearance or

language, identifying sign or symbol, the claiming of geographical territory or the espousing of a distinctive belief system that can lead to criminal or violent activity, and whose members individually or collectively engage in or have engaged in a pattern of criminal or violent activity.

C. Articles of clothing that are revealing, sexual, vulgar, lewd, indecent, or include insulting words (e.g., racial/ethnic slurs) are impermissible.

D. Clothing that is destructive of school property (e.g., skate sneakers, cleats, pants with metal inserts that scratch furniture) is not permitted.

E. No jewelry or accessories that could be used as a weapon, may or destroy school property, or pose a safety risk to the students or others will be allowed.

F. Articles of clothing that are revealing are not permitted, including, but not limited to, one-shoulder shirts, low-cut tops, spaghetti straps, halters, short shorts, skirts more than six (6) inches above the knee, bare-backed shirts and pants/shorts worn in a manner to reveal underwear or bare skin between the upper chest and mid-thigh.

G. Hats may not be worn in school.

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

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

Students who come to school dressed inappropriately will receive a warning, and depending upon the infraction, may be sent home to change. Administrators have the authority to suspend students for severe and/or repeated infractions of the dress code. Infractions that directly interfere with the operations, discipline, or general welfare of the school may be disciplined in accordance with other applicable School Committee policies.

Determinations of individual instances will be made by the administration. All school time lost on such occasions must be made up after school on the same

day or days following upon judgment of the administration. Repeated infractions will be subject to further disciplinary action.

The Superintendent is responsible for the development of any administrative procedures. *C.S.D. Policy JICA- adopted 3/6/02, revised 8/1/03*

#### **ELECTRONIC DEVICES/CELL PHONES:**

The School Committee recognizes that many students possess cell telephones and other electronic devices. These devices may not be used in any manner that disrupts the educational process, is illegal, or violates School Committee policies and/or school rules. The Wells-Ogunquit CSD is not responsible for damage, loss or theft of such devices. The Superintendent is authorized to develop any school rules necessary to implement this policy.

Students are prohibited from using privately owned electronic devices, including but not limited to cell phone, iPhones, handheld computers, MP3 players and electronic games during classes, assemblies and other school activities.

- A. During classes and school activities, all such devices must be turned off.
- B. The only exception to this rule is when a teacher specifically authorizes students to use such a personal electronic device for a specific purpose.
- C. If the rule is violated, **the teacher will immediately confiscate the device for the remainder of the school day, and discipline may be imposed.**

*Adopted by the Wells-Ogunquit CSD Policy JICJ and Policy JICJ-R Adopted 04/04/12 Revised 1/02/13*

#### **EVACUATION AND LOCKDOWN DRILLS:**

Emergency evacuation drills are held several times each year to familiarize and reinforce for students the quickest and safest routes out of the building. Students should note the escape plan posted in each room. When the alarm sounds students should move quickly and quietly out of the building.

Lockdown drills are practiced throughout the school year. All lockdown drills are announced prior to implementation. During the lockdown drill no one is admitted into the building.

#### **EXTRA HELP:**

From time to time, students may find themselves in need of academic help. Students may take the late bus which leaves the junior high at 2:45 p.m. except on

Wednesdays. There will be **NO LATE BUS on Wednesdays!**

#### **EXTRA-CURRICULAR /ATHLETICS CODE:**

Students in grades 6, 7 and 8, who have met the eligibility requirements will have opportunities to participate in fall, winter and spring sport teams that compete against other schools. Students must have had a physical prior to participating in these sports. Definition: if a student receives an "F", "No Credit" or in "Incomplete" on a progress report or report card, he/she will be placed on "academic probation". Students on academic probation will still be able to practice but cannot participate in games, meets, performances etc. until their grades are passing. A student receiving an office/teacher detention cannot participate in any extra-curricular activity until the detention is served. Students suspended from school will not be allowed to participate in any extra-curricular activity, game, meeting, rehearsal, and practice during the period of suspension. Students in grade 6 may participate in the following sports (Cross-Country, Track, Soccer and Wrestling).

We urge students to listen to announcements concerning tryouts, practices and game times. WJHS offers the following interscholastic sports: Field Hockey, Soccer, Basketball, Baseball, Softball, Wrestling, Cheerleading, Track and Cross Country.

*District Policy IGDI, J-R-2 Adopted by the Wells-Ogunquit C.S.D. School Committee 2/6/85 Revised 12/5/01*

#### **FIELD TRIPS/CURRICULUM BASED EXCURSIONS:**

Field trips are extensions or enrichment of the academic curriculum. These trips may take place during or after school hours, and always with teacher supervision. Parental permission must be obtained prior to any student going on school-sponsored field trips. If financial assistance is needed contact the principal or assistant principal. If behavior is a concern parents/guardians may be requested to attend a field trip. *Wells-Ogunquit C.S.D. Policy IICA and IICA-R revised 1/8/03 - adopted 1/7/87 and revised 12/17/03*

#### **FOOD SERVICE & CAFETERIA BEHAVIOR:**

Our cafeteria serves both breakfast and lunch daily. Students who wish to purchase breakfast may enter the cafeteria at 7:15 a.m. Hot lunches, a salad bar and à la carte items are available for purchase every day during the three lunch periods. Parents/guardians may pre-pay for student lunches. Students are expected to clean up their trash and wipe their area after eating. Please call the Food Service Manager

with questions or applications for free or reduced meals (646-7872).

**GUIDANCE/SOCIAL WORKER:**

The guidance counselor and social worker provide a variety of services, including individual/small group counseling and guidance. Parents are encouraged to contact the guidance counselor/social worker regarding any issues or concerns.

**GUM CHEWING:**

Students may NOT chew gum in the hallways, gym or multipurpose room. Teachers may give students permission to chew gum in their classrooms.

**LIBRARY/MEDIA CENTER:**

Our library is well equipped with magazines, reference materials, a wide selection of fiction and non-fiction books. Assistance is available to all students. Students are expected to return borrowed materials, and will be obligated to pay for any lost or damaged items.

**LOCKERS:**

Students will be assigned lockers. Lockers are property of the school, which entitles school authorities to conduct locker inspections. Students are responsible for the condition of the locker at all times. Lockers must be kept clean inside. NO TAPE or STICKERS are allowed in lockers.

**MEDICATION:**

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

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

Exceptions to the above statement include the following: Acetaminophen (Tylenol) or Ibuprophen, weight/age dose, may be administered at the discretion of the school nurse after appropriate evaluation and in accordance with the school physician who provides this standing order to district nurses. A consent form must be signed by parent/guardian and be on file in the nurse's office. Acetaminophen or Ibuprophen may also be administered by trained, unlicensed personnel. Emergency medication (Epi-pens and inhalers) are allowed to be carried, according to Maine State law and district policy, when appropriate paperwork has been completed by the parent and prescribing provider, and is on file in the nurse's office. Students must show competency using these medications prior to carrying them during school hours. All medication orders are valid for the current school year and must be renewed annually.

*See Wells-Ogunquit C.S.D. policy JLCD - adopted 4/28/99, effective 9/1/99 revised 12/7/05, revised 03/05/08*

**NURSE:**

The school has a registered nurse on duty to administer students' health needs. The office is a first aid station and is not equipped to deal with serious illness or injury.

Injured students should report to the nurse's office; if the nurse is unavailable, the student should report to the office. The school is responsible for administering first aid only. In the event of serious injury, the family will, whenever possible, be immediately notified. In all instances of injury, the school shall take those actions it deems necessary to insure the prompt, safe treatment to the student.

Any questions or concerns about health services should be directed to the school nurse.

**RECESS:**

A short recess after students finish eating lunch is available, weather permitting. 5th graders have an additional short recess mid-morning.

**REPORTING STUDENT PROGRESS:**

REPORT CARDS:

Report cards are issued three times per year, at the end of each twelve-week marking period. Typically, the first trimester ends the first week of December, the second trimester ends approximately the second week of March, and the end of the school year marks the end of the third trimester. Allied Art classes will be reporting grades at the end of their rotations. Report cards are distributed to students at the end of



the first two trimesters. At the end of the school year, report cards will be mailed home.

**JUPITER GRADES:** This computer program will allow parents/guardians to see their child's grades at any time during the grading period. Parents/guardians can receive a weekly email with grades and assignments.

**GRADING SYSTEM:**

Students in grades 5, 6, 7, and 8 earn the following grades. Students may also be graded on standards set by the subject area teacher.

**ACADEMICS**

- A 93-100
  - B 85-92
  - C 77-84
  - D 70-76
  - F 69 and below
  - I Incomplete Work
- + or – can be used to indicate a higher or lower average within that letter grade.

**ALLIED ARTS**

- PD = Proficient with Distinction
- P = Proficient
- PP= Partially Proficient
- SBP = Substantially Below Proficient
- I = Incomplete Work

Grading for Allied Arts is based upon standards set by the subject area teacher. These standards will be distributed to students at the beginning of each class session. At the end of the Allied Arts rotations, grades will be entered on the reporting system.

**SCHEDULES:**

Students receive a schedule of classes for each trimester of the year. Any scheduling questions should be directed to the guidance office.

**SCHOOL CLOSINGS:**

“No school” announcements will be made over local TV and radio stations, School Messenger and the web page. In the event that school is cancelled due to inclement weather, etc., all after school and/or evening activities are also cancelled.

**SPECIAL EDUCATION:**

Students may qualify for special services following testing to determine needs. If you feel you're your

child may qualify, please call the guidance counselor at the junior high or the Director of Special Services (646-8331).

**TECHNOLOGY/INTERNET ACCESS:**

**The use of technology is for educational purposes. Technology is available for students in grades 5-8. Game playing is not allowed.**

**Cyber Safety:** WOCSD educates students about online behavior. The district utilizes filtering technology designed to block certain sites.

Use of technology is a privilege; we expect students to use good judgment and show respect to equipment. Any student whose technology use is inappropriate will be denied access and parents/guardians informed. *See District Policy IJNDB. Revised 10/02/13*

**US DEPARTMENT OF EDUCATION OFFICE FOR CIVIL RIGHTS:**

The Office for Civil Rights enforces several Federal civil rights laws that prohibit discrimination in programs or activities that receive federal financial assistance from the Department of Education. The address for the office is: U.S. Department of Education Office for Civil Right 33 Arch Street, Suite 900 Boston, MA 02110-1491 Telephone: 617-289-0111 email address: [OCR.Boston@ed.gov](mailto:OCR.Boston@ed.gov)

**VALUABLES:**

It is strongly recommended that valuable items of any kind (i.e. jewelry, electronics, money, equipment) NOT be brought to school. Wells Junior High School is NOT responsible for the loss of student items.

**WEEKLY INFORMATION:**

Any and all announcements, information or paperwork will usually be emailed home on Fridays.

**YEARBOOK:**

Students in grades 7 and 8 work with a faculty advisor to create a yearbook which is available at a nominal cost. Yearbooks will be distributed to students near the end of the school year.

# CODE OF CONDUCT

Wells Junior High School Core Values are:  
**Compassion, Respect, Honesty, Responsibility and Trustworthiness**

Ethical and responsible student behavior is an essential part of the educational mission of our schools. To that end, the Wells-Ogunquit Community School District School Committee has developed this District-wide Code of Conduct with input from school staff, students, parents and the community. The code defines our expectations for student behavior and provides the framework for a safe, orderly and respectful learning environment.

## **Article 1: Standards for Ethical and Responsible Behavior**

The Code of Conduct is intended to support and encourage students to meet the following local standards for ethical and responsible behavior: Respect, Responsibility, Honesty, Trustworthiness and Compassion.

## **Article 2: Code of Conduct**

All students are expected to comply with the Code of Conduct and all related School Committee Policies and school rules. The Code applies to students:

- On school property, while in attendance at school or any school-sponsored activity, or at any time or place such conduct directly interferes with the operations, discipline, or general welfare of the school.

## **Article 3: General K-12 Behavior Expectations**

- A person who is RESPECTFUL of self and others should:
  - \* Appreciate and honor diversity by tolerating different views and beliefs
  - \* Be responsible for his/her actions
  - \* Demonstrate behaviors that create and support a healthy, safe environment
- A person who is RESPONSIBLE individually and as a member of the community should:
  - \* Take ownership for his/her educational success
  - \* Use his/her skills to help others, improve the school environment and the larger community
  - \* Accept ownership and consequences for personal actions or failure to act.
- A person who is TRUSTWORTHY when dealing with others should:
  - \* Gain others' respect;
  - \* Completes the job
  - \* Be reliable
- A person who is HONEST in all academic endeavors and interpersonal relationships should:
  - \* Tell the entire truth
  - \* Be true to self
- A person who is COMPASSIONATE in dealing with the limitations and sufferings of others should:
  - \* Not deceive others with words or actions;
  - \* Be kind and courteous to others;
  - \* Be tolerant and understanding of others' feelings

## **Article 4: Expectations**

The following is a summary of the district's expectations for student behavior. In many cases, the School Committee has adopted policies that address these expectations in greater detail. Students, parents, and others should refer to the policies and student handbooks for more information about the expectations and consequences. In case of an inconsistency between the Code of Conduct, School Committee policies and/or school handbooks, School Committee policies will prevail.

**A. Violence and Threats:** Students shall not engage in violent or threatening behavior. Prohibited behavior includes fighting, assault and/or battery, taking hostages, threats or acts to commit violence against persons or property or threats, intimidation, or harassment. Violations may result in disciplinary action up to and including expulsion. See policies: *JFCJ, JFCK and EBCC*

**B. Weapons:** Students shall not possess or use weapons of any kind (examples include, but are not limited to, firearms, explosives and knives). Students also shall not use 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 include but are not limited to bats, lighters, tools or toy weapons). Firearm violations will result in expulsion in accordance with state and federal statutes; other weapons violations may result in disciplinary action up to and including expulsion. See policies: *JFCJ*

**C. Bullying & Hazing:** Bullying, including “cyberbullying” is not acceptable conduct in Wells-Ogunquit CSD schools and is prohibited. Bullying includes, but is not limited to a written, oral or electronic expression or a physical act or gesture or any combination thereof directed at a student or students that: A. Has, or a reasonable person would expect it to have, the effect of physically harming a student or damaging a student’s property or placing a student in reasonable fear of physical harm or damage to his/her property. Cyberbullying: means bullying through the use of technology or any electronic communication, including but not limited to, a transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted by the use of any electronic device or personal digital assistant. See policy: *JICK/Bullying adopted 12/06/89 revised 10/02/02, 1/05/05,10/04/06 and 12/04/13* **Hazing** activities of any type, either on or off school property, by any student, staff member, group or organization affiliated with this school unit, are inconsistent with the educational process and shall be prohibited at all times. “Harassing behavior” includes acts of intimidation and any other conduct that recklessly or intentionally endangers the mental or physical health of a student or staff member. “Acts of intimidation” include extortion, menacing, direct or indirect threats of violence, incidents of violence, bullying, statements or taunting of a malicious and/or derogatory nature that recklessly or intentionally endanger the mental or physical health of another person, and property damage or theft. Students who violate this policy may be subject to disciplinary action which may include suspension, expulsion, or other appropriate measures. *ACAD Adopted 12/6/89 revised 10/2/02 revised 5/07/14*

**D. Discrimination and Harassment/Sexual Harassment:** Students should not discriminate against other students on the basis of race, color, sex, religion, ancestry, national origin, or disability. Students should not harass one another on the basis of race, color, sex, religion, ancestry, national origin, or disability. Sexual harassment is also prohibited. Harassment is grounds for disciplinary action up to and including expulsion. See policies: *ACAB, ACAB-R-2*

**E. Drug and Alcohol Use:** Students shall not distribute, possess, use, or be under the influence of any alcoholic beverage, drug or look-alike substance as described by School Community policy. Violations may result in disciplinary action up to and including expulsion from school. See policy: *JFCH*

**F. Tobacco Use:** Students shall not smoke, use, possess, sell or distribute any tobacco products. Violations of this policy may result in disciplinary action up to and including suspension from school. See policy: *ADC, ADC-R*

**G. Conduct on School Buses:** Students must comply with all School Committee policies and school rules while riding on buses. Students who violate these policies and rules on a school bus may have their riding privileges suspended or revoked, and may also be subject to additional disciplinary action, up to and including expulsion, depending upon the particular violation. See policy: *JFCC*

**H. Computer/Internet Use:** Students may only use school computers, networks and Internet services for educational purposes. Students shall comply with all policies and rules governing acceptable use. Unacceptable use may result in suspension or cancellation of computer privileges as well as additional disciplinary and/or legal action. See policy: *IJNDB*

**I. Co-Curricular Code of Conduct:** Students must follow all School Committee policies and school rules while participating in athletics and extra-curricular activities. See policy: *IGD*

#### **Article 5: Removal of Disruptive/Violent/Threatening Students.**

1. Students who are disruptive, violent or threatening death or bodily harm to others may be removed from classrooms, school buses or other school property when necessary to maintain order and safety. The staff member who orders the student removed should arrange to have the student escorted to the office or other designated location.
2. If a student does not comply with a staff member’s order to leave, the staff member will contact an administrator, or, if not available, another suitable person, who shall respond promptly.
3. Staff members should not use force or restraint, except to the minimum extent necessary to protect any person from imminent physical harm. Staff members are not required to take action that puts them at risk of serious injury.
4. The responding administrator will take appropriate action. If the student fails to obey verbal directions, force or restraint may be used only to the minimum extent necessary to protect any person from imminent physical harm or to quell a disturbance. Whenever practicable, law enforcement should be called to restrain or physically remove a non-compliant student. The administrator may invoke the district’s crisis response plan if appropriate. See: *20-M.S.R.A.S4009 and policy EBC.*

## **Article 6: Special Services**

1. Referral. The Wells-Ogunquit C.S.D. School Committee has adopted policies and procedures for determining when a student shall be referred for special services. See policies *IGBAD and IGBAC*.
2. Review of Individual Education Plan. The school shall schedule a IEP (Individual Education Plan ) meeting to review the IEP (Individual Education Plan) of a student who has been removed from class when: a) school officials and/or the parent believes the student may present a substantial likelihood of injury to himself/herself or others; b) the class removals are sufficient to constitute a change in the student's special education program; or c) school officials or the parent believes that the student's behavior may warrant a change in educational programming. See policy *JGF*
3. Time Out Rooms and Therapeutic Restraint. The district has established a policy on the use of time out rooms and therapeutic restraints as required by Maine statute. See *policy: JHF*

**Article 7: Referrals to Law Enforcement Authorities:** The Superintendent and administrators have the authority to seek the assistance of law enforcement authorities when there is a substantial threat to the safety of the school, students or staff. The Superintendent/administration may 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 statute. All serious offenses, as determined by the Superintendent, must be reported to law enforcement authorities. See *policy: JFG*.

**Article 8: Dissemination of District-Wide Code of Conduct:** The district-wide Student Code of Conduct shall be distributed to staff, students and parents through handbooks and/or other means selected by the Superintendent and building administrators. Legal reference: 20-M.S.R.A. SS 254, (1); 1001 (15) Adopted by the Wells-Ogunquit C.S.D. School Committee: 01/05/05

## **Disciplinary Consequences**

Wells Junior High School expects students to make responsible choices and assume ownership for their learning and behavior. This belief emphasizes prevention over punitive action by promoting interventions and consequences, which enhance respect, self-esteem, and student achievement in a safe, secure and positive learning environment. A strong home -school partnership will help to ensure success for all students.

## **CONSEQUENCES DEFINED**

**Detention:** A period of time when a student is assigned to stay after school because of unacceptable behavior. Detention is considered an extension of the school day and has priority over all other appointments, including SPORTS or any other after school commitments, 24 hour notice will be given before all detentions, allowing adequate time for the student to make arrangements for transportation. Detentions are held from 2:00-3:00 p.m.

## **SUSPENSION:**

A student may be suspended and not allowed to attend school or school related activities for up to 10 days at a time. A suspended student will not be re-admitted to school until a parent/guardian meets with the principal or assistant principal. Students may be suspended for the following actions: leaving school grounds without permission, fighting/physical assault, smoking or possession of smoking materials, possession of weapon(s), possession of drugs/alcohol on school property, swearing, profane language, refusal to serve assigned detentions, theft, harassment, verbal assault or threats, cheating/plagiarism, threats of violence and disruptive or disrespectful behavior, etc.

Prior to suspension, an administrator must: inform the student orally or in writing of the infraction against him/her; should the student deny the infraction, the administrator must give the student an opportunity to tell their side of the story. When a student is suspended the parent/guardian will be notified in writing and by telephone. A parent/guardian must be a part of the student's required re-entry meeting.

Any student accumulating three suspensions will be referred for a meeting with the Superintendent of School. This may serve as a preliminary meeting to an expulsion meeting.

Appeals procedure: Students and parents/guardians may appeal a decision if they feel that the consequences are unfair. The disciplinary action is not stayed during an appeal. To make an appeal: Set up a meeting to discuss the matter with the person who made the decision. If a satisfactory decision is not reached, then; set up a meeting and discuss the decision with the assistant principal/principal; if still not satisfied, set up a meeting with the Superintendent of Schools.

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

#### **EXPLUSION:**

This requires a formal hearing and an affirmative vote of the School Committee. This is a serious action and may be invoked only after all other disciplinary alternatives have been exhausted.

#### **SEARCHES:**

The Wells-Ogunquit CSD School Committee seeks to maintain a safe and orderly environment in the schools. School administrators may question and/or search students in accordance with this policy. 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. Administrators have the authority to inspect, search storage facilities and their contents on a random basis, with or without reasonable suspicion and without notice or consent. Canine patrols may be used to conduct searches anywhere on school property. *See policy JIH and JIH-R Adopted by the WOCSD School Committee: 01/16/13*

#### **GUIDELINE FOR INFRATIONS:**

**Infractions:** Abuse of a hall pass, skipping class, skipping teacher or office detention, leaving class without permission, lying, offensive language, running or horse play, sent from class (disrupting teaching or learning) tardy to class, tardy to school (more than 3 times), throwing any projectiles (i.e. food, snowballs, etc.), Alteration or damage to school property, harassment, bullying, starting a fight, intimidation, interfering with a fire extinguisher or pull station.

#### **Consequences may include:**

- student conference and/or one detention; one or two detentions; behavior plan; suspensions (in or out of school)

**Infractions:** Insubordination (disrespect to staff, undermining authority), fighting, tobacco violations, and vandalism

#### **Consequences may include:**

- In or out of school suspension ; behavior plan
- Meeting with social worker/guidance counselor

**Infractions:** Assault, drug/alcohol use, possession of stolen property, and theft. (Notification to police).

#### **Consequences:**

- 5-10 day of suspension

**Infractions:** Activating a fire alarm, arson, bomb threats, possession or detonation of fireworks, possession of a weapon(See policy JCFJ) sexual misconduct, threats of violence that impact the "peace and usefulness" of the school (see policy JFCK).

#### **Consequences:**

- 10 day suspension and possible recommendation for expulsion. Depending on the severity of the offense, the student may go the School Committee for an expulsion hearing. The police department will be notified of these infractions. All weapons, drugs and alcohol will be turned over to the police department.

#### **STUDENT DRUG, ALCOHOL AND TOBACCO USE:**

In order to promote the highest possible standards of learning, as well as the physical, social and emotional well-being of students, this policy is designed to: aid students in abstaining from the unlawful use of tobacco, alcohol and drugs; provide for early intervention when use is detected; and provide disciplinary action when necessary. Compliance with policy is mandatory. Any school staff member who has reason to suspect that a student has violated this policy shall report the incident to an appropriate administrator immediately.

**A. PREVENTION:**

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

**B. INTERVENTION:**

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

**C. RULES AND SANCTIONS:**

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

The term “prohibited substance” shall include, but not be limited to; alcohol; scheduled drugs (as defined in 17-A M.R.S.A. 1101); controlled substances (as defined in the federal Controlled Substances Act, 21 USC 812); tobacco products of any kind; prescription drugs not prescribed for the student and/or not in compliance with the School Committee’s policy on administering medications to students ( policy JLCD); any substance which can affect or change a students mental, physical or behavior pattern, including but not limited to volatile materials such as glue, paint or aerosols (when possessed for the purpose of inhalation) or steroids; paraphernalia-implements used for distribution or consumption of a prohibited substance; or any look-alike drug or substance that is described as or is purported to be a prohibited substance defined in this section.

Any violation of the terms of this policy shall constitute sufficient grounds for student discipline, including suspension or expulsion from school, at the appropriate discretion of the administration and the school committee. The school resource officer or other appropriate law enforcement authority shall also be notified of violations of this policy. Students who participate in extra-curricular activities are subject to additional rules and sanction (policy JICI, Extra-curricular and co-curricular activities- Code of Conduct for Wells High School and Junior High School students). This policy shall be disseminated to students and parents/guardians through means selected by the administration.

- Adopted by the Wells-Ogunquit C.S.D. School Committee: 1/24/84*
- Revised by the Wells-Ogunquit C.S.D. School Committee: 8/29/90*
- Revised by the Wells-Ogunquit C.S.D. School Committee: 2/06/91*
- Revised by the Wells-Ogunquit C.S.D. School Committee: 6/03/92*
- Revised by the Wells-Ogunquit C.S.D. School Committee: 10/06/93*
- Revised by the Wells-Ogunquit C.S.D. School Committee: 1/04/06*

**DISCIPLINARY ACTION-ALCOHOL AND DRUG VIOLATIONS:**

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

**First Offense: the administrator will:**

1. Confiscate substance and verify offense;
2. Meet with student(s);
3. Notify and meet with parent(s)/guardian(s);

4. Notify the Superintendent and law enforcement (School Resource Officer); and
5. Suspend the student from school for five (5) days.

**Second Offense and Subsequent Offenses: the administrator will:**

1. Confiscate the prohibited substance and verify offense;
2. Meet with the student, parents/guardian and School Social Worker to develop a follow-up plan;
3. Notify the Superintendent and law enforcement (School Resource Officer); and
4. Suspend the student for ten (10) days and recommend expulsion.

**Disciplinary Action- All tobacco violations:**

**First Offense, the administrator will:**

1. Confiscate tobacco product and verify offense.
2. Meet with student(s);
3. Notify parent(s)/guardian(s);
4. Notify the Superintendent and law enforcement officials (School Resource Officer); and
5. Impose a one day (1) suspension.

**Second Offense, the administrator will:**

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

**Third and Subsequent Offenses, the administrator will:**

1. Confiscate the tobacco product and verify offense;
2. Meet with the student and parent/guardians;
3. Notify the Superintendent and law enforcement (School Resource Officer); and
4. Impose a five (5) day suspension.

**Procedures at School Functions:**

If a violation of this policy occurs at a school function, staff will take the following steps:

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

*Cross reference: JFCH: Student Drug, Alcohol and Tobacco Use, IGDI J-R-2- Extra Curricular and Co-Curricular Activities Code of Conduct for Wells High School and Wells Junior High School Students.*

*Adopted by the Wells-Ogunquit C.S.D. School Committee: 1/24/84*  
*Revised by the Wells-Ogunquit C.S.D. School Committee: 8/29/90*  
*Revised by the Wells-Ogunquit C.S.D. School Committee: 2/06/91*  
*Revised by the Wells-Ogunquit C.S.D. School Committee: 6/03/92*  
*Revised by the Wells-Ogunquit C.S.D. School Committee: 10/06/93*  
*Revised by the Wells-Ogunquit C.S.D. School Committee: 1/04/06*

## **Responding to Acts or Threats of Violence (JFCK)**

Any student who engages in an act or threat of violence as defined in the following Administrative Implementation Procedures shall be removed from school in accordance with procedures required by law and shall remain off school grounds and out of school activities until such time as it is determined that the student does not present a threat of serious bodily injury to members of the Wells-Ogunquit C.S.D. school community. This policy applies to actions or threats that occur while on school grounds or in school vehicle, during school activities or school sanctioned transportation, or school sanctioned transportation, or at any other places and times when such actions or threats may disturb the peace and usefulness of the school community or whose conduct at any time or place directly interferes with the operations, discipline, or general welfare of the school.

The foremost concern in responding to acts or threats of violence shall be with maintaining the overall safety and well-being of our school community. Any response shall be individually tailored to address the specific situation, shall reflect the rights of all involved persons, and shall promote the safety and well-being of the school community. A student who violates this policy will be considered deliberately disobedient and deliberately disorderly, pursuant to 20-A M.R.S.A. 1001(9) and subject to suspension and expulsion in accordance with the terms of this policy. The student may also be subject to discipline for violation of other applicable school rules, and may be charged with a violation of applicable Maine Laws.

Cross Reference: *JFCJ, JG, JGD, JGE, JGF* Adopted by School Committee: 01/20/10

Definitions: Acts of Violence, Dangerous weapon, Firearm, Threat, and Serious Bodily Injury: See district policy *JFCK-R* Adopted by School Committee: 01/20/10

### ***Annual Parent Notification of Teacher Quality under NCLB***

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