

PARENT - STUDENT GUIDE  
2009 - 2010



WINSLOW JUNIOR HIGH SCHOOL

6 DANIELSON STREET  
WINSLOW, MAINE  
872-1973

ADMINISTRATION

WINSLOW SCHOOL DEPARTMENT

School Committee

Ms. Wendy Roy  
Mr. Ron Whary  
Mr. Marc Dupuis  
Mr. Earl Coombs

Mr. Dan Berard  
Mr. Joel Selwood  
Mr. John Ferry

Mr. Eric Haley, Superintendent of Schools  
Mr. Peter Thiboutot, Assistant Superintendent  
Mr. Kevin A. Michaud, Principal  
Mr. Gary Dugal, Assistant Principal  
Ms. Penny B. Linn, Guidance Counselor  
Mrs. Carrie Larrabee, Athletic Director  
Mrs. Susan Walters, Special Education Director Asst.  
Mrs. Ellen Whitcomb, AOS Special Education Director  
Mr. Josh Veilleux, School Resource Officer

## A MESSAGE FROM THE PRINCIPAL

Dear Student(s) and Family Member(s),

Welcome to the 2009-2010 school year! We are excited to continue our mission of providing high quality academic opportunities and extracurricular activities for you to experience, in a safe, comfortable atmosphere that is nurturant - yet demanding - And conducive to good citizenship and lifelong learning. Some of the changes that students will observe this year are with the bell schedule itself, in order to accommodate common study hall times, by grade level, as well as the continued implementation of “Restorative” school discipline practices. Winslow Junior High School is committed to enhancing our school culture whenever and wherever possible; by making subtle changes such as these, we believe that we WILL improve the climate of our small learning community!

Students, please remember that your learning opportunities are uniquely yours. You will get out of your education whatever you are willing to put into it. Other than making your time here productive, memorable and FUN, our real goal is to provide you with enough academically oriented learning - and forward planning - opportunities to prepare you for the challenges of high school and post secondary education. Here is some very basic advice that I have for each and every one of you:

- Get (and STAY) involved, whether it be athletics or one of the many extracurricular opportunities that we provide (try new things!);
- Be honest, respectful and responsible:
- Give 110% effort in EVERYTHING that you do:
- Proactively keep the communication channels open between school and home.

We’re looking forward to working with all of you and encourage you to help us to help YOU make this the most rewarding school year that you’ve experienced thus far. Remember, the most important part of edUcation is yoU - familiarize yourselves with the basic information contained within this handbook and let’s have a GREAT year!

Sincerely,

Kevin A. Michaud (“Mr. KAM’)  
Principal

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**WINSLOW SCHOOL CALENDAR**

**2009-10 Calendar**

**2009**

**AUGUST (4 days)**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	X	X	26	27	28	29
30	31					

**SEPTEMBER (21 days)**

S	M	T	W	T	F	S
			1	2	3	4
6	H	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**OCTOBER (21 days)**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	H	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**NOVEMBER (15 days)**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	H	12	13	14
15	16	17	18	19	20	21
22	X	24	V	H	V	28
29	30					

**DECEMBER (17 days)**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	V	H	26
27	V	V	V	V		

**2010**

**JANUARY (18 days)**

S	M	T	W	T	F	S
					H	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	H	19	20	21	22	23
24	X	26	27	28	29	30
31						

**FEBRUARY (15 days)**

S	M	T	W	T	F	S
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	H	V	V	V	V	20
21	22	23	24	25	26	27
28						

**MARCH (22 days)**

S	M	T	W	T	F	S
1	2	3	4	5	6	
7	8	9	10	11	X	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**APRIL (17 days)**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	H	V	V	V	V	24
25	26	27	28	29	30	

**MAY (20 days)**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	H					

**JUNE (12 days)**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**H - SCHOOL HOLIDAYS**

August 21 – New Teacher Orientation  
 August 24 -25 – Faculty In-Service – No School  
 August 26 – School Opens (K-9)  
 August 27 – School Opens (10-12)

September 7 – Labor Day

October 12 – Columbus Day  
 October 30 - /1<sup>st</sup> Quarter Grades Close

November 4/5 – Parent/Teacher Conf (evening)  
 November 11 – Veterans’ Day Observed  
 November 23 – Faculty In-Service – No School K-12  
 November 24 – Parent Teacher Comp. Day – No School  
 November 26 – Thanksgiving Day  
 > November 25-27– Thanksgiving Recess

December 25 – Christmas Day  
 > December 24-31 – Christmas Recess

January 1 – New Year’s Day  
 January 18 – Martin Luther King, Jr. Day  
 January 22 – /2<sup>nd</sup> Quarter Grades Close  
 January 25 – Faculty In-Service – No School K-12

February 15 – Presidents’ Day  
 > February 15-19 – Winter Break

March 12 – Faculty In-Service (WJHS & WHS)  
 Parent/Teacher Conferences (K)

April 9 –/3<sup>rd</sup> Quarter Grades Close  
 April 19 – Patriots’ Day  
 > April 19-23 – Spring Break

May 31 – Memorial Day

June 2 – Graduation - Colby College – 6:00 p.m.  
 June 16 – Half Day for Students  
 (subtract unused storm days)  
 June (last day) - Faculty In-Service – No School K-12

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178 Seat Days  
 4 Snow Days  
 6 In-Service  
 188 Total Days Scheduled

**NOTE: The school calendar is subject to change due to circumstances beyond our control.**

**Calendar Key:**  
H = School Holiday  
V = School Vacation  
X = In-Service

**WINSLOW JUNIOR HIGH SCHOOL  
DAILY SCHEDULE**

At the 7:35 bell students go to their lockers and get ready for their day.

Homeroom	7:40	-	7:43
Period 1	7:43	-	8:25
Period 2	8:28	-	9:10
Period 3	9:13	-	9:55
Period 4	9:58	-	10:40
Period 5A	10:43	-	11:04
Period 5B	11:06	-	11:27
Period 5C	11:29	-	11:50
Period 6	11:52	-	12:34
Period 7	12:37	-	1:19
Period 8	1:22	-	2:04
Homeroom	2:07	-	2:10

Students report directly to homeroom for iBook management and announcements.  
Dismissal by the office follows announcements at 2:09.

## DAILY PROCEDURE FOR STUDENTS

### Arrival at School

#### 1. Walkers

Walkers should arrive at school between 7:20 and 7:30. If you arrive before 7:30, report to the area as described under "Bus Students". Students are not allowed to enter the building or walk around with open (beverage) containers at any time.

#### 2. Bus Students

Bus students are subject to school rules from the time they board the bus in the morning until they return home in the afternoon. If your bus arrives prior to period one bell, 6th grade students should report to the cafeteria and all 7th and 8th grade students should report to the gym.

Bus riders must board and get off the bus only at the junior high school. Following dismissal from school all bus students must remain on school property until they board their bus. The outside areas at the bus stop and the lobby near the library have been designated as the two areas where bus students are to wait for their bus.

### Homeroom

Homeroom begins at 7:40. A few minutes are allotted at the beginning of the period to listen to the morning announcements, and recite the Pledge of Allegiance. You should obtain the books and articles necessary for your morning classes before period one begins.

### Passing to Class

At the signal to pass, your classroom teacher will dismiss the class before anyone is to leave his or her seat. Upon being dismissed the students may proceed to their next class. To ease passing, students should keep to the right when walking in the corridors. Students are expected to take the shortest route from one location to the next.

### Use of Stairways

As you enter the old building through the main entrance, you will find that the stairs are divided into three sections. The center section is for going down and the two smaller side sections are for going up. Two-way traffic is permitted on all other stairways.

### Snacks

Sixth grade students may eat a healthy snack during recess. Seventh and eighth grade students may eat a snack between periods 3 and 4 in the classroom of their period 4 class.

### Lunch

Each student will be assigned a lunch period (A,B,C). The period is about 21 minutes in length therefore requiring students to eat in the cafeteria. All students must have a hot lunch, a bag lunch, or written parental permission not to eat lunch.

## **Lunch Procedure**

1. At the end of the period, prior to their assigned lunch period, students may go to their locker to store books and directly from there to the cafeteria, or go directly to the cafeteria from class.
2. In the cafeteria students will proceed through the serving line in an orderly manner.
3. At the signal ending the lunch break students will be dismissed to their lockers for books and directly to their next class.

## **Lunch Purchases**

Students may purchase any number of school lunches and/or milk by submitting the appropriate dollar amount for the number of lunches or milks purchased in an envelope in the drop off box in front of the main office.

An application for free or reduced lunch is issued to all students. Students that meet federal income requirements for free lunch will only have to pay the kitchen staff if they want to purchase items a la carte. Students that meet the requirements for reduced lunch will pay the kitchen staff for the amount of lunches or a la carte items they wish to purchase for the week/month, etc.

## **Bag Lunches**

Those who bring bag lunches will eat their lunches in the cafeteria and will follow the same procedure as those who eat hot lunch. Milk cartons must be properly discarded. No glass containers should be brought to school (soda, etc.).

## **SCHOOL PROPERTY**

### **Books**

We ask that you be careful to take care of any books or materials entrusted to you by the school. All books are to be covered at all times. Any student who loses a book or returns one which is damaged will be required to pay for it. Replacement cost will be charged.

### **Lockers**

Each student will be assigned two lockers in September. One locker located in the classroom area is to be used for books, papers and other necessary articles. A second locker will be assigned in the athletic locker rooms. This is to be used for physical education. Students are urged not to leave valuables in their lockers but to place them in the care of the school office.

The large locker in the classroom section will be entirely for your personal use. Each locker has a combination lock built into the locker and you will be given the combination. The combination is your personal business and we strongly suggest that it not be given to other students.

The school will loan you a combination lock for use on the gym lockers. The locks remain the property of the school. No locks other than those provided may be used on lockers.

Your lockers are the property of the school loaned to you for your convenience. The school assumes no responsibility for articles lost or stolen. **The school reserves the right to inspect any and all lockers at any time.**

## Book Bags

Many students use book bags to carry books, school supplies, and personal belongings back and forth to school.\* This practice is helpful and makes sense to move materials to and from school. However, once students report to homerooms book bags must be stored in lockers. Book bags are not to be used during the school day. Before homeroom students should select needed materials for morning classes. Grade level teams will designate appropriate times for students to access lockers.

\*A backpack's weight should not exceed 20 percent of a child's body weight

## ATTENDANCE

### Tardiness

A student who arrives in Homeroom after 7:35 must report to the main office and obtain a permission slip to enter class. He /she may eventually be placed on detention if the instances of his/her tardiness are excessive. More than 3 days tardy in one semester is considered excessive. Detention will be issued commencing with the fourth unexcused tardy. Students late to classes will be handled at the discretion of the teacher concerned. Excuses will be accepted at the discretion of school administration, who also reserves the right to request documentation of medical or dental visits.

### Absence

Upon returning to school following an absence or an early dismissal students will report directly to the main office to receive an admission slip. All absences are to be accompanied by a note signed by a parent or guardian, explaining the reason for the absence.

It is the student's responsibility to obtain all assignments missed during the absence. The time allowed for completion of make-up work is typically one day for each day absent, unless other arrangements are mutually agreed upon by the teacher and student.

**State law requires schools to maintain attendance records. Therefore, a student who is absent from school for any part of a school day will not be eligible for perfect attendance.**

Absences will generally be treated as "excusable absences" for the following reasons:

- A. Personal illness.
- B. Appointments with health professionals that cannot be made outside of the regular school day.
- C. Observance of recognized religious holidays when the observance is required during a regular school day.
- D. Emergency family situations.
- E. Planned absences for personal or educational purposes, which have been approved in advance.

An absence judged to be inexcusable by the principal or assistant principal, may result in disciplinary action. Students will be required to make up the time missed from school for unexcused reasons.

It is our practice to call parents by telephone on days when students are absent. Parents who work and will not be home during school hours may call us at 872-1973 between 7:30 and 8:00 AM to notify us of their child's absence.

Students absent from school may not participate in school activities on the day of the absence unless approved by the administration.

### **Dismissals**

Students who become ill during the school day or for some other reason wish to be dismissed from school **MUST REPORT TO THE MAIN OFFICE FOR APPROVAL**. Winslow Junior High School requires that a parent or guardian come into the school to retrieve the child that is being dismissed. Administration reserves the right to review each dismissal on a case-by-case basis.

No student will be dismissed without authorization of a parent or guardian. Any student who leaves without school approval will be considered truant.

### **SCHOLASTIC ACHIEVEMENT GRADING SYSTEM**

The Winslow Junior High School grading system is as follows:

- A - Superior Progress - 92-100
- B - Above Average Progress - 83-91
- C - Average Progress - 74-82
- D - Unsatisfactory Progress - 65-73
- F - Failure - Below 65
- S - Satisfactory Progress
- U - Unsatisfactory Progress
- Inc. - Incomplete

### **HONOR ROLL**

High Honors - A's in all subjects.

Honors - A's and B's in all subjects.

Honorable Mention - No more than one C offset by an A.

### **PROGRESS REPORTS**

Reports of student progress are sent home at mid-term or when deemed necessary by the teacher concerned. These reports are given to the students to inform them and their parents of the quality of work the student is doing. Each notice is to be signed by a parent or guardian and returned to the school immediately.

### **RENAISSANCE**

Renaissance is an innovative program designed to recognize academic achievement in schools across the country. Through various types of recognition activities, students are applauded for scholastic achievement, behavior and attendance.

Students who make honor roll and who do not receive a detention for disrespect, vandalism or another serious offense and who participate in a school or community activity are awarded Honor Cards at quarterly assemblies. These cards entitle them to special privileges within the school as well as discounts on purchases at participating businesses within the area. Some of the in-house privileges, which have been given to Honor Card holders, include free cookies and cinnamon rolls at lunch, and free admission to school dances. Bowling passes and certificates to area restaurants are awarded for excellence in class projects and for the weekly "I Got You!" drawings, which target good behavior, by students. Bumper stickers are given to students after they make honor roll for the second time and special end-of-year gifts are awarded to students who make honor roll each quarter.

Students, teachers, administrators, parents, businesses, and community organizations have played a role in the formation of Renaissance at the Junior High - working in partnership with each of these groups has resulted in the development of a program which reflects the specific needs of the school and community.

## **HOMEWORK**

The School Committee recognizes that homework is an integral part of the learning process. Homework should be meaningful and designed to help students develop constructive attitudes toward learning. A reasonable amount of study and preparation is necessary for the scholastic growth of students, and the amount of time devoted to homework will vary depending upon the student's learning abilities, grade level, or special learning needs. Since homework strengthens the links between school, home, and community, it is desirable for teachers, parents, and students to interact in appropriate ways in this important process.

### **HOMEWORK TIPS FOR STUDENTS**

- \* Attend classes regularly and be on time.
- \* Turn in homework at designated time.
- \* Contact teacher for makeup work following an absence.
- \* Understand the requirements and purpose of the assignment.
- \* Understand how the assignment will be evaluated.
- \* Understand that appearance as well as content of an assignment important.
- \* Use time wisely.
- \* Take responsibility for obtaining resource materials.
- \* Develop a personal strategy for reviewing work previously covered.
- \* Be honest to one's self and not give or receive so much help that the quality of the assignment is lessened.
- \* Develop good study habits and organizational skills.

- Communicate with parents/guardian, show them reports or school work.

### **HOMEWORK TIPS FOR PARENTS**

- \* Be aware of and support the philosophy and guidelines of homework assignments.
- \* Encourage and expect completion of homework assignments.
- \* Provide a quiet, well-lighted area for study at home and necessary supplies/tools needed to complete homework assignment: set a regular schedule for study.
- \* Assist students in budgeting their time realistically.
- \* Take an interest in students' assignment by complementing good work and effort: make constructive suggestions, but avoid harsh criticism and undue pressure.
- \* Consult with teachers in the event of questions, problems, or concerns.
- \* Encourage the completion of work and emphasize the importance of passing assignments in on time.
- \* Encourage honesty in completing assignments and avoid giving so much help that the value of the homework is lessened.
- \* Understand that appearance as well as content of an assignment is important. Positive support and encouragement from parents are necessary to make homework effective and for the students to work to their potential.

### **LAPTOP COMPUTERS - IBOOKS**

Ibooks and associated chargers and cases issued by the school to 6th, 7th, and 8th grade students are educational tools and are to be used only in that capacity. Any inappropriate use or neglectful care of the ibook will result in loss of ibook privileges.

In order to sign out the ibook for use at home, parents and students must attend a family orientation meeting; sign-out procedures and responsibilities will be specified at that time.

Following is a list of procedures and guidelines for responsible use of the ibook:

#### **Care of your laptop:**

- Keep all food and drinks away from your computer.
- Once the ibook is issued to you, you are responsible for it at all times. You will be responsible for any charges incurred as a result of negligence.
- Do not stack any material on top of the ibook.
- Do not physically mark up the ibook or its storage case, i.e.: no stickers, tape....

### General Rules, Reminders, and Guidelines:

- You are the only person to use your computer. Never share or swap with others.
- Keep passwords confidential.
- No downloading of anything without teacher permission.
- Print with teacher permission only. Preview first before you print.
- The ibooks should never be left unattended (during lunch, in the locker room, after school, before, during, or after extracurricular activities, etc.)
- Laptops will be stored in homerooms in designated cabinets or storage shelves. Students may obtain their laptop from homerooms according to the 7th and 8th grade access to locker schedule: Homeroom, between periods 3 & 4, before/after lunch, and at the end of the day. Sixth grade teachers will determine at what time 6th grade students may access ibooks.
- Laptops are returned to homerooms at the end of the day for storage and charging.
- Laptops may be used in study halls for completion of academic work and research as assigned by teachers. Recreational “surfing” of the internet is prohibited.
- Laptops must not be left unattended in hallways, on shelves, etc. At lunch laptops would be left in period 5 classrooms or brought into the cafeteria and placed on the shelves designated for ibooks. At the beginning of PE class the ibook should be placed in the PE storage closet.
- Laptops are not to be used while waiting outside for the bus.

### Internet Rules, Reminders, and Guidelines:

- The school’s acceptable use policy should be followed at all times. You must have a signed consent form turned in to the school. Your internet license must be displayed while you are using the internet.

### Email Rules, Reminders, and Guidelines:

- When working on another computer, you can email yourself an assignment so that it is waiting for you when you are back on your ibook.
- The ability to email your peers, teachers, parents, etc. should only be done for educational reasons. This is not a chatroom! Your emails can be monitored.
- Any inappropriate use of your email will result in your email privileges being taken away.

## **STUDY HALLS**

Study halls are designed for students to complete homework assignments and to make use of the library or the computer room. Students who are having difficulty in subject areas will be assigned specific work to do in study halls under the supervision of the study hall teacher. This time will be considered an extension of classroom time and the work assigned will be forwarded to the classroom teacher.

Students are expected to have passes whenever leaving from or returning to study halls, bathroom sign-out sheets will be provided for each room.

## **PHYSICAL EDUCATION**

All students are required to take physical education unless a written note is received from a doctor. All students must wear appropriate physical education attire, (shorts, t-shirt, gym shoes, socks).

## **DRESS AND GROOMING CODE**

The administration of the Winslow Public Schools is of the opinion that dress and grooming does affect the atmosphere in the schools, and that the atmosphere does have an effect on some students ability to function in a positive manner.

It is our wish that students dress and grooming habits be in good taste and that restraint and common sense be used in the selection of school attire. It is also the wish of the Administration that parents play an active role in the approval or disapproval of their child's dress and grooming habits with the positive atmosphere of the school environment taking precedence to an individual child's personal desire to go to extremes in dress and grooming matters.

Dress and grooming styles which a) infringe upon the rights of others or b) are detrimental to the health and safety of the individual or other individuals or c) interferes with the students or other students ability to function properly as a student or d) is injurious to the school building or other school property or e) in poor taste will not be permitted.

Coaches will have the authority to establish reasonable dress and grooming standards that they deem necessary for participation in athletics. Students will be advised of these requirements at the first practice session.

Good judgment in the selection of school attire will prevent any student from ever having any difficulty in this area. Students are to be clean and wear clothing that is neat, in good repair, sufficient in coverage, and not offensive to others. Specifically, inappropriate dress for school includes:

- clothing with offensive language or ambiguous messages that can be reasonably interpreted as being offensive.
- clothing that depicts or promotes the use of drugs, alcohol, tobacco, or violence.
- shorts or skirts that are shorter than mid-thigh.
- cropped shirts that do not cover the midriff or sleeveless shirts with straps less than 2 inches.
- students may not wear hats, bandannas, other head coverings, or sunglasses.

-attire must fully cover undergarments.

Administration reserves the right to have final say on matters of dress, grooming, and hygiene.

## **DISCIPLINE**

While it is expected that all Winslow Junior High School students will respect people and property, it must be clearly understood that violations of school rules will result in accountability for one's actions.

Any student who is requested by a teacher to remain after the close of school for detention will do so at the teacher's convenience. All students will be given one day's notice so that transportation arrangements may be made. Transportation in these cases is the parent's responsibility.

Parents will be notified when a student is being detained after school. A slip will be sent home for the parent's signature indicating the nature of the problem and the amount of time that the student will be staying. In serious or repeated cases the teacher may request an appointment with the parents to discuss a remedy for the situation.

Serious violations of Winslow Junior High School regulations may result in suspension from school for a period up to ten school days. Parents will be notified at the time of the suspension and may appeal any decision in writing to the Superintendent of Schools.

During the time of suspension students may not attend any school functions until the suspension has expired. Following a suspension students are expected to make up all work missed.

## **HARASSMENT**

The School Committee recognizes the right of each employee and student to a working and learning atmosphere, which is free of intimidation, hostility, 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, or disability are not only a violation of this policy but also constitute illegal discrimination under state and federal laws.

Examples of prohibited harassment:

- A. Unwelcome sexual advances, gestures, comments, or contact;
- B. Threats;
- C. Offensive jokes;
- D. Ridicule, slurs, derogatory action or remarks; and
- E. Basing employment or academic decisions or practices on submission to harassment.

Employees and students should also be advised of the importance of informing the harasser that his/her behavior is unwelcome, offensive, in poor taste, or highly inappropriate. Students who believe that they are victims of harassment should report such occurrences to a teacher, counselor or administrator. The person who has allegedly been harassed shall be advised of the various options available to the person: formal request for discipline by the principal, superintendent, and/or board, Title IX civil action, or Maine Human Rights Commission complaint.

An employee will inform the principal and superintendent immediately of any alleged harassment.

A substantiated charge against a staff member will subject him/her to disciplinary action, which may include dismissal.

A substantiated charge against a student will subject him/her to disciplinary action, which may include suspension or expulsion.

### **BULLYING**

Bullying, which means intentional, aggressive, repeated and hurtful behavior directed at another student is prohibited. Examples of bullying behavior include: teasing, taunting, threatening, hitting, and stealing. Indirect forms of bullying include: spreading rumors, enforcing social isolation by excluding others from a group or denigrating the victim to third parties or sending cruel or threatening emails or instant messages. Bullying behavior includes any behavior that negatively affects a student's ability to perform academically or socially.

Students engaging in bullying are subject to disciplinary action.

### **MISCELLANEOUS RULES**

In school, as elsewhere, there are certain rights and responsibilities, which we all must accept as good citizens. It is our conviction that all students have a right to learn without unnecessary distractions caused by other students.

1. Possession, sale or use of illegal drugs or their paraphernalia or alcohol in school will result in suspension by the principal in accordance with the Substance Use-Abuse Policy of the Winslow School Committee.
2. A student, deemed by the administration of the school, to have used drugs or alcohol previous to arrival at school will be suspended in accordance with the Substance Use-Abuse Policy of the Winslow School Committee.
3. Possession or use of a weapon in a school building, on school property or at school sponsored events or activities are prohibited. A student found to be in possession of a weapon in a school, on school property, before, during, or after school or at any school-sponsored activity is subject to administrative and/or legal action. A student in possession of a weapon is in violation of state statutes.
4. Marking on or otherwise damaging school property or the property of others is prohibited. Students or parents will be required to pay for any damage to school property, which is deliberate or results from negligence. Additional disciplinary action may follow.

5. Good conduct on school busses is expected. Misconduct may result in loss of bus riding privileges.
6. Chewing gum is not to be used during the school day.
7. Students participating in, or in attendance at, any school-sponsored activity are subject to the rules set up by the school governing that activity. This applies to in school, after school, evening or weekend activities at our school or at another school.
8. No medicines, including aspirin, may be administered by the school except as provided under "Medication" in this handbook.
9. No student will be sent home during the school day unless a parent or other relative is contacted. Students severely ill or injured will be referred to a doctor if parents cannot be reached.
10. Smoking on school property or while engaging in any school activity, is strictly prohibited. All violations will result in strong disciplinary action.
11. Possession of tobacco products on school property or while engaging in a school activity is prohibited. Violations will result in disciplinary action.
12. Theft of articles or money belonging to the school or to an individual will be dealt with severely by the school and, in instances, the police.
13. Fighting will not be tolerated at Winslow Junior High School. Any instance of fighting will result in severe disciplinary action for all parties involved.
14. The use of profane and/or obscene language is not to be tolerated in our school system. Incidents of such use will be reported immediately to the office. Students guilty of using such language can expect disciplinary action.
15. Cell phones and electronic equipment (ipods, mp3 players, CD players, cameras, radios, etc.) must be kept in lockers during the school day. All devices must be turned off. Devices with/without "camera" capabilities are not to be used for taking pictures or videos at school or at school sponsored activities.
16. Selling "products" for personal gain in school is prohibited.

### **SCHOOL SERVICES** **Guidance**

The guidance counselor is someone you can discuss problems with in confidence. Although she will help in making decisions, the counselor does not make the decisions for you. Hopefully, the counselor will be able to help you increase the number of choices available to you before making a final decision on any matter of concern to you.

The most important part of the guidance counselor's work is to help you with any problems you may have. If you feel something is a problem, then it is important enough for your counselor's time. Her time is yours for problems: how to get along with others, worries, dating, school troubles, home problems, social problems - whatever you may need help with. Most important of all, what you discuss is not repeated by the counselor--it is held in confidence. If you are bashful, please feel free to "bring a

friend." If a small group of students would like to discuss something with the counselor, let her know and she will try to arrange it.

The counselor also performs other services for you such as: a) putting your schedule together and approving any changes in it; b) helping you with future plans in school; and c) testing and interpretation of test results.

Parents are invited to call the counselor at any time to inquire as to their child's progress in school. Personal appointments will be arranged at your convenience.

### **Onsite School Resource Officer**

The role of the School Resource Officer is divided into three basic categories:

#### **Law Enforcement Officer**

To enforce laws and investigate crimes such as threats, harassment, civil rights violation or physical, sexual or emotional abuse, as well as any other criminal offenses.

#### **Teacher**

To conduct law related classroom presentations, to assist in homework and school projects, provide field trips and any other assistance to students, faculty, and staff.

#### **Counselor**

To talk with students, listen to them and provide information and assistance with family matters, relationship problems, drug, alcohol, tobacco abuse, depression and other youth related issues.

Officer Veilleux can be reached by e-mail at [jveilleux\\*@winslow-me.gov](mailto:jveilleux*@winslow-me.gov)

### **SPECIAL EDUCATION SERVICES**

Special Education Services are provided to any student who is identified as having a handicapping condition as defined by the Maine Special Education Regulations and require specific supportive services to access their educational program in the least restrictive environment, as determined through the Pupil Evaluation Team (PET). Handicapping conditions are identified as: Mental Retardation, Hearing Impairment, Deafness, Speech and Language Impairment, Visual Impairment, including blindness, Emotional Disability, Orthopedic Impairment, Other Health Impairment, Specific Learning Disability, Deaf/Blindness, Autism, and Traumatic Brain Injury. Students are identified for Special Education Services only through the PET process. Students can be referred for special education services by parent/guardian, teacher, administrator, guidance counselor, school nurse, or other concerned individual. Once a referral to PET is made consideration may be given to evaluation and modifications to assist the child in accessing his/her educational program. The PET includes, parent/guardian, a regular education and a special education teacher, administration (principal and/or the director of special services), and other appropriate personnel (behavior specialist, school social worker, guidance, Title I, specialists, psychologist) as well as others as invited by the parent/guardian or school personnel. Additional PETs are scheduled to address student eligibility, the student's programming and support services needs, to develop an Individual Educational Plan (IEP) and to update

the IEP as needed. Typically, an IEP is updated annually (annual review), but can be reviewed anytime throughout the school year upon the request of the parent or school personnel.

The law requires that written consent from a parent/guardian be obtained for the school to evaluate the student for special education services and to implement an IEP.

## **SECTION 504**

Section 504 is not an aspect of special education. Its intent is to accommodate for differences within the regular education environment. To determine eligibility for Section 504, a group of individuals knowledgeable about the student must meet to review evaluations and concerns to determine what services are needed. Section 504 protects all students with handicaps, defined as those having a physical or mental impairment that substantially limits one or more major life activities. The physical impairment may be physiological, cosmetic, or anatomical; the mental impairment may be psychological, intellectual, or emotional. Major life activities include but are not limited to seeing, hearing, walking, breathing, speaking, using one's hands, caring for oneself, and learning. Examples of conditions that may be covered are health needs such as asthma, diabetes, and epilepsy, Attention Deficit Disorder and Attention Deficit Hyperactivity Disorder (ADD & ADHD), Communicable diseases (including AIDS), drug and alcohol dependency, social maladjustment, specific learning disabilities, and a student removed from special education services that exhibits a physical or mental impairment and meets the requirements. This law deals with what must be done to assist a student in accessing their educational program. Evaluations must be conducted by qualified personnel, and they must be sufficient and accurately assess the nature and extent of the handicap. Students can be referred for Section 504 services by parent/guardian, teacher, administrator, guidance counselor, school nurse, or other concerned individual.

Parents/guardians with questions and/or concerns regarding Special Education Services or Section 504 Services are asked to contact the special education office at 859-2313.

## **Library**

The junior high library is a pleasant place and one, which we hope all students will use frequently. It is open each period of the day and after school for students who wish to make use of its facilities for quiet study and research.

The following are some rules to remember:

Books - signed out for two weeks.

Reference items - In Library use only.

Reserve items - those items set aside for special assignments by your teacher - sign out will vary from overnight to several days.

Magazines - In Library use only.

Filmstrips, slides and various types of audiovisual equipment are also available for use in school.

Your cooperation is asked in returning and/or renewing library items. Someone may be waiting for the item you have!

Lost items - hardcover and paperback books - pay for current replacement cost.

Volunteers - Students may apply to volunteer in the library. Applications are available from the librarian.

If you have any questions or need help in using the library, be sure to ask the librarian. The librarian will be more than willing to help and welcomes your questions. We are very proud of our library, and we hope you will use it often and care for it with pride.

### **Lost and Found**

Inquiries may be made at the main office concerning anything lost at school. Please take any lost articles that you find to the office. All items not claimed will be discarded or given to needy persons.

### **SCHOOL HEALTH POLICY**

The following policy statements have been taken from the "School Health Policies" of the Winslow School Department:

#### **General**

1. No child shall be sent to school if there are any symptoms of illness present.
2. Exclusion from school shall result when any of the following conditions are found to exist:
  - a. Filth or communicable diseases.
  - b. Presence of nits, lice or other parasites.
  - c. Any contagious or infectious disease of the skin, mouth or eyes.
  - d. Any suspicious rash with or without accompanying symptoms.
3. Parents must be at home or notified if a student is sent home. Written excuses are recommended for all absences from school.
4. The principal or school nurse has the authority to request a doctor's statement at any time for a child to return or stay in school.

#### **Emergency Procedures:**

1. Emergency cards, completed and signed by the parent, must be kept on file in the school office. Parents shall sign a release for the school to act in emergency situations when they cannot be reached.
2. Minor first aid is given as needed by the school nurse or other designated school personnel.
3. For severe injury or illness, the procedures outlined on the emergency procedure card will be followed.
4. Parents should transport students or make arrangements for them to be transported, if necessary.

5. When it appears in the best interest of the child, the school employee in charge may call an ambulance. Responsibility for payment for ambulance services rests with the parent.
6. The school nurse, when available, will determine the steps to be followed in all emergency situations.

### **Parental Responsibility**

1. Parental release for the school to act in an emergency situation must be indicated on the emergency procedure card.
2. No written permission is required for screening of eyes, ears, or spine. A notice of spinal screening, dates, and proper attire will be sent home to parents.

### **Medication**

1. Medication can be given by the school nurse or her designee with written permission from the parent and a completed "Permission to Administer Medication in School" form, which must accompany the medication. This form must be completed with each medication prescribed. The form is sent home at the beginning of the school year and additional forms may be obtained at the school nurse's office. Medication must be in the original prescription bottle including the following information: Student's name, physician's name prescribing the medication, name of medication, amount of medication to be given, time/s medication is to be given, route medication is to be given, and date prescribed. It is the parent/guardian's responsibility to transport all medication. All medication not picked up by the last day of school will be discarded.
2. Due to the large number of requests to administer medication at school, antibiotics, which are ordered to be given three times per day, need not be given during the school day. Three times a day antibiotics can safely and effectively be given before school, after school, and prior to going to bed.
3. Inhaler medications that are commonly used for asthma or other breathing difficulties may be kept on one's person if directed to do so with a written order from a physician, as well as written permission from a parent/guardian. A copy of the order must be provided to the school. Otherwise, inhaler medications must be turned in to the office.

### **School Physician**

School physicians are not on call for general school emergencies, but are available for consultation by telephone or appointment.

### **School Nurse**

The school nurse is located at Winslow Elementary School. The nurse may be reached by calling 859-2306.

### **SCHOOL INSURANCE**

School accident insurance is provided at a low cost to cover accidents that might occur at school. Although you are not required to buy this insurance, all students who participate in athletics must buy this insurance or show proof of other coverage. The school does not carry accident insurance for students who are injured at school.

If you are hurt and require medical treatment and expect this treatment to be paid for by school insurance you or your parent must report to the school office after the first visit to a physician and ask for an insurance claim to be filed.

The full responsibility for filing an accident claim is yours and failure to do as mentioned above may mean loss of coverage.

### **School Pictures**

All students are required to have a school photo taken (when the time is designated) for identification purposes. Students who wish to purchase their school photos will be given the opportunity to do so. Pictures/videos of students will **NOT** be released unless a parent/guardian has signed the photo/video release form.

## **WINSLOW JUNIOR HIGH ACTIVITIES AND ATHLETIC CODE**

### **INTENT**

The primary purpose of interscholastic sports is to contribute to the overall development of the student in concert with the schools philosophy and objectives. In this regard it is the responsibility of the athletic program to encourage the participation of all boys and girls who wish to be involved in any and all activities.

Participation in extracurricular activities is an important part of your school education. It is the goal of this school to make available a large number and wide variety of activities to interest all.

While the school recognizes the importance of extracurricular activities, the school's intent is to ensure that participation in extracurricular does not interfere with satisfactory progress in all subject areas. All students are expected to maintain an acceptable level of academic performance. Students must be in attendance to participate in any after school activity. See page 23 for excused absences.

### **GUIDELINES FOR ACADEMIC ELIGIBILITY**

Winslow Junior High School has academic eligibility requirements, which apply to all athletes. The student/athlete has a responsibility to maintain a satisfactory academic performance and this performance will be monitored by academic teams of educators and administrators to review any unsatisfactory progress, which could lead to restricted participation and possibly curtailment of activities in various programs.

As matter of practice, grades will be reviewed two weeks following the start of the season, and every two weeks following the initial review. As academic teams and administration monitor students progress, an unsatisfactory evaluation could lead to (1) a verbal warning, (2) being placed on probation for two school weeks, or (3) being suspended for two school weeks. Students receiving failing grades at the first two-week review will be placed on a two-week probation. After the second review, students who have not brought up their grades will be placed on a two-week suspension. In cases of probation the student would continue to practice and compete in the activity. In cases of suspension the student may be permitted to practice but cannot compete in any scheduled contests during the two-week suspension period. In cases where teachers and administration feel it is appropriate, students who are failing multiple classes may be suspended from both practices and contests for the two-week

suspension period. In both probation and suspension cases, letters are mailed home to the parents notifying them of the schools decision. Grades of all students who have received a warning, probation, or suspension will be reviewed again after two weeks to determine any future course of action. Administration reserves the right to deal with each case on an individual basis.

Activities are divided into two general groups - formal, i.e., interscholastic sports and informal, i.e., clubs, intramural sports. Interscholastic activities exist for specific grades. As indicated below, some programs involve 7th and 8th grade, and some are for 6th, 7th, and 8th grades.

## Junior High Programs

### Fall

Cross-Country (6,7, 8)  
Field Hockey (6, 7, 8)  
Boys Soccer (6, 7, 8)  
Girls Soccer (6, 7, 8)  
Football (7/8)

### Winter

Swimming (6, 7, 8) 1 team  
Boys Basketball (7,8,) 2 teams  
Girls Basketball (7,8,) 2 teams  
Cheering (6,7,8,)  
Boys Wrestling (6,7,8) 1 team

### Spring

Girls Softball (7,8) 2 teams  
Boys Baseball (7,8) 2 teams  
Girls Track (6,7,8) 1 team  
Boys Track (6,7,8) 1 team

### Current Informal/Intramural Activities

Math Team  
Newspaper  
Dramatics Club  
Student Council  
Golf Club  
Cross Country Skiing – Gr. 6

It should be noted that some of the junior high interscholastic programs may have to be restricted to certain number limits; i.e. basketball, while other programs may be open to unlimited numbers, i.e. track. Coaches are encouraged to keep, at the junior high level, as many candidates as is practical.

It is recommended that parents plan their vacations so as not to conflict with their son's/daughter's participation on a team. Continued absence from practices/games may not be in the best interests of the individual or the team.

## CONDITIONS FOR PARTICIPATION

The following conditions must be met before a student may participate in interscholastic athletics:

A signed statement by Parent/Guardian and Participant which:

1. Gives permission for student participation in a program.
2. Gives permission for sports physical exam.
3. Indicates the appropriate accident insurance is in effect, either through private and/or school insurance.
4. Acknowledges the element of risk in competitive athletics.

5. Acknowledges the existence of the athletic code by having both the student and his/her parent/guardian sign parent/student agreement.

### **PHYSICAL EXAMINATION POLICY:**

1. Parents need to schedule the physical exam with your own physician. One physical for the middle school years is all that is needed. Proof of a physical should be submitted to the school nurse before participation is allowed.

### **GENERAL RULES/POLICIES**

Participation on athletic teams and representing one's school and community in athletics involves certain responsibilities to the community and also to the basic principles of athletics.

All students participating in athletics do so voluntarily and are expected to adhere to certain standards commonly accepted as promoting healthy bodies and minds and in keeping with the traditions of amateur athletics.

All students who participate in the interscholastic program at Winslow Junior High School should be thoroughly familiar with the athletic code. Parents should also be familiar with the code. For purposes of the code, statistician/managers shall also be considered team members.

#### **A. ATTENDANCE**

Regular school attendance is required of all athletes. Athletes absent from school any part of the day of a game or practice shall not participate without the written excuse of a parent or physician and the full sanction of the school administration. All athletes are expected to attend school the day following any contest played on a day or night, which is followed by a school day.

An unexcused absence from practice will result in suspension of the athlete for the next contest. Athletes must notify the coach before the end of the school day if lateness or absence is anticipated for a practice session.

- a. Excused absences may include but not be limited to:
  1. Personal illness - To be verified by appropriate authority as deemed appropriate by the responsible school official.
  2. Appointments with health professionals that cannot be made outside of the regular school day. Appropriate documentation may be requested by the responsible school official.
  3. Observance of recognized religious holidays when the observance is required during a regular school day. Appropriate documentation may be requested by the responsible school official. Required means that there is no other opportunity for the observance.
  4. Emergency family situations as deemed appropriate by the responsible school official.

5. Planned absences for personal or educational purposes, which have been approved by a school official.

b. Unexcused absences (truant):  
All absences that are not included as excused absences.

#### **B. EQUIPMENT RESPONSIBILITY**

Athletes will be charged for any lost or damaged equipment, which has been issued to the individual. The amount will be equal to the cost of replacement of the lost or damaged equipment. Any outstanding debts must be paid or equipment turned in before any athlete will be able to practice or compete in any school activity.

#### **C. TRAVEL REQUIREMENTS WITH TEAM**

All athletes shall travel to and from out-of-town contests with the team in school provided transportation. Permission to return home with parents after any away contest may be granted on special occasions with prior permission of the principal/athletic director/coach. If a student misses the assigned travel bus because of disciplinary action, he/she cannot participate in the contest scheduled on that day.

#### **D. CHANGING SPORTS WITHIN SEASON**

A student may not participate in two school-sponsored sports during the same season. A student may change sports during a season only when both coaches and the athletic director consent and such change is beneficial to the student without being unfair to any participants of the teams involved.

It is encouraged that any changes be made prior to the last "cut" in a cut sport and prior to the first contest in any non-cut sport.

#### **E. DRESS CODE**

Athletes are expected to be neatly and appropriately dressed when traveling as a team. Players should groom their hair in such a manner that it does not hinder or interfere with their performance to the detriment of the team. Players will be briefed as to dress and grooming by the coach.

#### **F. CONDUCT/SPORTSMANSHIP**

In all sports, practices and games, players, managers, coaches and any other designated team representative will conduct and display the proper ideals of sportsmanship, ethical conduct and fair play toward opposing teams, fellow players, coaches and officials. Vulgar language will not be tolerated.

A winning spirit is encouraged, but not at the expense of losing sight of the high ideals set above or those expected from families, friends and the general community of Winslow.

#### **G. DESIGNATED TEAM MEMBERS**

Team managers, statisticians, trainers, or other authorized participants in a team shall meet the same requirements as the players. They will perform their duties as designated and be more than mere spectators.

## **H. SCHOOL SUSPENSION**

Team members suspended from school shall not be allowed to practice/participate/compete while on school suspensions.

## **I. TARDINESS/ABSENCE**

Athletes must notify the coach before the end of the school day if lateness or absence is anticipated for a specific session. Coaches may excuse students with specific requests. Failure to comply could result in suspension. The suspension period shall be determined by the individual coach. Students who go home sick on any given day are not to return for practice, games or other extra curricular functions. Excluding appointments.

## **J. THEFT**

Any student found guilty of stealing school equipment or in possession of stolen or unauthorized equipment shall be subject to suspension.

## **K. COMPETING ON OUTSIDE TEAMS**

Winslow Junior High recognizes that many of its student athletes are involved in one or more outside, non-school sponsored activities at different times during the school year. Some of the activities might be: karate, dancing, hockey, indoor soccer, midget football, midget cheering, little league baseball/softball, etc. Parents are encouraged to monitor the degree of activity involvement of their student athletes during the school year so as not to produce an overload situation. Such a situation could most certainly affect his/her performance both in the classroom and in the athletic arena.

Since a school's athletic programs have to be scheduled within specific time periods, the expectation of the school is that if there is a conflict in times between a scheduled school team's practice/game and an outside activity, the athlete's first obligation will be to the school program. Failure to honor this obligation will be treated as an unexcused absence. Unless there are extenuating circumstances, a first unexcused absence under this provision will result in the athlete forfeiting his/her right to compete in the next scheduled contest. A second unexcused absence could result in the athlete being dismissed from the team.

There may be times where athletes, coaches and/or parents disagree with certain rulings or disciplinary action taken under this policy. In those cases the athletic director will initially handle and attempt to arbitrate any conflicts.

If, however, it is felt that circumstances warrant further consideration, there exists the right of appeal to a review committee consisting of the coach, athletic director, and school principal. The review committee will meet with the parents and students and hear the respective positions of the conflicting parties and will make a recommendation, in writing, to the parent.

Should, after consideration of the committee's recommendation, the problem not be resolved, the parent/guardian may appeal the decision to the superintendent of schools and if the issue is still unresolved it may be appealed to the school committee.

## **L. ADDITIONAL RULES**

All squad members will abide by additional rules set forth by coaches and given out in writing. Additional action pertaining to problems that may arise and that have not been addressed.

## **SUBSTANCE ABUSE POLICY**

The Winslow School Committee recognizes that substance abuse is treatable, that our primary responsibility is education and that we have a responsibility for the safety and well being of the student body as a whole.

1. Because early detection and treatment of substance abuse are more likely to be effective, staff members must report all infractions.
2. Students are prohibited from attending school or school sponsored activities while under the influence of alcohol or drugs and are prohibited from drinking alcohol, taking illicit drugs or possessing alcohol, drugs or drug paraphernalia while in school, at school functions, on a school bus or on school grounds.

Starting with the first offense, the appropriate administrator is required to notify the parent or guardian. The administrator may suspend the student for up to ten (10) days depending on the circumstances of the offense and the willingness of the student to undertake treatment. One or more days of the suspension may be excused with evidence of participation in an approved treatment program. The school administrator may suspend the student from school-sponsored activities for an additional period of five (5) school days. During suspension the student must make up all written work. Full credit will be given for the grades attained for this written work.

Severe and/or repeated violations of this policy may result in expulsion from school.

3. Drug and alcohol sale or furnishing will result in immediate suspension leading to a recommendation for expulsion by the school committee and will result in a referral to law enforcement officials.
4. A student may, in confidence, seek assistance about substance abuse and will be referred to appropriate sources without risk of punishment.
5. Support group(s) will be established within the school system for substance use/abuse concerns.
6. Since athletic policy and procedures need to be consistent with other school policies and procedures in order to be effective, the following general rules for drug and alcohol abuse will be adhered to.

## **TRAINING RULES**

Training code violations relating to substance abuse and associated penalties are outlined below.

- A. Consumption, possession or illegal transportation of alcoholic beverages and possession/use of any illegal drug will result in the individual being suspended from the team for the rest of the season or for a period of eight school weeks, whichever is longer.
- B. The sale of alcohol or illegal drugs. A conviction for a violation of drug laws shall result in a 12-month suspension from date of conviction.
- C. Smoking or the use of tobacco products (e.g. snuff, chewing tobacco, etc.) shall result in a suspension for two (2) school weeks or two (2) regular scheduled contests, whichever is the greater time span. For purposes of suspension under this provision, the individual will be expected to practice during the period of suspension. A second offense will result in the individual being dropped from the team for the remainder of the season.
- D. An athlete whose suspension under provision #3 carries over into the start of the next scheduled athletic season will be allowed to try out for that team. If the athlete becomes a team member, the appropriate adjustment in extending the suspension will be made.

### **APPLICATION OF CODE VIOLATIONS**

When violations of the code occur and are brought to the attention of the coach, athletic director or principal, the following process will be implemented:

1. A conference to determine the facts concerning the violation will be held and may include the coach, appropriate school personnel, the involved student(s), and the parent(s)/guardian(s).
2. If the facts indicate that a violation did occur, the student and his or her parents will be notified in writing that the student is to be suspended from participation subject to a review by the principal and athletic director.
3. A review of the case will occur within three (3) days and will involve consideration of the student's overall behavior by a committee consisting of the principal, the coach, the athletic director and two teachers who know the student. Parent(s) and/or guardian(s) have the right to be present at any review.
4. The parent(s)/guardian(s) will be notified by the school principal in writing. Should the parent(s)/guardian(s) disagree with the committee's decision, they may request, in writing to the school principal, a reconsideration of the committee's decision and ask for a meeting with the committee to discuss the matter.
5. Nothing in this policy is intended to prevent a coach from suspending from play for temporary periods of time for reasons other than prescribed above. (Examples: skipping practice, poor sportsmanship, breaking curfew, etc.)

### **NO SCHOOL ANNOUNCEMENTS**

Local radio stations will ordinarily announce school cancellations continually from the time they are notified until the time school would normally begin.

WINSLOW JUNIOR HIGH SCHOOL  
FACULTY & STAFF

Steve Blood	Physical Education
Mary Beth Bourgoin	Social Studies
Virginia Brackett	Gifted/Talented
Marilyn Buzy	Music
Irene Dineen	Dept. Head, Math
Gary Dugal	Asst. Principal/Health Teacher
Lisa Ericson	Language Arts
Lisa Faires	Clinical Councilor
Sarah Farnham	Science
Jeremy Fitzgerald	Technology Education
Greg Chesley	Special Education
Holly Hudak	Language Arts
<del>Ann Marie Quirion-Hutton</del>	<del>Technology Coordinator/Art</del>
Kathy Jurdak	Science
Linda Lambert	Dept. Head, Social Studies
Carrie Larrabee	Language Arts/Athletic Director
Penny Linn	Guidance Counselor
Kevin A. Michaud	Principal
Marge Michaud	Social Studies
Gabrielle Moores	Language Arts
Maryann Nyman	Language Arts
Jane Perry	Librarian
Cynthia Randall	Special Education
Walter Sabine	Special Education
Maryjane Stafford	Math
Heather Tompkins	Language Arts
Patricia Vashon	Foreign Language
Paula Vigue	Science
Linda Voss	Language Arts
April Washburn	Math
Aaron Wolfe	Math
April Wood	Dept. Head/Language Arts

\* All faculty and staff members may be reached by e-mail at first initial last name@winslowk12.org

Ex: sblood@winslowk12.org

## Staff

Mark Bessey  
Diane Breton  
Laurie Byrne  
Mark Cooper  
George Campbell  
Linda Fisher  
Marylue Michaud  
Jerome Quirion  
Judy Reny  
Barbara Theobald  
Tracy Welch  
Cheryl Winkin

Custodian  
Educational Technician  
Educational Technician/Clerk  
Educational Technician  
Head Custodian  
Educational Technician  
Head Cook  
Custodian  
Administrative Secretary  
Guidance Secretary  
Educational Technician  
Educational Technician

## PROGRAM OF STUDY

### Sixth Grade Program

#### Required Courses:

English  
Mathematics  
Reading  
Social Studies  
Science  
Physical Education

Unified Arts: Technical Education  
French  
Art  
Physical Education  
JMG  
Music  
Health

#### Elective Courses:

Beginner Band  
Band  
Chorus

#### Gifted & Talented: EXCEL

The Winslow Junior High School Committee for Gifted & Talented Education will review each application and parents will be notified in writing of the Committee's decision.

### Seventh Grade Program

#### Required Courses:

Mathematics  
English  
Reading  
Social Studies  
Science

Physical Education  
Foreign Language  
Unified Arts:  
Physical Education  
Technical Education  
Art  
Health

#### Elective Courses:

Beginner Band  
Band  
Chorus

#### Gifted & Talented: EXCEL

The Winslow Junior High School Committee for Gifted and Talented Education will review each application and parents will be notified in writing of the Committee's decision.

## Eighth Grade Program

### Required Courses:

Mathematics	Fitness
English	Unified Arts: Art
Social Studies	Physical Education
Science	Technical Education
Reading	Health
	GeoCaching

### Elective Courses:

A description of these courses can be found on page 32/33 of this booklet.

#### Full Year:

Foreign Language: French  
Spanish

Advanced Art

Music: Beginner Band  
Band  
Chorus

Gifted & Talented: Excel

The Winslow Junior High School Committee for Gifted and Talented Education will review each application and parents will be notified in writing of the Committee's decision.

## COURSE DESCRIPTIONS

### Full Year Courses:

**French:** French I is a course for students who have satisfactorily passed Grade 7 French and wish to continue. This course provides a basic foundation in the skills of listening, speaking, reading, and writing. Successful completion of this course allows the student to take French II at the high school.

**Spanish:** Spanish I provides a basic foundation in the skills of listening, speaking, reading, and writing. Successful completion of this course allows the student to take Spanish II at the high school.

**Advanced Art:** This course is a unique opportunity to experience advanced art techniques that enable students to grow beyond the currently offered curriculum. The course includes, but is not limited to, drawing, painting, sculpture, and computer art. Students are selected to participate in the program on the basis of artistic talent and teacher recommendation. Homework is required.

### Unified Arts:

These classes are exploratory in nature and allow the students to be exposed to many different areas. These may include but not limited to Art, Computer Creations, Drama, Physical Education, and technology based classes.

## **STUDENT RECORDS**

Pupil records are collected and maintained to promote the instruction guidance, and educational progress of the pupil and for legitimate educational research.

Parents or eligible students (age 18 years or older) are entitled to certain rights and protection under the Family Educational Rights and Privacy Act. A complete copy of School Union #52 student record policy may be obtained by contacting the building principal. However, the following items outline your rights.

The parent or eligible student has a right to:

1. Inspect and review the student's education records;
2. Request the amendment of the student's educational records;
3. Consent to disclosure of personally identifiable information contained in the student's education records, except to the extent allowed in accordance with 34 CFR, Section 99;
4. File a complaint with the U.S. Department of Education; and
5. Obtain a copy of School Union #52 student records policy by contacting the building principal.

The three types of student records maintained by the school include:

- \* Academic information such as grades, progress reports, student work samples, achievement test data, etc.
- \* Statistical information including aptitude scores, mental ability, permanent school health records, etc; and
- \* Directory information on students, such as names, ages, addresses, telephone number, grade, field of study, participation in officially recognized activities, and sports and awards received.

Some or none of the directory information may be made public without notice, unless the school is notified in writing by July 1 for the upcoming school year or within 30 days after enrollment, whichever is later, that such information is to be withheld. It is the intent that the Schools will be restrictive about releasing directory information. Information from academic and statistical records will not be released to persons other than authorized school personnel without prior written consent.

Winslow Schools forward educational records to other agencies or

institutions that have requested the records and in which the student seeks or intends to enroll.

### **BICYCLES**

A rack for bicycles is provided for your convenience. We suggest that your bike always be locked securely. The school assumes no responsibility for damage or theft of your bicycle. A bicycle helmet must be worn at all times when riding a bicycle on school property.

### **ASSEMBLIES**

There will be assemblies from time to time usually in the auditorium.

After entering the auditorium students may talk quietly until the speaker stands to begin the assembly. There should be no talking or horseplay after the program has begun.

Rooms will be dismissed one at a time and students will be required to sit in the auditorium with their homeroom. Winslow Junior High students have received considerable praise from various performing groups for their behavior while being seated and during performances.

# Winslow Junior High School Floor Plan



