

PARENT - STUDENT GUIDE

2018 - 2019

RESPECTFUL, RESPONSIBLE & SAFE

Winslow Junior High School

6 Danielson Street

Winslow, ME 04901

872-1973

jhs.winslowk12.org

ADMINISTRATION

WINSLOW SCHOOL DEPARTMENT

School Committee

Mr. Joel Selwood - Chair
Mr. Nathan Tyler
Mr. John Ferry
Mr. Earl Coombs

Mrs. Randi Clatchey
Mr. Jason Rifenbark
Mr. Cory Dow

Mr. Peter Thiboutot, Superintendent of Schools

Mr. Jason Briggs, Principal
Mr. Chris Preble, Assistant Principal
Ms. Tina Couturier, Guidance Counselor
Mr. Jim Bourgoin, Athletic Director
Ms. Tabatha King, Special Education Co-Director
Ms. Amy Benham, Special Education Co-Director
Ms. Ellen Stewart, School Resource Officer

Winslow Public Schools 2018-2019 School Calendar

WINSLOW JUNIOR HIGH SCHOOL

FINAL 05/21/18

AUGUST/SEPTEMBER

M	T	W	TH	F
			23	
27	28	29	30	31
H	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

22 Seat Days
In-Service K-12
Holiday

23	New Staff In-Service
27 + 28	Staff In-Service - Opening Day
28	OPEN HOUSE 5pm-7pm
28	MLTI Informational Meeting 5pm-7pm
29	First Day of School (Grades K-6 & Grade 9)
30	First Day of School (All Students)
3	Labor Day - No School

OCTOBER

M	T	W	TH	F
1	2	3	4	5
H	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

21 Seat Days
Early Release
In-Service K-12
Holiday

4	Early Release
5	Staff In-Service - No School K-12
8	Columbus Day - No School
24	Parent/Teacher Conferences (Evening 6-12)
25	Parent/Teacher Conferences (Evening 6-12)

NOVEMBER

M	T	W	TH	F
			1	2
5	6	7	8	9
H	13	14	15	16
19	20	X	H	X
26	27	28	29	30

17 Seat Days
In-Service K-12
Holiday

5 - 8	Parent/Teacher Conferences (Evening K-5)
9	Staff In-Service - No School K-12
12	Veterans' Day Observed - No School
21-23	Thanksgiving Recess - No School
30	1st Quarter/Trimester Ends (60 Seat Days)

DECEMBER

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
X	H	X	X	X
X				

15 Seat Days
Holiday

24-28 +31	Christmas Recess - No School
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JANUARY

M	T	W	TH	F
	H	2	3	4
7	8	9	10	11
14	15	16	17	18
H	22	23	24	25
28	29	30	31	

21 Seat Days
Holiday

1	New Year's Observed - No School
18	2nd Quarter Ends (43 Seat Days)
21	Martin Luther King Jr. Day - No School

FEBRUARY

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
H	X	X	X	X
25	26	27	28	

14 Seat Days
Early Release
In-Service K-12
Holiday

7	Early Release
8	Staff In-Service - No School K-12
18	Presidents' Day - No School
18-22	Winter Vacation - No School

MARCH

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

20 Seat Days
Early Release
In-Service K-12

8	2nd Trimester Ends K-8 (56 Seat Days)
11 - 13	Parent/Teacher Conferences (Evening K-5)
14	Early Release
15	Staff In-service - No School K-12
29	3rd Quarter Ends (42 Seat Days)

APRIL

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
H	X	X	X	X
22	23	24	25	26
29	30			

17 Seat Days
Holiday

15	Patriots' Day - No School
15-19	Spring Vacation - No School

MAY

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
H	28	29	30	31

21 Seat Days
Early Release
In-Service K-12
Holiday

23	Early Release
24	Staff In-service - No School K-12
27	Memorial Day - No School

JUNE

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18			

11 Seat Days
In-Service K-12

5	Graduation - Colby College - 6:00 p.m.
14	3rd Trimester Ends K-8 (62 Seat Days) 1/2 Day for Students
17	4th Quarter Ends (49 Seat Days) 1/2 Day for Students
18	Staff In-Service - No School K-12

Total Seat Days Scheduled	179
Snow Days	-4
Total In-Service	8

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DAILY PROCEDURES FOR STUDENTS

All students / visitors enter the school through the main entrance by the library during the school hours.

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".

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 the start of school, 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. Students riding on buses that are not their regular bus must have parental permission slips approved by the main office.

Homeroom

Homeroom begins at 7:35. During homeroom, attendance is taken, students listen to the morning announcements, and recite the Pledge of Allegiance. You should obtain the books and articles necessary for your morning class before homeroom begins.

ATTENDANCE

Tardiness

A student who arrives after 7:35 must report to the main office and obtain a permission slip to enter class. More than 3 days of unexcused tardies in one trimester will result in consequences at administrative discretion. Tardies will be excused at the discretion of school administration, who also reserve the right to request documentation. Students late to classes will be handled at the discretion of the teacher concerned.

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 signed note or contact from a parent or guardian explaining the reason for the absence. Parents may call us at 872-1973 between 7:30 and 8:00 AM to notify us of their child's 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 one day for each day absent, unless the teacher and student mutually agree upon other arrangements.

The following are considered "excusable absences" as permitted by state law:

- 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. Family emergencies and bereavement obligations.
- E. Planned absences for personal or educational purposes, which have been approved in advance. A form is required to be completed by parents and submitted prior to the absence for approval. The form can be found on the school website at jhs.winslowk12.org or can be obtained in the office. A copy appears on page 6.

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

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 from the school nurse or administration. 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. Any student who leaves without school approval will be subject to discipline.

No student will be dismissed without authorization of a parent or guardian and will not be released to non-emergency contacts or others. The legal parent / guardian may provide written / verbal consent to release the child to other individuals.

NO SCHOOL ANNOUNCEMENTS

Local radio and television stations will ordinarily announce school cancellations continually from the time they are notified until the time school would normally begin. You may also receive notification through an automated telephone call.

EXTENDED LEAVE FORM

1. Student: _____ Dates of absence: _____

Plans to be away from school for the following reason: _____

My daughter/son has my permission for this absence.

Parent signature: _____ Date: _____

2. _____ Date: _____
(Principal / Assistant Principal's signature)

* Absence approved: _____ Absence Disapproved: _____

3. If approved or disapproved, this form must be signed by all of your teachers and returned to the main office. If approved, school work must be made up as indicated below.

ORANGE	Teacher	Assignments
1.		
2.		
3.		
4.		
BLACK		
1.		
2.		
3.		
4.		

WINSLOW JUNIOR HIGH
ORANGE/BLACK
DAILY SCHEDULE

	Homeroom 7:35 - 7:40 AM	
ORANGE BLOCK 1	TIME 7:43 - 9:03	BLACK BLOCK 1
	Advisor/Advisee 9:05 - 9:25	
BLOCK 2	9:28 - 10:48	BLOCK 2
BLOCK 3 10:51 - 12:40	LUNCH TIMES 3A 10:51 - 11:15 3B 11:20 - 11:45 3C 11:50 - 12:15	BLOCK 3 10:51 - 12:40
BLOCK 4	12:43 - 2:03	BLOCK 4
	2:06 - 2:10 PM HOMEROOM	

Snacks / Breakfast

Students may eat a snack / breakfast during the break after period one. Snacks and breakfast can be purchased in the cafeteria. Students that qualify for free and reduced rates can get one breakfast per day, either prior to school or during the break.

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. Students whose Nutri-kids accounts exceed \$20.00 in debt will not be allowed to charge further, until the balance has been paid.

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 or additional snacks / breakfasts / lunches. 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 in the cafeteria and will follow the same procedure as those who eat school lunch. Milk cartons must be properly discarded. No glass containers should be brought to school.

SCHOOL PROPERTY

It is expected that you 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 other school property or returns one which is damaged will be required to pay for it.

Lockers

Each student will be assigned a locker at the start of the school year. Lockers located in the classroom area are to be used for books, papers, and other necessary items. Your locker is the property of the school loaned to you for your convenience. You will be given the combination for your assigned locker and it should not be given to other students. The locker in the classroom section is exclusively for personal use.

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.

The blue shelves in the hallway are for TEMPORARY placement of books during the school day and should **NOT** be used as a locker.

The school assumes no responsibility for articles lost or stolen.

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

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

SCHOLASTIC ACHIEVEMENT

GRADING SYSTEM

The Winslow Junior High School grading system is as follows:

- A - 92-100
- B - 83-91
- C - 74-82
- D - 65-73
- F - Failure - Below 65

- P - Pass
- I - Incomplete
- E - Exempt

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 the mid-term of each trimester. 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.

RENAISSANCE

Renaissance is a National Program designed to recognize academic achievement in schools. 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 trimester assemblies. These cards entitle them to special privileges within the school as well as discounts on purchases at participating businesses within the area. 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 consistently.

I Got You Drawings, which target kindness, are done daily as well as weekly. Students receive recognition when they are caught doing something kind/generous for others.

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

Winslow Junior High School 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.

TIPS FOR STUDENTS

- * Attend classes regularly and be on time.
- * Write your homework in your planner daily.
- * Turn in homework on time.
- * Contact teacher for makeup work following an absence.
- * Understand the requirements of the assignment.
- * Understand that appearance as well as content of an assignment is important.
- * Use time wisely.
- * Set a homework routine.
- * Communicate with parents/guardian; show them reports or school work.
- * See your teacher for help.

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 complimenting 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.

TECHNOLOGY

Macbooks/chromebooks 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 Macbook/chromebook and chargers may result in loss of use of the device.

In order for the computer to be issued / used at home (grade 7 & 8), parents and students must complete:

- The Laptop Usage agreement
- mandatory parent / student computer information night

The following is a list of procedures and guidelines for responsible use of the MLTI devices:

Care of your computer:

- Keep all food and drinks away from your computer.
- Do not stack any material on top of the device.
- Do not physically mark up the device or its storage case, i.e.: no stickers, tape, etc.
- Do not charge your computer in its case.
- **You are responsible for your laptop, charger, case, and any content on the device at all times.**
- **You will be responsible for any charges incurred as a result of negligence.**

General Rules, Reminders, and Guidelines:

- You are the only person to use your computer and charger. 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 computers should never be left unattended (during lunch, in the locker room, after school, before, during, or after extracurricular activities, etc.)
- Computers are returned to homerooms at the end of the day for storage and charging.
- Computers may be used in study halls for completion of academic work and research as assigned by teachers.
- Computers are not to be used while waiting outside for the bus or used while riding the school 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.

Email Rules, Reminders, and Guidelines:

- Your emails may be monitored at any given time.
- Any inappropriate use of your email will result in your email privileges being taken away.

*Laptop privileges may be revoked at administration's discretion.

CELLPHONES

Upon arrival, cell phones and electronics must be placed in lockers. All devices must be turned off.

The sharing of photographs and/or videos containing any student or child, other than your own, on any social media format is **STRICTLY PROHIBITED**, unless permission is granted.

STUDY HALLS

Study halls are designed for students to complete homework assignments and to make appropriate use of the library. This time is considered an extension of classroom time.

Students are expected to have passes when 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.

DRESS CODE

School atmosphere can be directly affected by the appearance of students and staff. We ask that clothing be selected with the Respectful, Responsible, and Safe expectations of a school environment. As with any establishment or location such as a church, beach, or shopping mall, there are accepted norms for attire. Specific examples of inappropriate dress for school include but are not limited to:

- clothing with offensive language or messages
- clothing that depicts or promotes the use of drugs, alcohol, tobacco, or violence.
- cropped shirts
- 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 appropriate attire.

DISCIPLINE

The expectation is that students act in a respectful, responsible, and safe manner. Behaviors that do not reflect these expectations may result in consequences as determined by teachers and administration.

HARASSMENT

Every member of our school deserves a safe environment. WJHS does not tolerate any form of harassment. Acts of harassment based upon race, color, gender, 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.

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: formal request for discipline by the principal, superintendent, and/or board, Title IX civil action, or Maine Human Rights Commission complaint.

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, 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. Reported cases of bullying will be determined following the procedure outlined in the School Board Policy.

Students engaging in bullying are subject to disciplinary action in accordance with school policy.

FIGHTING/THREATS

Students engaging in fighting and/or threats are subject to disciplinary action in accordance with school policy.

PLAGIARISM/CHEATING

Academic Integrity is an expectation at Winslow Junior High School. Students are expected to adhere to the highest standards of honesty in their work. Plagiarism is a form of dishonesty. According to Webster's New International Dictionary of the English Language, to plagiarize is "To steal or [. . .] pass off as one's own the ideas, words, artistic productions of another."

Seranek, Meyer, and Kemper describes some forms of plagiarism as:

1. Word-for-Word Plagiarism – Exact words are repeated without giving the necessary credit.
2. Paraphrase Plagiarism – The researcher says basically the same thing as the original with only a few words changed and no credit given.

3. Spot Plagiarism – Key words or phrases are used without giving credit.

Sebranek, Patrick, Meyer, Verne and Kemper, Writers INC, Boston, MA: Houghton, Mifflin Co.,1996

Some other examples of plagiarism include submitting in whole or in part a paper written by another, submitting in whole or in part an assignment written for another course, and allowing one's own work to be copied by another student.

PENALTIES FOR PLAGIARISM/CHEATING

1st offense – Consequences at teachers discretion

2nd offense – Meeting with parent/ teacher/ administration, work will result in a zero (0%) Consequences will be determined by administration.

3rd and subsequent offenses: The work in question will receive a zero (0%). Parent will be notified and consequences will be determined by administration.

SUBSTANCE USE/ABUSE

Possession, sale or use of illegal drugs, drug or their paraphernalia, vape pens or alcohol in school will result in suspension in accordance with the Substance Use-Abuse Policy of the Winslow School Board.

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.

TOBACCO

Any use of tobacco or tobacco products including vape pens on the school grounds is not permitted. This includes any and all school activities.

1. If a student possesses and/or uses tobacco or tobacco products, the offending student will be suspended from school, parents will be notified, and police may be notified.
2. Offending student may not be allowed to re-enter school until proof of enrollment in a Tobacco Education Program is received by the Administration.

STUDENT CONDUCT ON BUSES

The law requires the School Department to furnish transportation to K-8 students. However, riding the bus is a privilege not a right and the School Board shall require children to behave in an appropriate manner while riding on the bus.

The right of students to ride on the bus depends upon their behavior and the observance of the rules contained herein. Any action which endangers safe operation of the bus may cause the suspension of the student's right to ride on the bus and disciplinary action within the school. Drivers are authorized to enforce the rules and to make other suggestions in line with good citizenship. Students are expected to observe bus rules as established by the superintendent of schools or his/her designee.

Misconduct will be documented by administration using the Bus Incident Report form below.

KVCS - AOS #92 - BUS INCIDENT REPORT
25 Messalonskee Avenue
Waterville, ME 04901
Vassalboro - Waterville - Winslow

DRIVER SECTION	<p>BUS NUMBER: _____ SCHOOL: _____ DATE: _____</p> <p>Students in the School District who ride buses are subject to rules and regulations designed to provide safe transportation to and from school. Any behavior which distracts the driver is a serious hazard to the safe operation of the vehicle, and as such, jeopardizes the safety of all passengers. Consequence of continued inappropriate behavior could result in your child being denied the privilege to ride the bus.</p> <p>_____ Student's Name has been cited for an infraction of the rule(s) checked below:</p> <p><input type="checkbox"/> Student has received previous verbal warnings for the noted infraction(s):</p> <p><input type="checkbox"/> Student has received a copy of the bus rules to take home and review with parent/guardian.</p> <table style="width:100%;"> <tr> <td><input type="checkbox"/> Failing to remain seated</td> <td><input type="checkbox"/> Lighting matches</td> </tr> <tr> <td><input type="checkbox"/> Fighting/Pushing/Tripping/Punching/Hitting</td> <td><input type="checkbox"/> Throwing objects from window</td> </tr> <tr> <td><input type="checkbox"/> Using profanity or obscene language</td> <td><input type="checkbox"/> Refusing to obey driver</td> </tr> <tr> <td><input type="checkbox"/> Smoking in the bus</td> <td><input type="checkbox"/> Bothering others</td> </tr> <tr> <td><input type="checkbox"/> Extending arm or head out window</td> <td><input type="checkbox"/> Throwing objects in bus</td> </tr> <tr> <td><input type="checkbox"/> Possessing harmful or illegal items</td> <td><input type="checkbox"/> Other (See Comment)</td> </tr> </table> <p>COMMENT: _____</p> <p>_____</p> <p>_____</p> <p>Driver's Signature: _____ Date: _____</p>	<input type="checkbox"/> Failing to remain seated	<input type="checkbox"/> Lighting matches	<input type="checkbox"/> Fighting/Pushing/Tripping/Punching/Hitting	<input type="checkbox"/> Throwing objects from window	<input type="checkbox"/> Using profanity or obscene language	<input type="checkbox"/> Refusing to obey driver	<input type="checkbox"/> Smoking in the bus	<input type="checkbox"/> Bothering others	<input type="checkbox"/> Extending arm or head out window	<input type="checkbox"/> Throwing objects in bus	<input type="checkbox"/> Possessing harmful or illegal items	<input type="checkbox"/> Other (See Comment)
<input type="checkbox"/> Failing to remain seated	<input type="checkbox"/> Lighting matches												
<input type="checkbox"/> Fighting/Pushing/Tripping/Punching/Hitting	<input type="checkbox"/> Throwing objects from window												
<input type="checkbox"/> Using profanity or obscene language	<input type="checkbox"/> Refusing to obey driver												
<input type="checkbox"/> Smoking in the bus	<input type="checkbox"/> Bothering others												
<input type="checkbox"/> Extending arm or head out window	<input type="checkbox"/> Throwing objects in bus												
<input type="checkbox"/> Possessing harmful or illegal items	<input type="checkbox"/> Other (See Comment)												

ADMINISTRATOR SECTION	<p><input type="checkbox"/> 1st Offense: Written warning sent to the school administrator. Possible bus suspension. Slip signed by parent/guardian, student and/or school administrator.</p> <p><input type="checkbox"/> 2nd Offense: Possible bus suspension minimum of 2 days - Signed by parent/guardian, student and/or school administrator.</p> <p><input type="checkbox"/> 3rd Offense: Possible bus suspension minimum of 5 days up to suspension for the remainder of the school year. Suspension of bus riding privileges until meeting with a school administrator to show evidence why this privilege should be restored. Student will not be allowed back on the bus, unless driver has received slip signed by parent/guardian, student and/or school administrator.</p> <p>SCHOOL ADMINISTRATOR'S ACTION: _____</p> <p>_____</p> <p>PARENT / GUARDIAN'S CONTACT: Email: <input type="checkbox"/> Phone: <input type="checkbox"/> In Person: <input type="checkbox"/> Date: _____</p> <p>_____ Date: _____</p> <p>School Administrator's Signature</p> <p><i>cc: Bus Driver and Transportation</i></p>
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PARENT / STUDENT SECTION	<p align="center">PARENT AND STUDENT SIGNATURE</p> <p>_____ Date: _____</p> <p>Parent's/Guardian's Signature</p> <p>_____ Date: _____</p> <p>Student's Signature</p> <p>_____ Date: _____</p>
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Excel: Bus/lljw - Revised 6/27/11

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 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:

- 1. 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.
- 2. 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.
- 3. 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.

The SRO can be reached by school e-mail or contacting the main office.

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 requires 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 the 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.

Parents/guardians with questions and/or concerns regarding Special Education Services are asked to contact the special education office at 872-1960. 504's can be set up through the Guidance Office at 872-1973.

Library

The junior high library is a pleasant place 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. Your cooperation is asked in returning and/or renewing library items. Someone may be waiting for the item you have!

Magazines - In Library use only.

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.

Various types of audiovisual equipment are also available for use in school.

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

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 and organizations that service those in need.

SCHOOL HEALTH POLICY

FORMS:

1. "Health Conditions" form and "Permission for Administration of Nonprescription Medication" form will be provided to parent/guardian at the beginning of each school year. These must be updated, signed and returned to the nurse.
2. Students with serious health conditions or life-threatening allergies may be provided with additional forms or allergy or asthma action plans. These forms must be completed annually by the parent/guardian and student's physician and returned to the nurse.

MEDICATIONS:

1. Students must not carry or self-administer over the counter medications during the school day. These are readily available in the health office and will be dispensed through the school nurse. No medications will be administered to students until a signed permission form is received.
2. All prescription medication brought into the building must be checked in by the nurse. Students requiring daily prescription medications throughout the school year must provide:
 - a. Written doctor's order with medication name, dosage and time to be administered at school.
 - b. Medication in the original prescription bottle with pharmacy label
 - c. Parental signed consent for school administration of medication
3. Short term prescription medications taken during school (such as antibiotic pills or drops) must be administered through the school nurse.
 - a. Medication must be in a labeled container from the pharmacy
 - b. Written parent/guardian permission to administer must be provided to the nurse
4. Students who wish to self-carry prescribed albuterol inhalers or epinephrine auto-injectors in school or for school sports may do so only after the following is provided to the nurse:
 - a. Written doctor's order with medication name, purpose, dose, and as needed dosing to be self-administered
 - b. Medication in the original prescription bottle checked by nurse
 - c. Parental signed consent for self-administration at school

DISMISSAL due to illness:

1. All dismissals from school due to illness or injury must go through the school nurse.
2. Students feeling ill in class should request to see the nurse for evaluation.
3. If dismissal is necessary, the school nurse will call the parent/guardian to notify them and receive permission to send student home.
4. The student must check out at the main office prior to leaving the building.

GENERAL:

1. Students should not attend school with any of the following conditions, and may be excluded if found to occur:
 - a. Active vomiting or diarrhea (related to acute illness)
 - b. Fever over 100 F (without the use of fever reducing medicine)
 - c. Contagious or infectious illness
 - d. Unexplained rash that is open or draining, or accompanied with a fever
 - e. Sore throat if accompanied with a fever over 100 F
 - f. Possible conjunctivitis – red eye accompanied with yellow eye drainage. *If confirmed by doctor, must be on antibiotics for 24 hrs before return to school.*
 - g. Strep throat – *must be on antibiotics for 24 hrs and fever free (without the use of fever reducing medicine) for 24 hrs before return to school.*
2. The principal or school nurse has the authority to request a doctor's note at any time for a student to return to school.

Concussions

Students experiencing concussions are becoming an increasing focal point for educators. What used to be considered a barrier to physical activity is gaining attention as a barrier to learning. If your child sustains a head injury, please contact your school nurse for assistance in assessing the situation and alerting all staff to the sensitivities of his or her symptoms. For more information about concussions, visit: https://www.cdc.gov/headsup/pdfs/schools/tbi_factsheets_parents-508-a.pdf

Emergency Procedures:

1. Verification forms updated and signed by the parent must be kept on file in the school office.
2. Minor first aid is provided as needed by the school nurse or other designated school personnel.
3. For severe injury or illness, the procedures outlined on the Student Health Form will be followed.
4. Parents/guardians 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 must be indicated on the Health form.
2. Written permission is not required for state-mandated screenings such as hearing and vision. Parents/guardians will be notified if follow-up health services are indicated.

HEALTH OFFICE HOURS:

Health office is open daily Monday – Friday from 7:30 am until 2:45 pm. Questions or concerns please call 872-1973 (ext. 2472) or 859-2413. For printable forms and health services information updated throughout the year, please visit the Winslow Junior High School website at: <http://jhs.aos92.org/health-services>.

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.

PROGRAM OF STUDY

Sixth Grade Program

Required Courses:

English
Mathematics
Reading
Social Studies
Science

Unified Arts: Technical Education
Art
Physical Education
French
JMG

Elective Courses:

Band, Chorus

Seventh Grade Program

Required Courses:

Mathematics
English
Reading
Social Studies
Science

Unified Arts: Art
Spanish
Physical Education
Technical Education
JMG
Music

Elective Courses:

Band, Chorus, STEM, Theater, Hands On Tech, PE

Eighth Grade Program

Required Courses:

Mathematics
English
Social Studies
Science
Reading

Unified Arts: Art
Health
JMG
Physical Education
Technical Education

Elective Courses: Band, P.E., Theater, Hands On Tech, STEM, French, Spanish, Chorus

* A description of these courses can be found on the course sign up sheets in the Guidance Office.

Gifted & Talented: Excel for all grade levels. 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.

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, Physical Education, Health, JMG, Music, Foreign Language 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 AOS92 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 the Winslow Public School student records 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.

Extra Curricular Code

The primary purpose of extra curricular activities is to contribute to the overall development of the student in relation to the school's philosophy and objectives.

Participation in extracurricular activities is an important part of junior high school education. It is the goal of this school to make available a large number and wide variety of activities of interest to all. In this regard, it is the responsibility of the school to encourage the participation of all students. Participation in these activities is a privilege, not a right.

If Respectful, Responsible, or Safe behavior is not exhibited at school, administration has the right to withhold a student from field trips, school dances, or other after school activities.

Suspensions and detentions will result in the student not being able to attend these school functions at the administration's discretion.

WINSLOW JUNIOR HIGH SCHOOL FACULTY & STAFF

Mary Beth Bourgoin
Murray Bourne
Virginia Brackett
Jason Briggs
Ben Clark
Tina Couturier
Amy Cyr
Tammy Diaz
Irene Dineen
Andrew Doiron
Lisa Ericson
Kathleen Fleury
Christy Gagnon
Denise Gianini
Sarah Hardy
Hans Haase
Sophie Erickson
Tom Hersom
Tracy Jolicoeur
Katy Jones
Kathy Jurdak
Storm Kelso
Linda Lambert
Chris Makowski
Maryann Nyman
Trenton Oliphant
Gabe Pinnette
Chris Preble
Dominique Ryon
Isaac Sturtevant
Heather Tompkins
Kris Vigue
April Washburn
Aaron Wolfe
Darrin Wood

Mark Bessey
Joan Brown
Laurie Byrne
George Campbell
Jerry Carson
Marylue Michaud
Leslie Pelletier
Jocelyn Pooler
Susan Porter
Tracy Welch
Danielle Wiegand
Heather Woodbury

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

Social Studies
Special Education
Gifted/Talented
Principal
Instrumental Music
Guidance Counselor
Librarian
Nurse
Math
Technology Education
Language Arts
Social Studies
Language Arts
Social Worker
Science
Art
JMG Teacher
Science
Special Education
Language Arts
Science
Speech Therapist
Social Studies
Physical Education
Special Education
Spanish
Social Worker
Asst. Principal/Health Teacher
French
Language Arts
Language Arts
Vocal Music
Math
Math
Special Education

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

WINSLOW JUNIOR HIGH SCHOOL



I _____, have read and understand the
(Printed Name)

expectations that I have as a student at Winslow Junior High School.

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Please return this form to Winslow Jr. High School

