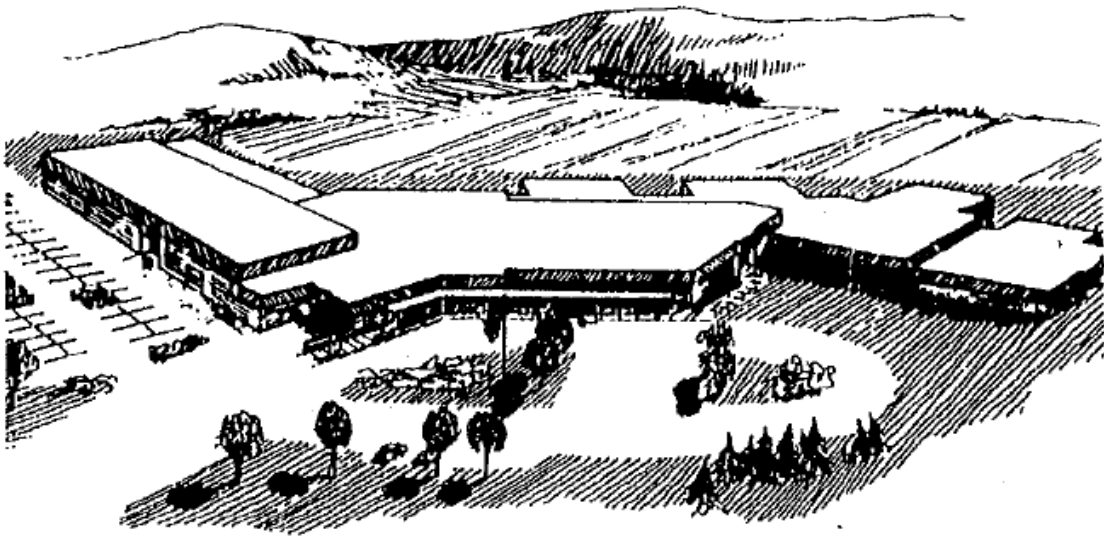


WATERVILLE



JUNIOR HIGH SCHOOL STUDENT HANDBOOK

2009-2010

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PRINCIPAL'S MESSAGE

Welcome to Waterville Junior High School! I look forward to supporting you in our learning community and know that your time here will be filled with exploration, excitement, and challenges as you engage in the many exciting opportunities our school has to offer. Your education here is all about growth. You will get out of your education what you put into it, so I encourage you to become involved with your school and to participate in activities which you find enjoyable. All adults at WJHS are here to help you with your school adventure. We want you to succeed and do your very best on the path to becoming a more independent you.

This handbook contains information about your school that you will find helpful in making your years at the junior high rewarding and enjoyable. I ask that you share this handbook with your parent/guardian so that we can avoid as many misunderstandings as possible. Also, please keep this handbook with your personal notebook or binder so that you can refer to it when necessary. If the handbook does not provide you with the information you need, you should contact a teacher, counselor, or administrator for help.

Have an awesome school year!

Mick Roy/Principal

WATERVILLE PUBLIC SCHOOL MISSION STATEMENT

The mission of Waterville Public Schools is to help students attain the knowledge, skills, and attitudes they need to achieve personal fulfillment, be responsible citizens, do meaningful work, and pursue lifelong learning.

To achieve our mission we believe that our curriculum should provide all students with a foundation of knowledge, skills and academic standards, along with opportunities to demonstrate and apply learning in varied ways across all curriculum areas. Curriculum and program offerings should provide opportunities for all students to realize their fullest potential and to celebrate their individual worth. Programs and activities should be challenging and should promote and enhance students' physical, emotional, intellectual, and social well-being.

Furthermore, we will strive to produce graduates who think critically and independently, adapt to new and changing situations, make appropriate choices, and act in a respectful and responsible manner.

We believe that all employees of Waterville Public Schools should serve as models for students in helping them:

- * Demonstrate the ability to solve problems
- * Communicate clearly and effectively
- * Make responsible decisions as world citizens
- * Use technological resources to enhance their learning
- * Research, analyze, and apply information
- * Behave in a respectful and responsible manner
- * Appreciate world cultures and diversity

Waterville Public Schools is committed to working with parents and the community to provide the necessary leadership, resources and support to accomplish our mission.

PHILOSOPHY AND OBJECTIVES OF WATERVILLE JUNIOR HIGH SCHOOL

The members of the staff of Waterville Junior High School believe that each child is an individual and that emerging adolescence is a unique phase of child development. The staff members agree that exploration, discovery, socialization and direction occur in an atmosphere of mutual trust and respect. The staff believes it must strive to reach and to teach the whole child. They accept a commitment to aid each student to grow and to develop emotionally, intellectually, physically, and socially.

The members of the staff recognize the critical aspect of courtesy and the value of humor in the building of strong inter-personal relationships. They recognize the destructive quality of prejudice and affirm their respect for all individual differences. The staff members recognize the need to provide a climate in which students and teachers are learners and the attitude for life-long learning is fostered. This climate should encourage critical thinking, reasoned choices, freedom of expression, and the ability to accept the consequences of our decisions and behavior. Staff members understand that a free and just society is dependent upon a competency in the skills of good citizenship.

The members of the staff recognize the changing nature of the human community, the environment, and the world, and they strive to provide the skills needed to adapt and to respond to their changes.

SCHOOL DAY

Students report to period 1 at 7:25a.m. The school day ends at 2:00 p.m. and buses are dismissed at 2:05 p.m. Students being picked up at the end of the day by parent(s)/guardian(s) shall be dismissed with walkers unless the parent(s)/guardian(s) signs the student out at the main office. Please note that individual teachers may ask you to remain after school for academic assistance.

TELEPHONE

Students are asked not to use office phones unless absolutely necessary. Coaches and activity sponsors are encouraged to advise you of practice sessions and meeting times well in advance so that you may make arrangements for transportation ahead of time. Every classroom is equipped with a telephone. Permission must be granted in order to use classroom telephones.

MESSAGES

To keep classroom interruptions to a minimum, only personal messages of an emergency nature may be relayed to students. Students should not be text messaging parents and/or guardians during times at which cell phones, according to policy, are expected to be turned off.

COATS

Coats or jackets intended for outdoor wear should not be worn in the building during the school day.

BOOK BAGS

Book bags may be brought to school but must be put away for the school day. Students will have several opportunities during the day to go to their lockers to get materials.

VALUABLES

Each student is provided a locker to store books, clothing and other belongings. These should be kept locked and secure. Students are advised not to bring articles of extreme value or large sums of money to school without prior arrangements for securing them.

LOCKERS

Sixth, seventh, and eighth grade students will be assigned lockers. Each locker has a combination lock, and students should not share their combinations with anyone. Students should never leave expensive items or large amounts of money in lockers. The school will not accept responsibility for items lost from student lockers. Lockers remain the property of the school and must be kept clean and free from graffiti and stickers. Lockers may, without notice, be inspected on a regular basis. Food should not be left in lockers overnight. Abuse of locker rules will mean the loss of the privilege of having a school locker. Students may be reassigned to a different locker if a locker will not function properly.

DISTRIBUTION OF LITERATURE

Literature which is distributed on school property should not contain false statements or innuendoes which may subject any person to hatred, ridicule or contempt which may injure the reputation of any person. Statements grossly offensive to the reasonable sensibilities of school personnel or which are unfairly or unduly injurious to their reputations are prohibited.

ASSEMBLIES

Assemblies are held to promote a sense of community at Waterville Junior High School and to allow students the opportunity to be exposed to a cultural event, large group celebration, or a special presentation. As such attendance at all assemblies is expected. To show respect for your peers, yourself and the event there should be a minimum of talking upon entering and leaving the auditorium. Talking should cease when the person leading the assembly stands or makes a gesture that he or she is ready to begin. Courteous attention to the assembly program is expected of all students. Approval may be expressed by applause.

ATTENDANCE

Students will be considered truant if they are not in school and do not present a valid excuse. Skipping a class during the day is another form of truancy. Truancy has a harmful effect on the educational process. A conference will be set up by the school with the parent of frequent offender and may result in a decision to have the student remain in his/her grade for another year.

Exceptions:

- Bona fide illness, confirmed by a physician's note.
- Absences caused by school-related activities.
- Bereavement, up to three days in each case.
- Religious holidays.
- Dental/orthodontist appointments.
- Any other exceptional situations where the student has prior permission of the Principal or Assistant Principal.

Unexcused Tardiness:

Unexcused tardiness will be monitored on an individual basis. Excessive tardiness to class/school may result in retention, office detention, or suspensions, depending on the severity of the situation.

Parental Notification:

An attempt will be made to notify the parent(s)/guardian(s) by telephone on every absence by our automated caller system. If you do not receive calls from this system, please notify the school.

CHANGE OF ADDRESS/INFORMATION

If a home address, telephone number or parent/guardian information changes during the school year, the student must notify the Main Office.

HOMEWORK

Homework is an integral part of the instructional program and learning process. Homework extends the time available for formal learning, encourages students to work on their own, and acknowledges the existence of different learning styles. Homework provides reinforcement of class studies and expands applications of knowledge and skills. It is a natural and meaningful outgrowth of classroom activity with flexibility in quantity and purpose.

GUIDELINES FOR PARENTS

- A suitable environment for study, free from distractions, radios, televisions, etc. for at least eighty minutes per night where homework is the only focus should be provided for the student. As a general rule of thumb, students can depend on an average of 10 minutes per grade for homework. For example, if your child is in grade 6, he/she can expect to receive 60 minutes of homework per evening. If in grade 7, 70 minutes and grade 8, 80 minutes.
- All parents should take an interest and assist their child with their homework when needed.

REQUESTING HOMEWORK DURING AN ABSENCE

Parents may call the main office in the morning to request that homework be gathered from the student's teachers. Parents may pick up the assignments in the office after school or request that a friend of the student pick it up.

LUNCH AND CAFETERIA

Lunch is available through the purchase of a Class A meal for \$2.50. Students may pay by the week or daily. Sandwiches and other a la carte offerings are available at various prices. Free and reduced price (.40) lunch forms are distributed to all students at the beginning of the school year. Interested parent(s)/guardian(s) should return the completed forms to the main office. If students received free or reduced price lunch last year, they will continue receiving free or reduced lunch for 30 days until their new form is returned and processed.

TRANSPORTATION

Bicycles may be brought to school at the student's own risk and are to be kept in the bicycle racks in the designated areas.

Students choosing to use skateboards, roller blades, or scooters (this is not an inclusive list) as a means of transportation are not to use these items once they arrive on campus. For safety reasons, students may not bring the above items on the bus.

VISITORS

All visitors to the school are asked to check in at the main office window. Visitors will be given a pass for the day.

LOST AND FOUND

Books found in the building are returned to the appropriate teacher or to the media center. For other items, please check the table outside of the mini auditorium.

SCHOOL CANCELLATION

If for any reason school is canceled, announcements to that effect will be made on radio stations WTVL (1490 AM) (98.5 FM), WSKW (1150 AM), WABK (1280AM) WMME (92 Moose), and WEZQ (92.9). TV stations: WLBZ (2), WABI (5), WCSH (6), WVII (7), WMTW (8), WGME (13).

LATE BUS

The late bus will run daily Tuesday – Friday at approximately 3:15 p.m and the athletic late bus will run Monday through Friday at 4:15 p.m. with various stops throughout the city. The bus conduct rules also apply for the late bus. The athletic late bus runs daily at approximately 4:15 p.m.

TEXTBOOK RESPONSIBILITY

You are required to sign a textbook card for each textbook issued and keep the textbooks covered throughout the school year. You are also expected to return textbooks in good condition. You are liable for all damage or loss. Since others will use your textbooks, do not write in or damage them. If you lose a book, notify your subject teacher immediately.

FIRE DRILLS

The directions for leaving the building in the event of a fire drill are posted in all classrooms. When an alarm sounds, it is the duty of every student to follow, without question, the directions given by the teacher in charge of the room. Students who may be in lavatories or other areas of the building should use the nearest exit to leave the building.

GRADING

-PROGRESS REPORTS

Progress reports are issued at mid-quarter when the quality of the student’s work is at the failing point or when the work is considerably below the level of expectation.

-REPORT CARDS

Report cards are issued every nine/ten weeks. It is the responsibility of the student to see that report cards get home. It becomes the responsibility of the parent to be aware of the student’s progress and study habits. Report cards will not be issued to students who hold overdue library books or who have lost or damaged texts until such time as indebtedness has been met.

| | | |
|------------|---|--|
| 90 – 100 | A | excellent work-shows originality and thorough understanding. |
| 80 – 89 | B | above average work- shows a good record of achievement. |
| 70 – 79 | C | average work- shows satisfactory completion of course requirements. |
| 60 – 69 | D | passing work but unsatisfactory- indicates the student does not have the proper academic foundation to proceed in special sequential subjects. |
| 59 – below | F | academic failure- failing, no credit is given below 60. |
| | I | work incomplete –work should be made up by the closing of grades for |

the next quarter. The student is responsible for planning and for completing his/her make-up work in consultation with his/her teacher.

GUIDANCE SERVICES

Guidance services are available for all students. Two counselors are provided so students may receive individual and/or group counseling involving academics, scheduling, orientation, career counseling, testing, decision-making and any personal or social problems. Appointments may be set up by seeing the guidance secretary and scheduling a time. In extreme cases, immediate appointments will be granted. The counselors welcome an opportunity to talk things over with students, parents, or teachers.

HOME BOUND TUTORING

Home instruction is available when a student is out of school for longer than two weeks due to illness. After the student's parents have applied for home instruction through the assistant principal's office, the student becomes eligible to receive up to ten hours of home instruction per week. The student's home instruction teacher, in consultation with the student's regular subject teachers, assigns work to the student as well as determines the ranks for the student. If the student is out of school for the remainder of the semester or academic year, the student's final grade is a combination of regular teachers' and home instructor's grades.

HEALTH SERVICES

A school nurse is available on a daily basis. For school emergencies, the following steps are to be taken:

- A. First aid will be administered by the school nurse or an available qualified person.
- B. Parents or guardians will be notified immediately.
- C. In what may appear to be a critical emergency, the rescue unit will be called by the school authorities.

Screening-Spinal screening is provided for 6th grade girls and boys and 8th grade boys and girls. Vision and hearing screening is provided for 7th grade students and others as requested by teachers, parents, or students.

Medications-Medication should be scheduled to be taken during non-school hours whenever possible. If a student requires medication during the school day, the parent or legal guardian should fill out the medication permission form available in the office. Medication should be brought in the original prescription bottle. Permission forms must be on file for the use of inhalers, and inhalers should be left in the health office. If a student needs to keep an inhaler with him or her, a physician's note is required. If a student requires an injection for allergic reactions, the student's physician can prescribe an Epipen. With a signed permission form, Tylenol, cough drops and tums are available to our students in the health office. All other over the counter medications are not permitted unless authorized in writing by a physician.

HEALTH PROBLEMS

Parents/Guardians should alert the office to any health problem that might cause an emergency situation, such as bee sting allergy, diabetes or seizure disorder. Also, the office should be advised of any problem which might interfere with attendance or learning. Communicable diseases such as chicken pox, mumps, measles, scabies and head lice should be reported to the nurse. Student health records are screened for immunization doses to be sure they are in compliance with state requirements.

MEDIA CENTER

Hours: 7:30 a.m. - 3:10 p.m. No book bags are allowed in the media center.

A. Media Center-The media center is located in the center of the academic wing of the junior high school. It has a good selection of print (i.e. books, paperbacks, magazines) and non-print (i.e. filmstrips, cassettes, and records materials). It also has facilities for production of classroom materials. You are encouraged to use the graphics room, darkroom, and instructional television facilities for teacher-approved classroom projects.

B. Borrowing Procedures- All materials except records and current magazines may be borrowed for two (2) weeks. Special overnight loan material (i.e. reference books, encyclopedias, and reserve books) may only be checked out during the last period of the day and must be returned by 8:00 a.m. the following school day.

C. Overdue notices- overdue notices are posted every Monday in pride. Students on the overdue list may use but not remove material from the media center until overdue materials have been returned, or a replacement fee is paid. The replacement fee is the current cost of the material. If the material is found, the fee will be refunded.

D. Media Skills Mini-Course- knowing how to use the media center is essential if students are to make efficient use of all resources available. Instruction will be given to help students gain skills and knowledge in the Dewey Decimal Classification System, card catalog, encyclopedias, standard reference works, periodical indexes and classroom project production techniques.

ENGLISH SPEAKERS OF OTHER LANGUAGES

Services for ESOL (English Speakers of Other Languages) exist in order to assist the learning process of the multilingual population of the Waterville Public School district. Students who are limited English proficient (LEP) will be assigned to a daily block of time to receive ESL English in order to develop the English language skills needed to read, write, speak, and listen in their second language. The rest of the school day will be spent in regular classrooms where teachers will modify classroom expectations according to the level of English language proficiency. A copy of the district Lau Plan can be obtained from the principal and guidance offices.

SPECIAL EDUCATION REFERRAL PROCESS

Students who exhibit academic and/or behavioral difficulties may be referred to the Pupil Evaluation Team for consideration of eligibility for special education services. Parents may refer their child to the Pupil Evaluation Team by contacting the building principal, guidance counselor or classroom teachers. School personnel who are informed by parents or others of a desire to refer a student shall direct that person to above mentioned school professionals for initiation and discussion of the referral process. The school professional shall assist the parent or others in completing the referral form and shall forward that documentation to the special education office. The Pupil Evaluation Team consists of the child's teacher and parent, the building administrator and appropriate special education staff. The Pupil Evaluation Team (P.E.T.) will review existing evaluation and classroom performance data in accordance with federal and state guidelines to determine whether a referred student has disability. If a referred student is found to be eligible for special services, the P.E.T. will develop an Individualized Education Program (I.E.P.) that is appropriate for that student and determine any necessary modifications and/or adaptations in the student's regular education program.

Services may be provided within the regular classroom or in a special education classroom, whichever is most appropriate for the student. This determination is made by the P.E.T.

STUDENT EDUCATION RECORDS

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

Waterville Public Schools shall provide annual notification to the parents of students who are currently in attendance and to eligible students (18 years old or older) of their rights in relation to the student education records being maintained by Waterville Public School.

The Waterville Public School may make public at its discretion personally identifiable information from the education records of a student without parental consent if that information has been designated as directory information by the school. This school unit has designated the following information as directory information. The student's name, participation in officially recognized activities and sports, weight and height of athletes, honors and awards received, and other information that would not generally be considered harmful or an invasion of privacy if disclosed.

Such information will not be disclosed if the parent of the student informs the school unit in writing by July 1 for the upcoming school year or within 30 days after enrollment, whichever is later, that such information is not to be designated as directory information with respect to that student. Any such notice should be sent to the Superintendent of Schools at the following address: Waterville Public School, Messalonskee Avenue, Waterville, ME 04901

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

The Superintendent, in consultation with other school administrators of Waterville Public School, shall develop and promulgate procedures for implementing this policy and may, from time to time, amend those procedures as necessary.

PARENT/STUDENT RIGHTS

Section 504 of the Rehabilitation Act

Section 504 of the Rehabilitation Act of 1973 requires that:

No otherwise qualified individual with a disability in the United States...shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance:

The following is a limited description of the rights granted by Section 504 to students identified as disabled under that law. The intent of the law is to keep you informed concerning decisions about your child and to inform you of your rights, if you disagree with any of these decisions.

You have the right to:

Have your child take part in, and receive benefits from public education programs without discrimination because of his/her disability; Receive notice from the school with respect to identification, evaluation, educational program or placement of your child or the filing of a due process hearing; Have your child receive a free appropriate public education. This includes the right to be educated with non-handicapped students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations necessary for your

child to benefit from his or her educational program. Have evaluation, educational, and placement decisions based upon a variety of information sources, and made by persons familiar with the student, the evaluation data, and placement options. If more information is needed regarding Section 504, contact your school's guidance counselor.

AFTER SCHOOL ACTIVITIES

After school activities are scheduled for your interest and enjoyment. You are required to remain in the area where the particular activity is being held. **STUDENTS SHOULD NEVER REMAIN IN THE BUILDING AFTER SCHOOL WITHOUT PROPER ADULT SUPERVISION.** Students must ride the bus home if their activity does not begin immediately after school.

SPECIAL EVENTS AND CLUBS

Special events are planned during the school year for fun and recreation. These are for Waterville Junior High students only.

A. DRAMA

Students may participate in theatrical productions. Contact Person(s) - Kay Devine, Andrea Kuhlthau

B. STUDENT COUNCIL

The student council is an organization of elected representatives who meet together regularly and plan activities with teachers, administration, and community leaders to improve the school climate. Council members are chosen in open elections and represent the sixth, seventh, and eighth grade.

C. ODYSSEY OF THE MIND

This is an after-school activity designed to foster creative thinking skills, team work and independent thinking. There are projects for the teams of students to work on throughout the year. Each team has between 5-7 members. Contact Person- Judy Forrest

D. JAZZ BAND

Purpose: To offer players the opportunity to explore and perform jazz.

Qualifications: Any member of a Waterville Junior High School musical organization qualified on woodwind, brass, or rhythm instruments including keyboard, electric guitar, bass guitar and drums. Performances: At various school and community events.

This group will travel. Contact Person-Daniel Ross

E. YEARBOOK

Meeting Times: An open meeting is held in the fall to choose staff positions and editors. All interested 8th graders are encouraged to attend. Other meetings are scheduled periodically throughout the year according to deadlines.

Purpose: To provide the best possible printed record of a school year, one which will increase in value with time. Contact Person- Judy Morgan

F. CIVIL RIGHTS

Waterville Junior High School has a Civil Rights team in which students in grades 6-8 may participate. The intent of the team is two-fold: 1) To create an on going presence within schools for providing education to students on issues of bias, prejudice, and intolerance and 2) to provide a mechanism for both students to report incidents at their early stage of development (before a violent act has occurred) and for the civil rights team to refer those incidents on to the appropriate

personnel within the school. Interested students should contact the Guidance Department.

G. MUSIC

Band, Chorus, Strings-students are given the opportunity to expand their musical interests through participation in band, chorus and strings. These three groups perform throughout the year and help in a number of school activities. Contact persons Dan Ross, Sue Barre, Dan Keller

H. INTRAMURALS

This is an opportunity for students to explore different types of games and activities throughout the course of the year. Activities may vary from year to year, along with the time at which the activity is offered.

***Students must be in attendance by 11:00 a.m. in order to participate in after school activities.

SCHOOL DANCE POLICY

Waterville Junior High School has dances several times throughout the year. These are sponsored by junior high school organizations. Dances are typically held on Friday evenings from 7:00p.m. to 9:00p.m. Students should have rides waiting for them at the conclusion of the dance.

Dance Rules

- If a student wishes to attend a dance, s/he is required to attend school on the day of dance. Exemptions for doctor's appointments and the like may be obtained at administrators discretion.
- Once a person leaves the building he/she will not be permitted to re-enter unless special permission to leave and return has been granted by the head chaperone.
- Anyone suspected of being under the influence of alcohol or drugs is not allowed to attend, will have their parents contacted, and will receive disciplinary action.
- Dances will be open only to students attending Waterville Junior High School.

Dance Eligibility- Any student who has an outstanding retention, detention or has been suspended since the last dance will not be allowed to attend. Admission to dances is \$3.00.

FIELD DAY ELIGIBILITY FOR GRADES 6-8

Each grade level has a procedure in place regarding Field Day Eligibility. A letter will be sent home to notify students and parents of the grade specific policy.

ATHLETICS

One of the exciting aspects of coming to Waterville Junior High School is the chance to participate in our athletic programs. The following is a list of all the sports we offer at Waterville Junior High School.

GIRLS

Soccer
*Cross Country
*Swimming
Field Hockey
Basketball
Softball

BOYS

Soccer
*Cross Country
*Swimming
Football
Basketball
Baseball

*Track
*Cheerleading

*Track

* Includes 6th grade students

ELIGIBILITY

If a student is failing two or more subjects, he or she may not be eligible to participate until the failures are removed. It is his or her responsibility to take care of make-up work and extra help. All students wishing to participate in an interscholastic sport must have a current physical (One physical for junior high years).

WATERVILLE JUNIOR HIGH SCHOOL

STUDENT

CODE

OF

CONDUCT

CELL PHONES AND OTHER ELECTRONIC DEVICES

Any use of cellular telephones and other electronic devices that violates any Board policy, administrative procedure, or school rule is strictly prohibited. This includes, but is not limited to; violations of the student code of conduct, harassment, bullying and cheating.

1. Students are only allowed to use privately-owned electronic devices, including but not limited to; cellular telephones, blackberries, PDA's, handheld computers, Discmans, walkmans, MP3 players and electronic games **after 2:15 p.m. Upon a.m. entry to the building, all electronic devices shall be turned off and properly stored.**
2. Within classes all such devices must be turned off.
 - a. An exception to this rule is when a teacher specifically authorizes students to use a personal electronic device for a specific academic purpose, at the teacher's discretion. This does not include making phone calls, or text messaging from phones. Use of cell phones will be limited to: contacting home with teacher permission, calculator and timer.
 - b. If this rule is violated, the teacher will immediately confiscate the device for the remainder of the school day and discipline may be imposed.
 - c. Electronic devices are not permitted for use in the hallway.
3. The use of cameras, including camera phones, is strictly prohibited. This includes, but is not limited to locker rooms, hallways, changing areas, restrooms, playgrounds, and buses.

STUDENT DRESS CODE

The Waterville Board of Education recognizes that responsibility for the dress and appearance of students rests with individual students and their parent(s)/ guardian(s). The Board will not interfere with this right unless the personal choices of students create a disruptive influence on the school program or affect the health or safety of others.

Students are encouraged to use sound judgment and reflect respect for themselves and others in dress and grooming. In keeping with the goals of the Waterville Public School system to provide a safe, healthy and non-discriminatory environment for maximum academic and social development, the following restrictions will be enforced; Articles of clothing which promote the use of tobacco, alcohol, or other drugs may not be worn on school grounds when school is in session or at school functions. Clothing, footwear, insignia, or accessories that are intended to identify the wearer as a member of a particular gang are prohibited. Articles of clothing that are inappropriately revealing or in bad taste, contain sexual messages or risqué displays (creating undo or disruptive attention to the person with regard to their sexuality), or include insulting words (e.g. racial/ethnic slurs) are not permitted. Clothing that is either dangerous or destructive of school property (e.g. spiked collars and wristbands, cleats, or heavy chains) is impermissible.

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

Administrators at each school will develop procedures and sanctions for dealing with students who violate this policy.

HATS/HOODS

Hats and hoods are not to be worn in the school building except for special events (i.e., school dances, hat day, outside activities, etc.). The removal of one's hat indicates a show of respect for the institution of the school and all members of the school community.

GAMBLING

Gambling of any kind is strictly prohibited.

DISPLAYS OF AFFECTION

Displays of affection (i.e., holding hands, hugging, kissing, etc.) are not appropriate behaviors for the school setting. Please show respect for yourself and others by refraining from these types of behaviors.

FOOD/BEVERAGES

Whenever possible, snacks and beverages should be consumed in the cafeteria area (with the exception of bottled water).

TARDINESS/DISMISSALS

Students who arrive at school after 7:25 a.m., or who need to be dismissed for any reason prior to the end of the school day **MUST** check in and out with the attendance secretary in the main office. Students who leave school without permission will face disciplinary consequences.

CAFETERIA/LIVING:

To enable all of us to enjoy our lunches, the following cafeteria rules will be followed:

- No more than six students to a round table, five at the square tables.
- Students should remain seated at all times during lunch except, to return food trays, throw away trash or to get materials for emergency clean up.
- No throwing of trash or food, etc.
- All trash should be thrown away in the proper containers.

RESPECT FOR BUILDING AND SCHOOL PROPERTY

Waterville Junior High School is very fortunate to have excellent facilities and equipment. Students should take pride in their school and its facilities and do their part to try to keep it looking good at all times. To that end we ask that we:

- only sit in areas designated for sitting;
- only mark on personal belongings; and
- all work to help keep our school and community clean by picking up litter and other debris.

Vandalism of any kind will be treated as an extremely serious offense which will warrant disciplinary action.

WATERVILLE PUBLIC SCHOOL DISCIPLINE PHILOSOPHY

It is the goal of the Waterville School System to provide its students with essential knowledge, skills and attitudes for work, education, citizenship, to help them become lifelong learners and good citizens. In an effort to promote good citizenship for students and to establish a safe and healthy learning environment, the Waterville Public School system believes that respect and responsibility form the foundation for this endeavor for all students, teachers, and staff members.

As a means of promoting the quality of Respect and Responsibility within all schools, the school faculty and staff will establish proactive programs, strategies, and behaviors that will assist students in demonstrating expected attitudes, skills, and behaviors. Consequences for unacceptable behavior will be clearly stated and consistently applied. Unacceptable behaviors are actions such as swearing, inappropriate language, rude behavior, disrespect and lack of accountability.

Although consequences to students' actions may vary depending on the severity of the behavior and related circumstances, there will be no tolerance for the following behaviors:

- Acts of physical violence
- Weapons
- Vandalism
- Stealing
- Habitual acts of inappropriate behavior
- Threatening behavior
- Disrespect towards teachers and staff

Consequences for such behaviors will result in school suspension or expulsion.

WATERVILLE JUNIOR HIGH SCHOOL DISCIPLINE PHILOSOPHY

WJHS recognizes the unique nature and developmental stages of middle level learners. As such our approach to misbehavior, poor judgment and indiscretions of our students is to seek to help them to evaluate their decision-making and to teach them to develop tools that will aid them as they continue through their journey of life. Following is an outline of the basic steps that may be employed when misbehavior, poor judgment and/or indiscretions occur:

- A. *BEHAVIOR RETENTION:*** Students may be asked to remain after school for minor issues which do not merit an office detention. Failure to stay for behavior retention may result in a Detention.
- B. *ACADEMIC RETENTION:*** Students may be asked to remain after school to complete school work with the assigned teacher. Students who stay for retention may ride the late bus.
- C. *RESTORATIVE JUSTICE:*** In keeping with our philosophy of middle level learners, when student infractions merit attention through the office, students may be assigned an opportunity to participate in a Restorative Justice program. This will occur on Tuesdays and/or Thursdays for one hour starting promptly at 2:20 p.m. Students who refuse to participate or who fail to follow through with the agreed upon plan, will be referred to the office for further action such as a traditional detention.
- D. *DETENTION:*** If a student receives a detention, the expectation is that the detention will be served on the Tuesday or Thursday following the detention assigned. If a student chooses to skip a detention, another one will be assigned. A student may occasionally have a conflict and an extension may be obtained by having the parent make contact with the Assistant Principal or the Principal to explain the conflict and make alternative arrangements.
- E. *SUSPENSION:*** WJHS recognizes the value of learning in the public school setting and as such suspensions are reserved for cases in which safety is of concern or, in order to maintain the peace and harmony within the school.

1. Once a student has accumulated a total of ten (10) days of suspension, the next detention or suspension may result in the student being placed in a 2 hour tutorial for a period of five (5) days at an off-site location. Prior to returning to school the student and the parent/guardian will meet and/or speak by phone with the appropriate school official.
2. If a student receives another detention or suspension, the student may be placed in a 2 hour tutorial in an off site location for a period of ten (10) days. Prior to returning to school the student and the parent/guardian will meet with the appropriate school official.
3. If a student receives another detention or suspension, the student may be placed in a 2 hour tutorial in an off site location for the remainder of the school year.

BUS CONDUCT

Bus rules are designed for student safety. Failure to follow these rules could lead to a loss of bus privileges.

- Remain seated when the bus is in motion.
- Keep arms, legs, and head inside the bus.
- Do not fight, throw objects or create any unnecessary disturbances.
- Obey any instructions from the bus drivers promptly.

If a student misbehaves and a bus conduct report is written, parents will be notified immediately. The procedure is as follows:

- 1st conduct report - student is warned and parent is notified.

If student conduct continues to be of concern, the bus driver may take action such as, but not limited to, assigning a seat to the student, conferencing with the student and Assistant Principal, and contacting the parent(s)/guardian(s). If this fails to resolve the problem, a second bus slip may be issued.

- 2nd conduct report- loss of privilege to ride the bus for one week.
- 3rd conduct report - loss of privilege to ride the bus for two weeks.
- 4th conduct report- student may be permanently barred from riding the bus.

BOMB THREAT

Students who make bomb threats will be subject to disciplinary procedures, which may include a mandatory 10-day suspension. In addition, an expulsion hearing may be held. All incidents will be reported to law enforcement authorities.

NONDISCRIMINATION

Waterville Board of Education ensures equal employment/educational opportunities/affirmative action regardless of race, color, sex, sexual orientation, age, physical or mental disability, genetic pre-disposition, religion, ancestry or national origin.

HARASSMENT POLICY

Waterville Public Schools is committed to equal employment and educational opportunity for all employees, applicants, students, parents, and members of the school community, including those parties who are contracted to perform work for the Waterville Public Schools, without unlawful regard **to race, color, sex, sexual orientation, age, physical or mental disability, genetic pre-disposition, religion, ancestry or national origin** in all aspects of employment and education. Members of the school community include the school board, administration, faculty, staff, students, and volunteers working in the schools, while they work and study subject to school

authorities.

Waterville Public Schools is also committed to maintaining a school and work environment free of harassment based on race, color, religion, national origin, age, sex, sexual orientation, or disability. The Waterville Public Schools expects all employees and other members of the school community to conduct themselves in an appropriate and professional manner, with respect and concern for their colleagues and students.

Harassment on the basis of **race, color, sex, sexual orientation, age, physical or mental disability, genetic pre-disposition, religion, ancestry or national origin** for any reason or in any form is prohibited and will not be tolerated.

Examples of prohibited harassment include: (These examples are not intended to be an exhaustive list, but simply provide some examples of conduct, which the Waterville Board of Education deems to violate its sexual harassment policy.)

- A. Unwelcome and/or continued sexual advances, gestures, comments, or contact;
- B. Threats;
- C. Offensive jokes;
- D. Ridicule, slurs, derogatory action or remarks;
- E. Basing employment decisions on practices of submission to harassment; and
- F. Articles of clothing with displays, which are sexual, vulgar, lewd, indecent, or include insulting words (e.g. racial, ethnic slurs).

Each Waterville Public School will include information on this harassment policy in its yearly faculty and student/parent handbooks, which address discipline expectations, responsibilities, rules and consequences.

The Waterville Public Schools adhere to Maine State Law identifying sexual harassment and Equal Employment Opportunity Commission (EEOC) guidelines.

Harassment on the basis of sex shall be unlawful educational discrimination within the meaning of Title 5, sec. 4602. This shall include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature in the following situations.

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's educational benefits or as a term or condition of individual's employment.
2. Submission to or rejection of such conduct by a student is used as the basis for decisions on educational benefits.
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic work performance or creating an intimidating, hostile or offensive educational working environment.
4. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.

Employees and students should be advised of the importance of informing the harasser that his/her behavior is unwelcome, offensive, in poor taste, or highly inappropriate. Anyone who believes that this policy statement has been violated should follow procedures set forth in Waterville Public School's procedures for resolving complaints as outlined in the Affirmative Action Policy.

Any attempt by an employee or a student to retaliate against a person who makes, or provides information regarding a claim of harassment is also strictly prohibited. No one will be reprimanded or punished in any way for initiating a good-faith inquiry or complaint.

ALCOHOL, TOBACCO AND OTHER DRUGS POLICY

I. PHILOSOPHY

The Waterville Public School System is committed to developing and implementing programs related to the use and abuse of controlled and/or illegal substances. Recognizing that all students, faculty and staff may be adversely affected it is imperative that the Waterville Public Schools engage in a variety of activities and strategies designed to promote and/or model positive behaviors while educating all as to the adverse consequences associated with the inappropriate or illegal use of such substances. The Waterville Public School System is dedicated to providing a safe, healthy, productive learning environment free from alcohol, tobacco and illegal substances. Accomplishing this goal requires a cooperative effort among school staff, students, parents, law enforcement, and organizations concerned with the healthy development of all students entrusted into our care.

The Waterville Public School System actively promotes safety and wellness throughout our school system. The Waterville Public School System will assist students and parents to become more knowledgeable about the dangers associated with the use of various substances. To promote a quality-learning environment, the System endorses an approach to (1) prevent, discourage and eliminate drug use by students by addressing prevention by education, (2) intervene with an emphasis on assessment and treatment and (3) discipline.

II. POLICY

While on school property, while on a school sponsored activity or while that person's conduct directly interferes with the operation, welfare or educational environment of any school within the system, no student shall:

- possess, use or distribute cigarettes, chewing tobacco, "snuff" or other tobacco products
- illegally possess, use, distribute or be under the influence of any alcoholic beverage, malt beverage, fortified wine, or other intoxicating liquor
- possess, use, distribute or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, inhalants, drug paraphernalia, anabolic steroid, any other controlled substance, any look-alike substance that is represented to be a controlled substance.

Students involved with athletic or co-curricular activities refer also to Section VI.

It is not a violation for a student to be in the possession of a legally defined drug specifically prescribed for the student's own use by any person legally authorized to prescribe drugs.

III. PROCEDURE FOR STUDENTS

Students found to be in violation of this policy with respect to tobacco products shall be exposed to the following sanctions:

First Offense:

- a. Any related materials will be confiscated.
- b. Parents/guardians will be notified.
- c. School Resource Officer or local law enforcement will be notified.
- d. The school will provide student and parents/guardians with referral information regarding local tobacco cessation programs.
- e. The student will be suspended for two school days. The suspension will be reduced to one day, if the student agrees to participate in an administrator approved education / cessation program.

Second Offense:

In addition to sanctions a., b., c., and d. listed above under First Offense there shall be added:

- e. The student will be suspended for four school days. The suspension will be reduced to two days if the student agrees to participate in an administrator approved education / cessation program.

Third Offense:

In addition to sanctions a., b., c., and d. listed above under First Offense there shall be added:

- e. The student will be suspended for six school days. The suspension will be reduced to 4 days, if the student agrees to complete ten hours of community service. These hours shall not fulfill any additional requirements, graduation or otherwise.

Students found to be in violation of this policy with respect to alcohol or controlled or illegal substances shall be exposed to the following sanctions:

First Offense:

- a. Any related materials will be confiscated.
- b. Parents/guardians will be notified.
- c. School Resource Officer or local law enforcement will be notified.
- d. The student will be suspended for four school days. The suspension will be reduced to two days, if the student agrees to participate in an administrator approved education / intervention program.

Second Offense:

In addition to sanctions a., b., c., and d. listed above under First Offense there shall be added:

- e. The student will be suspended for six school days. The suspension will be reduced to four days, if the student can provide evidence or proof of having consulted with a health care provider, regarding the student's use or possession of the prohibited substance.

Third Offense:

In addition to sanctions a., b., c., and d. listed above under First Offense there shall be added:

- e. The student will be suspended for ten school days. At the discretion of the Building Administrator, if the student provides evidence of having consulted

with a health care provider regarding the student's current use of the prohibited substance, the suspension will be reduced to six days, if the student agrees to follow the recommendation of the health care provider and also agrees to complete twenty hours of community service. These hours shall not fulfill any additional requirements, graduation or otherwise.

- f. The student will be referred to the Superintendent; under certain conditions, the Superintendent may request a more in-depth meeting with the student's parent or legal guardian and/or nurse or counselor. The Superintendent may set a re-entry plan that must be followed prior to the student returning to school.
- g. The student and parents or legal guardian may be required to appear before the Waterville Board of Education for an expulsion hearing.

IV. REFERRAL PROCEDURES

The following procedures are intended to assist any student who may be affected directly or indirectly with alcohol, tobacco and other drugs. The student should feel safe coming forward with his/her concerns. All referrals will be processed through the School Nurse/Substance Abuse Counselor or designated staff member who will maintain confidentiality while providing assistance, help with community referrals to appropriate treatment/intervention programs, and be responsible for general education of students on the dangers associated with drug use.

Student Assistance is the goal. District staff needs to inform students that disclosing information about a peer is actually helpful. The important message is that it is not okay to use; but if someone needs help, it is safe to seek that help.

Self-referral:

- a. A student who believes that he or she has a substance abuse problem.
- b. May contact the substance abuse counselor, school nurse, or other designated person to help.
- c. A student may be referred by another student, parent, teacher, or administrator.
- d. A self-referral will not prevent disciplinary action based on a report from a source other than the student, which leads to the discovery of a violation.
- e. Self-referrals provide student assistance for a substance abuse problem.

Community Referral:

- a. Any reported violation of this policy from the community will be reported to the Principal for investigation.
- b. Any reported violation of this policy from the community will be reported to the substance abuse counselor, school nurse or other designated staff person for appropriate education, assessment and intervention; such referral will be made independent from any disciplinary investigation.

V. Distribution or sale of alcohol or other drugs

Distribution or sale of alcohol, drugs or other controlled or illegal substance(s) will result in a referral to the Superintendent of School for appropriate action.

VI. Co/Extra-Curricular Activity

Any student participating in any extra-curricular activities (athletic or non-athletic) shall not use, possess, buy, sell, or give away alcohol, tobacco products, marijuana, or any other substance defined by law as a drug or look-alike drug (regardless of the quantity). It is not a violation for a student to be in the possession of a legally defined drug specifically prescribed for the student's own use by any person legally authorized to prescribe drugs.

Participants in all athletic or extra-curricular activities will follow the Waterville Public School procedures regarding signing contracts. Contracts will continue to be in effect throughout the student's first athletic or extra-curricular contract and will remain in effect throughout that academic year. If the student is not currently participating in an athletic activity at the time of the offense, any penalty will be served during the next athletic activity that the student participates in.

*Violations will be accumulated within one school such that when a student changes schools he starts with a clean slate, except that sanctions from other schools currently being served will be enforced. Exceptions may be made for junior high students transitioning into Waterville Senior High School at the discretion of both junior high and Waterville Senior High School Administrators.

*Law enforcement will be notified of all illegal activity.

*The sanction applies to all activities in which the student is involved.

First Offense: (alcohol, marijuana, tobacco products and other drugs)

The student will be suspended from all activities athletic/non-athletic or both, whichever the case may be, for one calendar year from date of offense, unless the student agrees to:

Attend an administrator-approved program. Participation in the appropriate program will reduce their penalty to a 20% suspension for athletics and twenty hours of community service for non-athletic activities, half of which must be completed before participation of any public performance or activity.

For athletes, the 20% suspension will be defined as 20% of Maine Principals' Association (M.P.A.) countable games. The season ending banquet will be considered an M.P.A. countable game for purpose of serving a penalty but not for computation of the 20% penalty. Athletes may not return to any competition until the 20% M.P.A. game suspensions have been met. Students must agree, in writing, to attend the next scheduled administrator approved program. The 20% suspension must be served immediately. If the date of the next available administrator approved program is known and this date conflicts with scheduled games, adjustments may be made to the order of suspended games, so that the athlete is not penalized more than 20%. Athletes will be required to practice and travel with the team during this suspension but shall be out of uniform.

For non-athletics, the student must complete twenty hours of approved community service, half of which (ten hours) must be completed before any public performance.

WEAPONS POLICY

Possession or use of a weapon in a school building is prohibited. A pupil found to be in possession of a weapon on school premises before, during, or after school or at any school sponsored activity is subject to administrative and/or legal action.

Administrative Implemental Procedures:

- a. Weapons are identified in two categories:

- b. Articles commonly used or designed to inflict bodily harm and/or to intimidate other persons. Examples are firearms, knuckles, switchblade/butterfly knives, clubs, stars, etc.
- c. Articles designed for other purposes but which could easily be used to inflict bodily harm and/or intimidate. Examples are belts, combs, pencils, files, compasses, scissors, etc.
- d. Administrators or other delegated school officials, in their professional judgment, will confiscate any article previously identified as a weapon under (a) above. Such weapons will be submitted to the appropriate law enforcement agency. Articles previously identified in (b) above and any other article deemed a weapon will be confiscated and disciplinary action will be taken. The appropriate law enforcement agency may be called.
- e. A pupil who has caused injury to another person with a weapon, intended or unintended will be subject to disciplinary and/or legal action.
- f. A pupil in possession of a weapon is in violation of state statutes.

ELECTRONIC INFORMATION ACCEPTABLE USE POLICY

I. Guidelines on the Acceptable Use of Electronic Information Resources

Information resources offer access to computers and people throughout the world. Students and staff will have access to electronic mail, college and university libraries, information and news from a variety of sources and research institutions, software of all types, discussion groups on a wide variety of topics, and much more!

The following guidelines are intended to be helpful and provide a base from which district and school policies can be tailored. While the emphasis here is on appropriate use, there is no intent to diminish the vital nature of electronic information services.

While electronic information resources offer tremendous opportunities of educational value, they also offer persons with illegal or inappropriate purposes avenues for reaching students, teachers, and others including parents.

The following represent some of the illegal and inappropriate uses that may occur:

- ◆ Using the network for commercial advertising
- ◆ Using any non-school supported email program, instant messaging programs or chat rooms
- ◆ Using copyrighted material in reports without permission
- ◆ Using the network to lobby for votes
- ◆ Using the network to access a file that contains pornographic pictures
- ◆ Using the network to send/receive messages that are racist
- ◆ Using the network to send/receive inflammatory messages
- ◆ Creating a computer virus and placing it on the network
- ◆ Using the network to send/receive a message with someone else's name on it
- ◆ Using the network to send/receive a message that is inconsistent with the school's code of conduct
- ◆ Using the network to send/receive messages that are sexist and/or contain obscenities
- ◆ Using the network to provide addresses or other personal information that others may use inappropriately
- ◆ Using the network for sending and receiving a large number of personal messages
- ◆ Malicious or intentional damage to school- or state-owned equipment

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

Protection of users;

Waterville Public schools will make every attempt to protect the users from inappropriate material available on the Internet or World Wide Web. To this end Waterville Public Schools will employ filtering technology to prohibit inappropriate material from entering the school network. In addition, to ensure the safety of both students and staff, the use of any non-school supported email program, instant messaging programs or chat rooms is forbidden.

II. Electronic Information Resource Contract

We are pleased to announce that Internet, Maine-Net, E-Mail and other school - or state-owned electronic information services are now available to students and teachers in the Waterville Public School System who qualify as a result of participation in an orientation or training course. The Waterville Public School System strongly believes in the educational value of such electronic services and recognizes the potential of such to support our curriculum and student learning in our school system. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. The Waterville Public School System will make every effort to protect students and teachers from any misuses or abuses as a result of their experiences with an information service. All users must be continuously on guard to avoid inappropriate and illegal interaction with the information service.

Listed below are the provisions of this contract. If any user violates these provisions, access to the information service may be denied and you may be subject to disciplinary action.

Terms and Conditions of this Contract

1. Personal Responsibility

As a representative of this school, I will accept personal responsibility for reporting any misuse of the network or school- or state-owned equipment to the system administrator. Misuse can come in many forms, but is commonly viewed as vandalism or any message(s) sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues described in this document. Students are responsible to make sure that their laptops are not left unattended.

2. Acceptable Use

The use of my assigned account and school - or state-owned equipment must be in support of education and research and with the educational goals of the Waterville Public School System. I am personally responsible for this provision at all times when using the electronic information service.

- A. Use of other organization's networks or computing resources must comply with rules appropriate to that network.
- B. Transmission of any material in violation of any United States or other state organizations is prohibited. This includes, all but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.
- C. Use of commercial activities by for-profit institutions is generally not accepted.
- D. Use of product advertisement or political lobbying is also prohibited.

3. Privileges

The use of the information system is a privilege, not a right, and inappropriate use of school- or state owned-equipment may result in the cancellation of those privileges. Each person who receives an account will participate in an orientation or training course with a certified Waterville Public School Trainer as to proper behavior and the use of the network. The Waterville Public School System Technology Committee (operating under the aegis of the school board and the central office) will decide what is appropriate use and their decision is final. The system administrator(s) may close an account at any time deemed necessary. The administration, staff, or faculty of the Waterville Public School System may request that the system administrator deny, revoke, or suspend specific user accounts and/or the use of school- or state-owned equipment

4. Network Etiquette and Privacy

You are expected to abide by the generally accepted rules of network etiquette. These rules include (but are not limited to) the following:

- a) **BE POLITE!** Never send, or encourage others to send, abusive messages.
- b) **Use APPROPRIATE LANGUAGE.** Remember that you are a representative of our school and our school system on a non-private system. You may be alone with your computer, but what you say and do can be viewed globally! Never swear, use vulgarities, or any other kind of inappropriate language. Illegal activities of any kind are strictly forbidden.
- c) **PRIVACY.** Do not reveal your home address or personal phone number or the addresses of students or colleagues.
- d) **ELECTRONIC MAIL.** Electronic mail (e-mail) is not guaranteed to be private. Messages relating to or in support of illegal activities must be reported to the authorities.
- e) **DISRUPTIONS.** Do not use the network in any way that would disrupt the use of the network by others.

OTHER CONSIDERATIONS

- I. Do be brief. Fewer people will bother to read a long message.
- II. Do minimize spelling errors and make sure your message is easy to understand and read.
- III. Do use accurate and descriptive titles for your articles. Tell people what it is about before they read it.
- IV. Do get the most appropriate audience for your message, not the widest.
- V. Do remember that humor and satire is often misinterpreted.
- VI. Do remember that if you post to multiple groups, specify all groups in a single message.
- VII. Do cite references for any facts you present.
- VIII. Do forgive the spelling and grammar errors of others.
- IX. Do keep signatures brief.
- X. Do remember that all network users are human beings.
- XI. Don't "attack" correspondents; persuade them with facts.
- XII. Do post only to groups you know.

5. Services

The Waterville Public School System makes no warranties of any kind, whether expressed or implied, for the service it is providing. Waterville Public Schools will not be responsible for any damages suffered while on this system. These damages include loss of data as a result of delays, non-deliveries, mis-deliveries, or service interruptions caused by the system

or your errors or omissions. Use of any information via the information system is at your own risk. Waterville Public Schools specifically disclaims any responsibility for the accuracy of information obtained through its services.

6. Security

Security on any computer system is a high priority because there are so many users. If you identify a security problem, notify the system administrator at once. Never demonstrate the problem to other users. Never use another person's account without written permission from that person. All use of the system must be under your own account. Any user identified as a security risk will be denied access to the information system.

7. Vandalism

Vandalism is defined as any malicious attempt to harm or destroy school - or state-owned equipment or the data of another user or any other agencies or networks that are connected to the system. This includes, but is not limited to physical damage and the uploading or creation of computer viruses. Any vandalism will result in the loss of computer services, disciplinary action, reimbursement of costs of malicious or intentional damages, and legal referral.

8. Updating

The information service may occasionally require new registration and account information from you to continue the service. You must notify the information system of any changes in your account information.

LATE TO CLASS PROCEDURES

Students who are late to class are asked to bring a late slip to class from the teacher or staff member. If they fail to bring an excused pass, then teachers will notify the front office, and the student may be required to make up time with their teacher. Teachers requiring students to report after school for retention will attempt to notify the parent or guardian that same day. If the parent or guardian cannot be reached, the student will be given a 24-hour extension. Students failing to report for teachers will be referred to the office for further disciplinary action. On the fourth and subsequent instances of tardiness per semester a student will be required to serve one hour of office detention.

PASSES

Pass System –students will need a pass from the teacher every time they leave the room during class time. Any student outside a class without a pass will be sent back to the teacher and retention may be assigned. Repeat offenders may be assigned an office detention.

CHEATING

Learning is a personal responsibility for each and every student. The giving or receiving of information during an exam or an assignment is considered cheating. If caught cheating, a student will receive a zero for that assignment or exam and the parent will be notified.