



2011-2012
Student Handbook

WASHINGTON ACADEMY 2011- 2012

School Colors: Maroon & White
School Mascot: Raider
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Accredited by:

New England Association of Schools and Colleges (2001)
Approved by the Board of Trustees of Washington Academy:

This Handbook represents an effort by the administration to gather together school rules and policy information that may be useful to students and parents. This handbook is not a contract. The statements and policies in this handbook are subject to change without prior notice. Parents of students acting in reliance on information contained in this handbook should always confirm with an authorized administrator that the information is accurate and up to date.

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WASHINGTON ACADEMY MISSION STATEMENT

Washington Academy is an independent secondary school committed to the success of each of our local, national and international students. Offering a comprehensive program of academics, athletics and the arts, we strive to create opportunities that will equip students socially and intellectually for their future endeavors and prepare them to become productive members of society.

Washington Academy Core Values:

- 1) The Individual Student. We Know, respect, and support each student.
- 2) Dedicated and Diverse Faculty. We bring teachers and students together in relationships that challenge, inspire, and nurture each student's intellect, confidence, and determination.
- 3) Standards of Excellence. We challenge students to strive for their personal best in every pursuit, take risks and persevere.
- 4) Progressive Culture. We promote curiosity, open-minded exploration, out-of-the-box critical thinking, while building on tradition and pride.
- 5) The Whole Person. We believe that the complete development of each student requires intensive experiences in academics, athletics, arts, community life and natural world.
- 6) The Whole World. We prepare students for successful and responsible global citizenship.

Established at a Strategic Planning session in 2009

HEAD OF SCHOOL MESSAGE

Welcome to Washington Academy! This handbook is designed to provide information on faculty, scheduling, achievement, attendance, discipline, dress code and much more. It is hoped that it will help to pave the way for a successful year.

Washington Academy will provide many fine opportunities for those who wish to take advantage of them. It shall continue to promote positive attitudes and good citizenship as it prepares students for the future. By projecting your very best, you will likely experience a successful secondary school experience and a happy, productive life.

Judson McBrine
Head of School

STUDENT INFORMATION DIRECTORY

FOR QUESTIONS ON
Athletic Information
Class Rings
College/Graduation

GO TO
Athletic Director
General Office
Guidance Office

Leaving School Grounds	General Office
Job Information	Guidance Office
Lost and Found	General Office
Medical or Health	General Office
Leaving School Early	General Office
Schedule Change	Guidance Office
Scholarships	Guidance Office
Transfer of Schools	Guidance Office
Transcripts	Guidance Office
Visas and I-20s	Admissions Office
Other Questions	Guidance Office

WASHINGTON ACADEMY STAFF 2011-2012

Jason Aceto	History
James Ausprey	Science
Joanne Ausprey	Coll. Placement Counselor
Felicia Avery	Art
Amy Axe	English/Latin
Mary Bugg	ESL/Residential
Steven Charbonneau	History
Laurie Cobb	Technology in Business
Kailee Colbeth	Math
Holly Costley	Administrative Assistant
Marie Finn	Special Education
Chad Fitzsimmons	Social Studies
Emily Fitzsimmons	Culinary Arts
Erin Flannery	School Nurse/CNA
Gina Gaetani	PE
Marianne Gallant	Special Education
Philippe Gautier	Res Life Office Mgr.
Gina Grange	Chief Financial Officer
EJ Hampson	English
Jodie Handrahan	English
Carolyn Harrington	Technology Coordinator
David Hitchings	Associate Head of School
Douglas Holmes	Maintenance Supervisor
Malcolm Holmes	Science
Cathy Johnson	ESL/Video
Larry Jones	Math/Science
Martha Jordan	Math
Catherine Kropp	Science/Math
Samuel Leavitt	Social Studies
Junia Lehman	Registrar
Michael Libby	Development Associate
Mike Little	Marine Vocational
Steven Lynch	Study Hall Monitor
Ashley Maker	Web/Database Manager
Judson McBrine	Head of School
Jonathan McBrine	ESL-Science, PE
Lori McBrine	JMG
Paula McBrine	English
Robin Moloff-Gautier	Dir. of Dev./Admissions/Res Life
Marge Peacock	ESL
Tina Pond	Girls Dorm Dir. /Res. Life
Arlene Porter	Librarian, Media

Margaret Oswald	Music, Long term sub
Sherry Radeka	Admissions Assistant
Tammy Ramsdell	Administrative Assistant
Zifeng Ren	Chinese/Asian Studies
Peter Rensema	Math/Science
Valerie Renshaw	Guidance Counselor
Heidi Reynolds	Social Studies
Tim Reynolds	Assistant Head of School
Steven Richard	Health & Wellness
Jim Roberts	Special Education
Rae Rowell	Math
Stephanie Seeley	Guidance Counselor
Barry Terrill	Health
Mathy Terrill	History
John Thomas	English
Shawn Schmitter	Marine Vocational/Carpentry
Laurie Schoppee	Administrative Assistant
Stephanie Seeley	Guidance Counselor
Jennifer Simmons	Spanish
Donald Sprangers	Science
Amanda Sprague	Business Ass't./Human Res.
Blaine Steeves	Athletic Director/P.E.
Dana Stevens	Dorm Parent
David Stewart	Special Education
Chris Sunde	Math/Science
Cathy Swain	Spanish
Clinton Tuttle	Marine Vocational
Bill Weiss	Boys Dorm Dir. / Res Life
Darren White	Business Admin. Asst.

2011-2012 Class Schedule

AA	7:50 - 8:00		
1	8:03 - 9:23		
	8:03 - 8:41	8:45 - 9:23	
LB	9:23 - 9:33		
2	9:36 - 10:59		
	9:36 - 10:16	10:19 - 10:59	
3A	11:02 - 11:22	11:25 - 12:48	
3B	11:02 - 11:42	11:45 - 12:05	12:08 - 12:48
3C	11:02 - 12:25	12:28 - 12:48	
4	12:51 - 2:14		
	12:51 - 1:31	1:34 - 2:14	

NOTES ON LUNCHES:

1. Students may not leave the cafeteria during lunch without permission of the duty teacher.
2. Students are allowed to go to the main office/Guidance office after notifying monitor and signing out of the attendance log.
3. There will be a bell to indicate the end of the lunch period.
4. **Tables are to be left clean. All refuse is to be put in the trash barrels. Be sure to recycle cans and bottles.**

NOTES ON LOCKER BREAK:

1. There will be absolutely no food in classrooms.
2. Students need to be on time for classes after locker break. The excuse that "I did not have time to finish my food" will not be accepted.

ACADEMIC ACHIEVEMENT

The basis for grades is the teacher's evaluation of the student's daily performance and work performance in a class. Grade reports are sent home every 5 weeks to notify you and your parents of your academic progress. If you have any questions about your grades, drop by the Guidance Office.

The basis for grades in academic work is:

- A. (93-99) This is a **high honor mark** indicating outstanding performance in homework, classroom work, tests, and class preparation.
- B. (85-92) this is an **honor mark** indicating very good test scores, very good daily performance and continued above average homework.
- C. (76-84) This is an **average mark** indicating satisfactory daily performance in class and on test and homework.
- D. (70-75) This is a **below average mark** indicating lack of student interest, lack of ability to perform certain tasks, or a poor daily attendance and/or poor classroom performance with little or no homework.
- F. (below 70) This mark indicates **academic failure** for which no credit is given. This grade is caused by lack of student work, poor daily attendance and/or performance.

First quarter ends	November 4th
Second quarter ends	January 20th
Third quarter ends	March 30th
Fourth quarter ends	June 8th

ACADEMIC AWARDS:

- Students who have made the honor roll for 3 quarters will be awarded an Honor Roll pin. Students who have made the honor roll for 6 quarters will be awarded a Lamp of Knowledge pin.
- Students who have made the honor roll for 10 quarters will be awarded an Academic Letter. Students who have made honor roll for 13 quarters by the end of the first semester of their senior year will be awarded the Pewter Award. Students who have made the honor roll for 14 quarters by the end of the first semester of their senior year will be awarded a Golden Apple, the Head of School Award.

To qualify for an invitation to attend the Academic Banquet, a student must have made the honor roll at least three times since the previous Academic Banquet.

Academic Integrity Policy

All members of the Washington Academy student body are expected to exhibit honesty and integrity at all times. Academic work submitted by a student must be original. Copying or allowing other students to copy outside class work; plagiarism of other people's words or ideas, including failure to cite written, electronic, or verbal sources; cheating on exams; or the theft, distribution, or unauthorized use of testing materials will not be tolerated. Violations of the Academic Integrity Policy are subject to the following disciplinary consequences:

Level 1 - Copying or allowing work to be copied

Penalty - Zero on the assignment

Level 2 - Plagiarism on reports, term papers, and projects, cheating on exams, repeating a level 1 offense.

Penalty - Zero on the assignments and official notification of parents by letter.

Level 3 - Distribution /receipt of test questions, habitual level 1 & 2 violation
Penalty - Zero on the assignment, notification of parents by letter and referral to the Academic Integrity Committee for further action

ACTIVITIES

Visiting athletes and students are the guests of Washington Academy. We ask you to treat them with respect and courtesy while they are with us.

Students who take the school bus to games or other school activities must return to the school the same way. The chaperon will take attendance on the bus. The only exception will be if parents want to take their child home with them, or designate another adult and a written permission slip is presented to the chaperon.

At any home or away school activity, any disturbance created by Washington Academy students will be subject to disciplinary action. At all activities, whistling, shouting, and stamping of feet are not in good taste.

ADD-DROP PROCEDURES

During the first week of school students will attend all classes scheduled for them. Students can make appointments with the guidance director for the following week to add/drop. During the second week of school, the students will be allowed to change courses, with either a note from a parent or by having the Add/Drop form signed by the parent. These changes can only be made through the guidance office.

Add/Drop for the second semester will take place in a similar fashion. Students may make appointments to see the guidance counselor during their study halls the week of semester exams. The first week of the second semester is the last opportunity to go through the Add/Drop procedure.

ATTENDANCE STATEMENT

Daily attendance is necessary for the successful attainment of classroom objectives. The school places the primary responsibility for regular attendance upon the student and the family. In return, the school accepts the responsibility for creating an appropriate educational climate.

It is recognized that absence from school may be necessary under certain circumstances. However, every effort should be made by students, parents, teachers, and administrators to keep absences and tardiness to a minimum. An adequate and comprehensive system of attendance records will be maintained for each student.

ATTENDANCE POLICY

Students will be able to gain credit for a course if they are present 76 of the 84 days in the first semester and 74 of the 88 days in the second semester. In other words, an absence of more than five days may make it impossible for a student to gain credit in any semester. Attendance will be checked through teacher records and computer printouts. To help students and parents keep track of attendance, there may be notices sent to parents in the following fashion:

Semester long courses:

First Notice	6 th absence - Formal Hearing
Second Notice	9 th absence - Second Hearing
Final Notice	10 th absence - This may mean that not enough days remain to gain credit in the semester

Year long courses:

First Notice	6 th absence - Formal Hearing
Second Notice	9 th absence - Second Hearing
Final Notice	12 th absence - This may mean that not enough days remain to gain credit in the semester

1. In totaling nine absences in a semester, all non-school related activities will be counted. These include **professional appointments, vacations** during school time, **truancies, early dismissals, and college visits that have not received prior approval**. In other words, if you are not in class or involved in a class-related activity, it will count as an absence.
2. Non-illness absences, such as vacations and college visits that do not receive prior approval will result in an unexcused absence. If there is a question of professional appointments, a card from the professionals office should be brought to the office to verify the cause of the absence. **Parents are encouraged not to plan vacations during school time.**
3. A student's grade will be reduced by one point in that quarter for each unexcused absence.
4. Skipping school is an unexcused absence and will result in a Saturday detention.
5. For a medical excuse the physician must state specific dates when the student cannot attend school.
6. A note written by a parent or guardian must be brought to the office stating the specific reason for the absence. Personal reasons will not be accepted as an excused absence. Notes should be turned in to the office as soon as possible after a students return to school.
7. The PET may make reasonable modifications in the application of this policy when considered necessary for the student to benefit from his or her educational programs.

8. Parents/students may appeal the decision by contacting the Attendance Committee and arranging an appeal meeting. If the parent/student wishes to further appeal the Attendance Committee decision, they may do so during a regular meeting of the Board of Trustees by contacting the Head of School.

PERFECT ATTENDANCE

When considering perfect attendance, 3 tardies, 3 dismissals or any combination equals 1 absence.

TARDINESS

Students late to school will be seen by an administrator before getting an admission slip from the office. A student is allowed two tardies per ranking period. On the third tardy, and each subsequent tardy, a detention will be issued. (3 through 5 tardies will result in an office detention. Over five will result in a Saturday detention)

LATENESS TO CLASS

Lateness to classes will result in a detention.

- A. A student is late to class if they are not inside the classroom before the bell rings.
- B. A student will receive a detention each time they are late.
- C. If a student is late three times in a semester, a Saturday detention will be assigned.
- D. If three more latenesses occur in any one semester, a meeting will take place with the student/parent and Assistant Head of School.

BUILDING PROCEDURES

On arrival at school in the morning students are prohibited from leaving school grounds without permission from the office. This applies to students who are transported on the buses, personal vehicles or those who walk to school. Students who leave school grounds without permission will receive a minimum of a Saturday Detention and may be suspended. On arrival at school in the morning, students will go to the cafeteria. No one is allowed elsewhere unless with a teacher's permission, until the 7:45 bell, which will allow students to go to the lockers. Students should be seated in class when the 7:50 bell rings. There is a bell at the end of each period and another three minutes later for the start of the next class. We expect students to be on time to classes. The teacher will report any tardiness to class to the Main Office each day.

CARS

Students may bring cars to school though bus transportation is encouraged. Students' cars shall be registered in the office and shall be parked in the parking area in the rear of the school property. Students shall not be around the parking area or enter cars from the time they arrive at school until they have been dismissed from school. Students shall use great caution while driving on school property. The speed limit on school grounds is 15 miles an hour at all times. Students abusing this regulation will lose their car privileges. Any student automobile parked in an unauthorized area shall be subject to towing.

COUPLE'S CONDUCT

Couples are allowed to hold hands while in school. Kissing and embracing are not allowed, nor tolerated. Violations will be dealt with by detention.

DANCE REGULATIONS

1. All dances at Washington Academy are restricted to Washington Academy students and their dates, invited guests, and signed-up students from local high schools. No eighth graders are allowed to the dances.
2. All dances must be supervised by **four** chaperons. At least **three** shall be faculty members. If a faculty member who has scheduled to chaperon cannot be present, that member should contact the Assistant Head of School if he cannot find a replacement.
3. Every dance must be approved by the Assistant Head of School or the Associate Head of School **at least two weeks prior** to the dance.
4. No one will be allowed to enter the dance after 8:30 pm. (except with written permission from the office).
5. All regular dances will end no later than 10:30 pm.
6. The no smoking policy will be enforced during dances.
7. Anyone who leaves the dance will not be permitted to re-enter and must leave school grounds.
8. Dates or invited guests must be signed in at the office before 12:00 noon on the day of the dance.
9. A person may sign in one person. Signing in a guest means that you will attend the dance and that you will be responsible for the actions of that person. If a non-student is asked to leave for any reason, the student who signed him/her in will also be asked to leave and neither will be allowed to attend dances for the remainder of the year. The office may refuse admittance to any non-student. All non-students are subject to the same rules as students.
10. Dances will be held on Friday, or after home games.
11. The school Drug and Alcohol Policy applies to all dances. Students breaking this rule shall be dealt with according to school policy and will be banned from all dances for the year.
12. If there is any doubt as to whether a student is under the influence of drugs or alcohol, the chaperons should talk with the students and ascertain if their suspicions are verified. If, in the chaperone's opinion, the student is under the influence, the parents shall be contacted to bring the student home. The Academy reserves the right to use a breath analyzer kit to help determine whether or not a student is impaired. Any incident should be reported to the Head of School on the first school day after the dance.
13. There shall be a chaperon at the door to help the ticket takers to screen the students entering the dance. All students must sign into the dance.

HARASSMENT - STUDENTS AND EMPLOYEES

Washington Academy recognizes the right of each student and employee to perform in an atmosphere, which is free of intimidation, hostility, and offensiveness while in school, during transportation or during any school activity. In order to ensure such an atmosphere, students and employees of Washington Academy are not to engage in harassment of other students or other employees. Acts of harassment based upon race, color, sex, religion, age, national origin, or disability are not only a violation of this policy but also constitute illegal discrimination under state and federal laws.

Examples of prohibited harassment:

- A. Unwelcome sexual advances, gestures, written or verbal comments or contact
- B. Written or verbal threats
- C. Offensive jokes
- D. Ridicule, slurs, derogatory action or remarks
- E. Physical threats or contact

Washington Academy will function with a zero tolerance for harassment, which should be interpreted to mean that no verbal, physical, visual and/or any types of harassment will be acceptable.

Employees and students should also be advised of the importance of informing the harasser that his/her behavior is unwelcome, offensive, in poor taste, or highly inappropriate.

Reporting an Incident of Harassment, Molestation, Discrimination or Retaliation:

Washington Academy strongly urges the reporting of all incidents of discrimination, harassment, molestation or retaliation, regardless of the offender's identity or position. Individuals who believe they have experienced conduct that they believe is contrary to Washington Academy's policy or who have concerns about such matters should file their complaints with their immediate supervisor, the Human Resources Department, or the Head of School before the conduct becomes severe or pervasive. Individuals should not feel obligated to file their complaints with their immediate supervisor first before bringing the matter to the attention of one of the other Washington Academy designated representatives identified above.

The Assistant Head of School, Associate Head of School, or the Head of School shall advise the person who has allegedly been harassed of the various options available to the person:

- Human Rights Commission complaint,
- Title IX civil action, or
- Formal request for discipline by the Head of School, and/or Board of trustees

SEARCH AND SEIZURE POLICY

Washington Academy school officials will search students for cigarettes, drugs, drug paraphernalia, weapons, or stolen goods if that school official(s) has reasonable suspicion that a student is in possession of such contraband. Trained dogs may be used periodically to detect drugs in lockers. Lockers are school property; therefore, the administration reserves the right to inspect them at any time. If a student possesses drugs, drug paraphernalia, weapons, or stolen goods, the state police and student's parents will be notified immediately and school officials will take the appropriate disciplinary actions. A student who refuses to be searched will be considered exhibiting insubordinate behavior. The student will be disciplined by the school official conducting the search and the state police will be called in to conduct the search.

Bomb Threat Policy

Making a bomb threat is a crime under Maine law. Any student suspected of making a bomb threat shall be reported to law enforcement authorities for investigation and possible prosecution. Apart from any penalty imposed by law, and without regard to the existence or status of criminal charges, a student who makes a bomb threat shall be subject to disciplinary action by the school.

The Head of School will suspend and may dismiss any student who makes a bomb threat. The making of a bomb threat will be considered deliberately disobedient and deliberately disorderly. This will be grounds for dismissal if found necessary for the peace and usefulness of the school. In addition, a student who knowingly encourages, causes, aids or assists another in making or communicating a bomb threat shall be subject to the same disciplinary consequences as making a bomb threat.

WEAPONS IN SCHOOLS

The purpose of the Weapons in Schools policy is to promote a safe environment in which students are free to learn and school personnel are free to work without the detrimental effects of weapons and their adverse effects on discipline and the welfare of the school. This policy shall apply to students, staff and all other persons, at all times on school premises, in any school vehicle, at any school sponsored activity, or at any time or place if the conduct has an adverse effect on the discipline or welfare of the schools.

This policy prohibits the following conduct:

- A. Possession and/or use of articles commonly used or designed to inflict bodily harm and/or to intimidate, coerce or harass persons **or the making of bomb threats**. Examples of such articles included but are not limited to the following: firearms, ammunition, explosives, cross-bows, brass knuckles, switchblades, knives, chains, clubs, Kung Fu stars, nun chucks and studded necklaces.
- B. Use of any object as a weapon, although not necessarily designed to be a weapon, to inflict or threaten bodily harm and/or to intimidate, coerce or harass. Examples of such articles include but are not limited to the following: bats, belts, picks, pencils, scissors, compasses, objects capable of ignition (erg match, lighter), files, tools of any sort and replicas of weapons (including some toys).

As authorized by both Title 20-A MRSA 1000(9-A) and the federal Gun-Free School Act of 1994, students who are found to have brought a firearm, as defined in 18 USCA 921 et. Seq., to school shall be dismissed by the appropriate school board(s) for a period of not less than one year and referred to the appropriate local law enforcement agency.

As further authorized by law, the Board of Trustees may authorize the Head of School to modify this dismissal requirement on a case-by-case basis. In the event the Head of School exercises such discretion, he/she shall, as soon as practicable, generate a confidential report to the Board of Trustees regarding such a modification.

The Head of School shall be responsible for the development and execution of appropriate administrative procedures to implement relevant law, board policy and good practice consistent with federal regulations from time to time as he/she may deem necessary.

DISCIPLINE

To guarantee a good social and educational climate, it is important that students understand that acceptable standards of behavior will be expected at all times. When any student's actions interfere with the right of teachers to teach and students to learn, it is a problem that must be solved.

Students are reminded that any teacher or staff member in the school has the right to correct unruly individuals at any place and at any time in school.

DISCIPLINE PROCEDURES

Since order is so important to the smooth operation of the school, there are penalties attached to any misbehavior, which threatens school order. This discipline will vary according to the severity of the action.

A. Teacher Detention at their discretion.

B. Office detention will be assigned to a student for the following reasons:

1. When asked to leave the room by a teacher.
2. Consistent tardiness to school.
3. Inappropriate displays of affection.
4. Lateness to class.
5. Rowdy behavior, running, pushing, yelling and whistling in and around school.
6. Being consistently unprepared for class.
7. Wearing a hat in school.
8. Not cleaning up after lunch period.

NOTES:

If a detention is assigned to a student who takes the bus, that student will be given 24 hours notice to arrange transportation. Students will report to the teacher for detention at 2:15 pm All detentions will be for at least 45 minutes. No student will be excused from detention for personal reasons, for work or to take part in any school activity. The only exception will be if the teacher who assigns the detention grants

the student permission to make up the detention at some other time. If a student skips an assigned teacher detention, he will be assigned two detentions. If he does not fulfill these detentions, he will be referred to the office by the teacher for a Saturday detention.

C. Saturday detention is for a more serious offense and is the step before suspension. Saturday detention will be assigned for the following reasons:

1. Referral to the office by a substitute teacher.
2. Leaving school grounds without permission.
3. Referral to the office for skipping detentions.
4. Referral for continued disturbance of the class.
5. Skipping school.
6. Obscene language.
7. Disrespect to any member of the staff.
8. Continually wearing a hat.
9. Skipping class
10. Sleeping in class.

NOTES:

Saturday detentions are from 9:00 am until 12:00 noon. Parents are responsible for the transportation of the student. If a student skips a Saturday detention, he/she will be suspended from school until the following Saturday when they will make up the detention.

D. Suspension (in-school and out-of-school) is the most serious disciplinary action before dismissal. The Head of School, The Associate Head of School, or the Assistant Head of School has the authority to suspend up to ten (10) days for serious actions considered detrimental to the welfare of the Academy. The Head of School, Associate Head, or the Assistant Head of School may use in-school suspensions and/or out-of-school suspensions for serious offenses.

IN-SCHOOL SUSPENSION GUIDELINES

- 1) The in-school suspension students are to report to the office at the beginning of school.
- 2) The student will be required to do homework first and then do extra reading through the day (no sleeping/talking). If all of the student's class work is complete then he/she must sit quietly for the remainder of the day.
- 3) If a student will not behave in the in-school suspension room and is sent to the office, that student will be suspended out of school for three days and then must come back to serve the entire day of in-school suspension again, as well as, the balance of in-school suspension days left.
- 4) If a student refuses an in-school suspension, he/she will remain out of school and marked absent for each day missed until the student serves the in-school suspension. These absences that occur while the student is out of school will count towards the ten days for credit purposes.
- 5) Any student who is absent on a scheduled in-school suspension day will serve that day upon return to school, as well as, any remaining days of the suspension.
- 6) The in-school suspension monitor will allow reasonable bathroom privileges (one at a time).
- 7) In-school suspension students will eat lunch in the in-school suspension room.

Actions resulting in **suspension** are:

1. Violation of smoking, weapons and harassment policies.
2. Violation of drug and alcohol policy.
3. Continued disrespect to any member of the staff.
4. Continued use of profanity, swearing or obscene language.
5. Refusing to leave the room when requested by the teacher.
6. Skipping Saturday detention.
7. Disobedience and/or insubordination.
8. Throwing objects, including snowballs.
9. Willful destruction of school property.
10. Fighting - Students who are involved in a fight will be suspended from school unless one party is clearly a victim who did nothing to provoke the fight. All acts of violence will be reported immediately to the office. Students who are involved in a fight will receive a 10-day suspension for the first offense. If there is a second offense the student will be considered for dismissal by the Head of School.
11. Threatening, intimidating and/or causing bodily harm.
12. Theft.
13. Breaking and entering into school building.
14. Improper use of a motor vehicle on school grounds or in front of the school.
15. Habitual offender.

NOTES:

A student may be suspended for actions taking place off school grounds or during non-school time, provided that the activity in question affects the safety and well-being of the school or members of the school community. A student who has been suspended from school will make up the work missed during the suspension. A student who has been suspended from school will not be allowed to attend any school-sponsored activity during the suspension period. Suspended students are not to be on school property at any time unless they have received prior approval. Any suspended student who does return without permission will be suspended for another day.

E. Dismissal

A student who is found to be continually disobedient or continually disruptive may be dismissed by the Head of School for the peace and usefulness of the school.

DRESS CODE PURPOSE AND GUIDELINES

It is recognized at Washington Academy that cleanliness, personal appearance, and proper dress habits are important in deterring the pattern of school and social conduct, and that there is a direct relationship between student appearance, attitude, and behavior. The Academy dress code is established to teach grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards, and teach respect for authority. Student's dress, grooming, and appearance must comply with the Washington Academy dress code standards. The responsibility for the personal appearance of the student rests with the parent/guardian and the student. Personal appearance shall not detract from the educational process.

Inappropriate clothing is not acceptable at Washington Academy. Clothing worn to school should be neat, clean, and without holes. The

following types of clothing will not be allowed in school: hats, shorts, excessively short skirts, midriff-baring tops, tank tops, string tops, extremely tight clothing, excessively baggy or loose clothing, chains or any clothing adorned with chains, shirts printed with offensive language, personalities that promote violence, alcohol/drug slogans, nudity or other suggestive slogans and any clothing that is deemed to be disruptive or endangers the school population.

Each offense will be handled individually. Students violating this dress code will be sent home or required to cover up the offending garment. The student will be expected not to wear the garment to school again, or be subject to disciplinary action. The administration reserves the right to make the final decision on the dress of its students.

ENTRANCE REQUIREMENTS FOR DAY STUDENTS

A. Incoming 9th graders: Must have graduated from 8th grade or equivalent and be in good standing.

B. Transfer Students:

1. Bring a copy of transcript, health record, and discipline record to appointment with Guidance Director.
2. Complete registration form provided by Washington Academy.
3. Be aware that the sending school will be contacted regarding the student's academic achievement and behavior.
4. Be aware that the student will have to wait one full day after registering before starting classes to give time for teacher notification.

FIRE DRILLS

There will be scheduled fire drills during the year. At the sound of the fire alarm, which is sounded by the steady ringing of a horn, leave the building immediately via the closest exit. If you are in class, follow the directions of your teacher. Once outside move away from the building and wait until the Assistant Head of School, Associate Head of School, or Head of School tells you and your teacher to re-enter the building. Directions for leaving the building are posted in each room.

GRADUATION INFORMATION

A. Graduation

1. All graduates will receive the same type of diploma.
2. Only seniors who have 23 credits will participate in graduation exercises.
3. Seniors must pass two (2) courses for graduation. All correspondence courses must be completed and grades in the Guidance Office by May 5th.
4. Senior Vocational Education students must enroll in 2 other courses and pass two of these subjects.
5. Participation in graduation exercises and activities is a privilege afforded to students of Washington Academy. Accordingly, participation in graduation activities and exercises by students at Washington Academy who have violated school policies will be determined by the Head of School.

B. Requirements

1. All students in the class of 2013 and beyond will be required to have earned 23 credits to participate in graduation exercises. For the classes of 2011 and 2012 20 credits will still be needed. For all classes this will include:

a. English	4 credits
b. Science	3 credits
c. Math	4 credits
d. Social Studies (including U.S. History, World History, Government/Economics)	3 credits
e. Health	1/2 credit
f. Physical Education	1 credit
g. Fine Art	1 credit
h. Advisor/Advisee	¼ credit per year

2. Each student will be required to take 3 classes a day.

3. Up to four (4) credits will be allowed toward graduation for correspondence courses approved in advance by the Head of School. Seniors who need a credit will be allowed to take the needed credit in Adult Education classes with prior approval of the Head of School.

For the classes of 2011 & 2012

4.a. Freshman will not be admitted to the sophomore class unless he has earned five **(5)** credits.

4.b. A sophomore will not be admitted into the junior class unless he has earned ten **(10)** credits.

4.c. A junior will not be admitted into a senior class unless he has earned fifteen **(15)**

4.d. A senior will not be allowed to participate in graduation exercises unless he/she has twenty **(20)**

For the class of 2013 and beyond:

4.a. Freshman will not be admitted to the sophomore class unless he has earned six **(6)** credits.

4b. A sophomore will not be admitted into the junior class unless he has earned twelve **(12)** credits.

4c. A junior will not be admitted into a senior class unless he has earned eighteen **(18)** credits.

4d. A senior will not be allowed to participate in graduation exercises unless he/she has earned twenty three **(23)** credits.

COMMUNITY SERVICE REQUIREMENTS

All students must complete 15 hours of approved community service each year. A minimum of five (5) hours must be completed each semester. Community service is approved through the Guidance Office.

HOME SCHOOLING POLICY

Washington Academy is an accredited independent secondary school serving the public interest and should allow students that are home-schooled access, with certain restrictions, to programs at Washington Academy. Home-school students will be admitted on a case by case basis and may participate in regular classes. Home-school students may also participate in extra-curricular activities, if they participated in at least one academic class.

A. Washington Academy is not responsible for transportation outside of the normal athletic teams travel.

B. Pupils home-schooled must meet all of the same requirements as our regular students (example: academic eligibility, athletic code, etc.).

C. Washington Academy will charge the community wherein the pupil resides, one-quarter(1/4) of full tuition, plus one quarter (1/4) insured value factor for each class the student participates in. Each additional class or activity will be billed at one -quarter (1/4) of full tuition, plus one-quarter(1/4) insured value factor, up to 100% tuition and 100% insured value factor.

GUIDANCE AND COUNSELING

The Guidance services offered at Washington Academy are an integral part of each student's educational program. The counselor is available to assist the student in making informed decisions regarding educational and vocational goals, as well as assisting the student in preparing himself to assume the role of a responsible member of the community. He is also available to parents for conferences and is available to teachers for consultation regarding the progress being made by individual students. The Academy guidance personnel serve as referral agents for those students who have difficulties that require the attention of professionals who operate outside the typical classroom setting and outside the school environment.

Students may make appointments with the guidance secretary at 7:30 am until the attendance bell, during lunch period, or after school until 3:00 pm. Should a problem occur that needs immediate attention, a student should feel free to come to the Guidance Office at any time. Parents may call the Guidance Office at any time between 7:30 am and 3:00 pm to make appointments. Dates, times, and fees for SAT, PSAT and ASVAB will be available from the Guidance Office. Applications and deadlines for scholarships are available in the Guidance Office.

HALLWAY TRAFFIC

1. When passing to classes, students should stay on the right side of corridors and stairways.
2. Allow all students out of a classroom before entering.
3. Move as quickly as possible from one class to the next.

HOMEWORK EXPECTATIONS

1. Written homework is one of many methods used by teachers to reinforce classroom instruction. Work assigned by teachers may include reading, reviewing or writing. We consider homework an important part of learning.
2. Students will be assigned homework on a regular basis. Teachers will expect this work to be completed and handed in on time. Consistent and willful failure to do assignments constitutes disobedience and will be treated as such.

HOMEWORK POLICY

Students who do not pass in homework assignments on time will be assigned a Wednesday Work Session. After school work sessions will run from 2:15-2:40 and can run longer at the discretion of the teacher. Students who do not attend assigned work sessions will receive an office detention for the first offense with Saturday detentions being

assigned for subsequent occurrences. Suspension from school for reoccurring issues with late homework and/or not attending after school work sessions are also a possibility. Teachers may exercise flexibility in choosing other nights that students can stay to make up work. Contact with the parent will be necessary but will not prohibit students from staying for the after school work session. Students who have late assignments in more than one class must make arrangements with any and all teachers to get the work completed. This may require the student to spend more than one night a week doing make up work after school. Any late homework assignment(s) must be completed in order for students to keep up with the sequential nature of schoolwork and will be graded according to the teachers individual late work policy.

HONOR ROLL

At the end of each quarter, outstanding academic performance on the part of each student is recognized by the publication of the Washington Academy honor roll. To make the honor roll a student must be enrolled as a full-time student, i.e., he/she must be enrolled in five courses. No courses marked pass-fail will count for the honor roll.

The honor roll is divided into two categories:

1. Highest honor All A's
2. High honors All A's and B's

INSURANCE

All students in an activity requiring transportation, students in industrial arts, or laboratory courses are strongly recommended to carry some form of health/or accident insurance.

LIBRARY

Washington Academy's Larson Library program offers a collection of over eight thousand print and non-print resources, including DVD's, audio-books, CD-ROM's, purchased informational databases, and an active interlibrary loan service, coupled with individual and group instruction in accessing and applying these resources. Access to the Library's collection is the Winnebago Spectrum automated catalog.

The Library subscribes to thirty magazines and four newspapers in hard copy. Students also access periodical articles and reference tools on MARVEL, Maine's extensive virtual library. The Library subscribes to SIRS KNOWLEDGE SOURCE, an on-line database of periodical articles, which students may access at home with the library's password. This popular resource is composed of SIRS RESEARCHER (general reference, social issues, health, science, and business); SIRS GOVERNMENT REPORTER (historic and government documents, directories and almanacs); SIRS RENAISSANCE (current perspectives on the Arts & Humanities); and SKS Web Select (selected websites for general reference).

Students have access to the holdings of Maine public and academic libraries through URSUS, the University of Maine system's on-line catalog, and MAINECAT, the public library on-line catalog. Interlibrary loans are arranged with the librarian who contacts the lending library. Washington Academy shares postage costs with the lending library.

Notes on Library Use:

Library hours are from 8:00 am to 3:00 pm Students get permission from the study hall monitor to come to the library during their study halls.

Quiet is maintained in the Library so that students may read and think without disturbance.

Most materials circulate for a period of two weeks and may be renewed.

Students must pay full replacement price for lost or damaged materials.

The Larson Library is staffed by a full-time librarian who has an accredited master's degree in library science. The librarian invites students to come to the library often to make good use of its many resources. Most teachers require library research as part of their course requirements. Students are urged to remember that the librarian is there to answer questions and provide research assistance, so the Library's motto is DON'T BE AFRAID TO ASK.

LOCKERS

Each student has been assigned a locker for books and personal belongings. **Lockers should be kept locked and neat at all times.** Students assume full responsibility for the loss of valuables or books from their lockers.

1. Since lockers are school property, the administration reserves the right to inspect them at any time.
2. The lockers can and will be inspected by school authorities at any time.
3. School officials also reserve the right to inspect briefcases and handbags that students bring to school or on school grounds.
4. Lockers are not bulletin boards. Students should not plaster the inside of their lockers with unnecessary and/or inappropriate materials, erg beer ads or scantily clad males and females.
5. Students will be held responsible for any damage to their lockers. Students are not allowed to damage their lockers so that they will not lock. A student who willfully damages their locker will billed twice the amount for necessary repairs.
6. Student may not keep bags or other personal effects on the floors by the lockers. This is a safety hazard. Failure to comply will result in detention.
7. Students may not share lockers or use lockers that have not been assigned to them.

LOST AND FOUND

All articles found in school are to be turned in to the front office where the owners may identify them and pick them up. Books should not be left on desks or in the classroom.

MAKE-UP WORK

Following an absence, it is the responsibility of the students to make up the work missed as quickly as possible. Teachers should encourage students to do this. The following guidelines are offered:

1. Absence of one day – one day.
2. Absence of one or two days – within three days
3. Absence of three or five days - within one week.

4. Absence of more than five days - special arrangement with the teacher.
5. If the teacher has announced a test before the student's absence, the teacher can require the student to take the test on the day of return, since it was announced prior to the absence.
6. If a student does not make up the work within the time designated by the teacher, he will receive a failing grade for that work.

NOTE: Please contact the Main Office for acquiring student homework 255-8301 ext. 0.

MEDICATION

ADMINISTERING MEDICINES TO STUDENTS (REGULATION)

The administration of medicines in schools is limited and controlled by law -- Title 20-A MRSA, 254(5), 4009(4) -- and is specifically addressed by school board policy. This regulation is based on the following:

- A. The dispensing of medicines on school premises is discouraged. Whenever possible, the schedule of drug administration should be altered to allow a student to receive all prescribed doses at home.
- B. Administering medicines in school will be allowed, subject to the conditions of the board policy and these regulations, when, in the opinion of the attending physician/dentist, a student would be unable to attend school without medication being received during the school day.
- C. "Medicines" is defined in the board policy as "all medications prescribed by a physician/dentists for a particular pupil." This is interpreted to include prescription and non-prescription drugs, and over-the-counter remedies, as may be described in medical written orders.
- D. Medication is to be administered by the school nurse when available, otherwise by the Head of School or the Head of School designee. Careful records are to be kept.
- E. Students **are not permitted** to carry and/or self-administer prescription medicines.
- F. To minimize the possibility of miscommunication, misunderstanding and error, a written request for medicine to be administered in school is to be submitted by the parent/guardian AND the private licensed practitioner, and reviewed and approved by the school physician or Headmaster.
- G. The general content of the policy and this regulation, with any procedural information needed for compliance, shall be made available to parents and students via the student handbook.
- H. Parents/guardians are invited to come to the school to directly medicate their children if they choose to do so.

MISCELLANEOUS

1. You are welcome to visit the Main Office and the Guidance Office whenever you need help. When you do not need any help, please allow the secretaries and the bookkeeper to get their work done.
2. Textbooks shall be kept covered at all times. Pencils, pens, and accumulated papers damage textbooks. Please keep all books clear of anything that will damage the binding.

3. Before a student receives his grades for the ranking period or for the year, all bills owed to the school must be paid. The bills include lost or damaged textbooks or library books, material used, or merchandise ordered. Graduation diplomas and report cards will be held until such bills are paid.
4. Any student who brings in a large sum of money should bring it to the Main Office for safekeeping.
5. C. D. players, MP3 players, Radios, headphones, personal electronics and skateboards are not to be used in school or on school grounds. Cell phones should only be used in the cafeteria during locker break and lunches.
6. Any student wishing to bring a visitor to Washington Academy must receive approval at least 1 day in advance from the Head of School or Assistant Head of School.

NATIONAL HONOR SOCIETY

National Honor Society is an organization sponsored by the National Association of Secondary School Principals with a chapter at Washington Academy since 1938. Its purpose is to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership and to encourage the development of character in all students of Washington Academy. Seniors and juniors are eligible for membership. Sophomores may be inducted as probationary members. A faculty committee will make its choice on the following criteria and its decision is final:

Scholarship is achievement in school resulting in an average mark of 85 or better.

Character is a display of uprightness, dependability and respect.

Service is a willingness to give one's time to the school's worthwhile activities.

Leadership is demonstration of influence on peers in upholding school ideals.

NO SCHOOL ANNOUNCEMENTS

In case of storms or events which cause the closing of schools, students are asked to listen to radio stations WQDY in Calais, WCRQ in Calais, or WKSQ in Ellsworth for such no school announcements. Please do not call Mr. McBrine, Mr. Hitchings or Mr. Reynolds on these occasions as their phones are needed to call school personnel.

PHONE CALLS

School telephones are business phones and are not to be used by students. Incoming phone call messages for students by friends will not be accepted. Parents should only call in the case of an emergency. A public telephone is located in the gym lobby and in the foyer. They are available for student use after regularly scheduled school hours or for emergency phone calls with permission during the school day.

REPORTS TO PARENTS

Reports may be sent home at any time to indicate to parents the student's academic standing.

1. **Student Progress Report** will be sent to parents four times a year during mid quarters.
2. We encourage teachers to send good news postcards when a student does something special.

STUDENT COUNCIL

The Student Council can have a highly active role in school. It serves as a meeting place between the student body and the administration where the students can assume the responsibility of organizing student activities. It is the place where problems or questions arising from either the students or faculty or administration can be presented for discussion and consideration.

STUDENT RECORDS

Student records are maintained in the Guidance Office of the Academy and are available for inspection by parents and eligible students. Copies of the Academy record policy, including the procedure for filing is also available in the Guidance Office. Parents and eligible students are encouraged to contact our Guidance Director, if they have any questions.

STUDY HALLS

Study halls are an integral part of the school day. Students may not have more than 1 scheduled study hall per school day. Study halls must be taken seriously as a place for quiet work and reading. Talking (including whispering) will not be permitted except in designated areas and with permission of the study hall teacher. Any disturbances to the serious atmosphere of study halls will be dealt with promptly. General rules for study hall:

1. Each student in the study hall must come prepared with some work or reading. After the study hall quiets down and attendance is taken, students will keep busy.
2. Silence is essential in a well-ordered study hall and will be enforced.
3. Each student in study hall will have a definite seat assigned by the study hall teacher.
4. Sleeping, eating, or drinking (except for bottled water) will not be permitted in study hall.
5. Tape recorders and CD players will not be permitted in study hall.
6. The study hall teacher will issue passes to the Library in accordance with Library rules.
7. Students will sign out to go to the bathroom one student at a time.
8. Passes may be issued to the Main Office and the Guidance office, on a case by case basis.
9. Passes to any other part of the school, such as Art, Voc Ed, or IA, must be obtained by the student prior to the study hall period.
10. Study hall teachers will issue passes for only one student and only one destination.
11. Sign-outs from study hall must show the student's full last name and the correct time. Sign-ins must show the correct time.
12. At the end of study hall period students will remain seated quietly in their assigned seats until the bell rings.
13. Students will leave the study hall neat and clean.
14. Damage to chairs, erg, backs pushed back or any other vandalism, will result in a Saturday detention, and students will be responsible for the cost of repairs or replacement. If the chair is damaged when a student enters study hall, he or she must report this to the study hall teacher.

TESTING

Standardized tests are used at Washington Academy in such areas as achievement, aptitude and interest. These assessments give the

student, teacher, and Guidance Counselor additional information pertinent to career decisions and scheduling.

WEIGHTED GRADES

With the weighted scoring system a lower grade in a challenging course will carry more weight because it is a more challenging course. Courses are classified under five levels of difficulty and are weighted accordingly for the purpose of determining class standings. This weighted score does not affect the Honor Roll.

Level 5:	Advanced Placement Courses Accelerated Courses Lab courses College level courses taken at WA Courses taken at the University
Level 4:	Academic Track, Honors Courses
Level 3:	Business Track
Level 2:	Vocational Track
Level 1:	Special Education and Remedial

A Grade Point Average System involves computations, which have been assigned weights according to levels of difficulty.

RESIDENTIAL GUIDELINES FOR STUDENTS BOARDING AT WASHINGTON ACADEMY

Welcome!

This school year you will be a member of the living and learning community at Washington Academy. Most of your weekdays will be spent attending classes and working on your academic progress. Students staying on campus will be calling the dormitories “home” and will have the opportunity to participate in many activities. Take your time and read through this guide so you can fully understand and appreciate the opportunities and responsibilities living on campus brings.

Community

Living in a dormitory with a roommate and other housemates is not like living at home with your family. Residential life staff will work to provide you with a clean, safe, and comfortable place to live. It is your responsibility to make a commitment to yourself and others in order to maintain a positive and rewarding living and learning environment. This extends beyond your dorm room, your residence hall, and the WA campus into the community that has welcomed you.

The WA campus is becoming greener every day! Please be mindful of recycling items that you can; and disposing of trash appropriately.

To understand this more, consider the various types of space in which you will be living. Think of these spaces as private space, shared space and common areas. Private space is your very own private area. Your portion of your dorm room, your desk and closet area are private. You should feel safe and comfortable when you are in these areas. While residential life staff may visit your room and make recommendations

on cleaning and neatness, this is your area and you should be able to feel most comfortable in it.

Your dorm room, bathroom and section of your dormitory are examples of shared space. Here a small number of people not only share the space but together are responsible for maintaining its cleanliness and neatness. This is an ongoing process but during dorm community cleanup residents will have the task of thoroughly cleaning the area.

Common areas are the larger open areas in the dormitories where residents and their guests may gather to socialize, play games, watch television, cook, et cetera. Responsibility for keeping these spaces in order belongs to all residents of the dormitory.

The basic value of a living and learning community is each resident has as much responsibility to house-mates as he or she does to self. Learning to give and take, share thoughts and reactions, and making commitments to others are essential.

Engagement and the Residential Life Curriculum

There is an intentional commitment to your personal, educational and social growth on the part of Washington Academy's administration and staff. Your role and function is to become an engaged learner in the offerings and possibilities made available to you.

While you have come to Washington Academy to take advantage of its academic offerings you will soon realize that the out of class activities, and the environment of Eastern Maine create experiences that can be found nowhere else. Becoming involved in the many trips, clubs, intramurals, community service, and other opportunities will help you become more fully engaged with the Academy and your own learning. These activities will add much to the memories of your high school experience. The residential life curriculum provides a foundation for experiential learning and opportunities for introduction to life in East Machias, Washington County, Maine, New England, and of course, the U.S.

Speaking English

For English Language Learners: An important reason to come to Washington Academy is to improve your ability to speak English. All residential students are expected to speak English when in any common and public areas.

Residences & Rooms

The furnishings in a student's room are provided on the assumption that they will be used carefully. Accidents will happen and things will get damaged. When they do, alert the dorm staff immediately. Damages not reported will be investigated and the appropriate parties will be held accountable for repairs. Any damages to rooms and common areas that are unreported and unaccounted for will be billed to the residents of that room or shared among all residents of the dorm.

Room Inspections

Prior to the arrival of resident students, each room will be inspected by a Residential Life staff member. A Room Inspection Form will be completed for each student moving into the room, noting any damages or problems. The student and a staff member will review the form and each will sign it. This is an agreement with the student and the Academy regarding the condition of the room. When students move out of the room, the same Room Inspection Form will be used to complete a final inspection of the room. Costs associated with any damage or excessive wear will be assigned to the student. Periodic room checks will be made during the school year as well.

A member of the Residential Life staff will inspect all rooms and the dormitory each Sunday evening to be sure that the Sunday Community Clean-up has taken place and that student's rooms are clean and neat.

Students whose rooms do not pass inspection will receive special instruction on how to maintain a clean and neat room. Dorm sanctions may be imposed if there is a refusal to comply.

Residential Life staff may enter resident rooms for inspection whenever it is appropriate and/or necessary. The administration reserves the right to search rooms at any time without notice.

Room Standards

Students are expected to keep their room and living area tidy and neat. Keep clothing put away on a hanger or folded in dresser drawers. Dirty clothes should be put out of sight. The floor should be swept and/or vacuumed on a regular basis, emptying the dustpan into the trash container. All trash should be placed in the trash container. When the bag is full it should be tied shut, placed in the hallway outside the door, or brought to the kitchen area for disposal, and a new bag put into the trash container. Keep your room free from clutter and dirty dishes.

Room Keys and Security

You will be given a room key. Keep it with you at all times. Keep your room locked even when making a brief visit to another room. Rooms should be locked when not in use and always unlocked when occupied.

Lost keys should be reported immediately; there is a \$25 key replacement fee. It is recommended that students lock their room whenever they are not present. The school does not assume responsibility for the loss of money, computers, iPods, iPads, mobile phones, or other valuable items. A safe is available in each dorm for small valuables; a sign-in and -out log is kept for these items. The safe resides in the apartment of the Dorm Director. Key checks will be done on a regular basis. In addition, the Admissions Office will hold passports and I-20s on request.

Room Assignments

Every effort will be made to honor returning student's room and roommate requests. The residential faculty recognizes that the beginning of the school year is a time of adjustment, so room changes are not allowed. Students need to make an effort to develop compatibility with their roommates. If roommate problems persist, students should address their concerns to their dorm proctor or dorm advisor. At the close of the school year returning students will be allowed to request specific rooms and roommates.

Personalizing Your Living Space

We want you to feel at home in the dormitories. Residents are encouraged to appropriately decorate their rooms in a respectable and comfortable fashion. Vulgar, sexually exploitative and/or harassing comments toward any persons or groups, or drug or alcohol related posters, pictures or suggestions are not allowed. Nails or other attachments that will cause damage to school property are not allowed. Please DO NOT use tape on the walls. Please ask your dorm director what you can safely use. Furniture can not be re-arranged without prior approval from your Dorm Director. Only Maintenance personnel can move furniture in your room.

Residence Community Clean Up

Every Sunday from 8:15-9:00 PM there will be a Residence Community Cleanup. Learning to keep your living area clean and neat is an important part of learning to become an adult. Your families have sent you to Washington Academy to receive an education, but they also want you to become responsible adults.

Failure to maintain room cleanliness standards may result in disciplinary sanctions. Residential Life staff in each building will monitor and participate in the community clean up on Sunday. Room checks will be performed to insure that rooms are being kept clean.

Kitchen Facilities: It is the responsibility of any person using the kitchen in any dormitory to clean up after themselves. This means washing dishes, pots, pans; cleaning the microwave; and storing food properly.

SUPERVISED STUDY HALL-QUIET HOURS

Purpose

The purpose of having a mandatory supervised study hall is to ensure that all residential students have and take advantage of a quiet study time. Your parents, agents, and consultants expect and have requested Washington Academy to establish and maintain a quiet supervised study hall.

Many students have developed academic discipline and have taken the necessary time to study so that you can achieve good grades. Supervised Study Hall is not made to punish those who are getting good grades or those who need to improve their grades. It is designed to ensure that everyone has an opportunity to be successful.

Study Time Guidelines

Study time will be on Monday through Thursday from 8:30-10 pm. All students will report to their dorms for attendance by 8:15 pm prepared to study.

Study time will be an extra-quiet time. All students need to be either working on schoolwork or reading a book.

Study hours require each student to be in their own room with the door open.

Students should use their laptops for educational purposes only.

Students should not instant message, chat, etc., during study time

Listening to music during study time is limited to headphone use only.

If academic assistance from a peer or a tutor is necessary, please speak with the Residential Life dorm parent on duty.

Study time will be rescheduled if it conflicts with a school activity.

Additional study time may be necessary to remain in good academic standing.

Sound Devices

Entertainment equipment such as radios, CD players and other amplified instruments may be used when it does not interfere with other student's rights to study, sleep or have peace and quiet. Stereos/music must not be heard outside the students' rooms. Those who violate this rule will lose their privilege to use their equipment which could include confiscation by dorm parents or Dorm Director.

Please be mindful of others if your music system includes subwoofer speakers. The sound carries through the structure of the building with these speakers. The bass and drum sounds of your music may disturb persons in other rooms even though the sound is at an acceptable level in your room.

You may not walk through buildings or around campus while playing a radio or music player unless you are using headphones.

Curfews & Lights Out

Dorm Curfew: Sunday through Thursday all students must be in their dorms by 8:15 PM.

Friday and Saturday students must be in their dorms by 11:00 PM.

Sunday through Thursday the common areas of the residences will be closed at 8:00 PM. Friday and Saturday the common areas will be closed at 10:45 PM.

Room Curfew: To assure that each student receives enough rest in order to be alert and attentive in class; all students must be in their own room by 10:30 PM, Sunday through Thursday. On Friday and Saturday nights, room curfew is 11:45 PM. Using electronic devices, telephoning, cooking, showering, laundering or other chores are not allowed during this time. You must be in your own room.

Lights Out: For the purposes of our residences, "lights out" is defined by all lights in the room being turned off. This is the time for students

to go to bed. Students may not continue to work at their desk with the desk lamp turned on, even if the light does not bother a roommate's opportunity to sleep. Sunday through Thursday, lights out is at 11 PM; Friday and Saturday nights, lights out is 12:00 midnight.

Community Gatherings and Celebrations

It is important for a community to celebrate the events in the lives of its members. Washington Academy provides many opportunities for students to gather and celebrate special occasions, holidays, and birthdays. Please let your dorm advisor know if you have a special celebration or occasion that you would like to celebrate.

Common Areas

Please Note: Common Areas are some of the places on campus where ENGLISH-ONLY is required.

The common areas in the dorms are for all residential students and their guests to enjoy. Please show respect for your schoolmates and the lounge itself.

Respect others who are using the common areas. Do not disturb those watching TV. TV and computer game volumes should not be heard outside the common area.

Use English to communicate with others when in the common areas.

Physical activities and sports are not allowed in the common area.

Affectionate behavior will be limited. Holding hands and sitting side by side are acceptable. Sitting on laps and kissing will not be allowed. If students refuse to comply with the request of a dorm parent, disciplinary action will be taken.

Students are expected to dress appropriately while in the common area. Wearing underwear only is NOT acceptable. Students will be asked to leave the common area immediately.

Kitchens in the Residences

Students may keep food items in the dorm refrigerators and cabinets. To avoid confusion, these items should be labeled with the student's name. Students are expected to dispose of perishable items in a timely manner. Many kitchen items have been supplied for use of residents in each dormitory. If a student uses the kitchen, all pots, pans, dishes, and cooking utensils **MUST** be washed and put away immediately. Kitchen counters must be washed and kept clean. Please do not put food wastes in the sinks. They will quickly become clogged.

Many students keep snacks and other foods in their room. This can be done as long as it poses no health hazard. Should a dorm parent or the Dorm Director notice insects or other vermin, the food will be removed and the area cleaned. Student will cover the costs of any extra cleaning if needed.

If students do not keep the kitchen clean, the Residential Staff has the right to close the kitchen.

Laundry

Washing machines and dryers are available in each residence free of charge. Immediately empty the machines when the cycle completes and remove the laundry. All members of the residence hall should help keep the laundry facilities clean and neat. Please remember to empty the lint trap after each use. If you have not done your own laundry before, do not worry, lessons on laundering are available by dorm staff. **Please do not put shoes in the dryers.**

To show respect for those living in your area, no loads of laundry are to be started after 8:00 PM Sunday through Thursday; or after 10:00 PM on Fridays and Saturdays.

Bathrooms

All toiletries should be kept in student rooms. Any items left on sink counters or in showers will be removed and thrown away. Sinks and counters should be left clean and neat. All hair should be removed from shower and sink drains after use. Water on the floor needs to be mopped up. Please ask a dorm staff person for help if needed. Safety is a primary concern in the bathrooms. Wet floors are very slippery.

Keeping the Bathrooms clean is very important for the health, safety and wellbeing of all residents.

Safety

Jeopardizing the health and safety of fellow students is a major offense. Intentionally leaving a residence hall door open or allowing other people to access the dorm after curfew endangers all the residents. Blocking doorways and hallways also poses serious problems during emergencies. Your room must be arranged in a manner that allows for quick emergency exits or the entrance of emergency response professionals.

The following items are **NOT** allowed in your dorm room.

- Halogen lamps that meet current safety code
- Griddles
- Waffle irons
- Hot plates
- Toaster ovens
- Candles
- Incense
- Portable heaters
- Weapons of any kind
- Tobacco products
- Lighters, matches, etc.

Safety and Emergency Equipment

Safety and fire equipment such as extinguishers and sprinklers are located in all dormitories. Any obstruction or misuse of this equipment is forbidden.

Windows and Screens

The windows in each room can be opened and closed to regulate air flow and temperature. The windows should not be used as an entrance or exit except in an emergency. If a screen is removed from a window it will be considered as damage of school property and the matter will be referred for disciplinary action.

Fire Drills

The safety of our residential students is a high priority. Fire drills can be expected. Each dormitory has fire drill procedures and a location to meet outside of the building. Residential students will receive instruction early in the year. When you hear the alarm, please respond promptly.

Shipping and Storing Personal Belongings

At the end of the school year students are responsible for removing their belongings from their rooms. Returning students may request storage for a reasonable number of things with permission of Dorm Director. Articles to be stored should be securely packaged by the student and clearly labeled with the owner's name. In addition, a form with the listing of package contents will be taped to each box and piece of luggage to be stored.

Mail

Students can go to the Residential Life Office to find their mail when the office is open. Mail may also be delivered to dorm by Residence Hall Directors; or will be delivered to students at dinner.

Under no circumstance is a student allowed to pick-up other students mail.

Shipping Luggage and Packages

If you need to ship your luggage to campus or have packages sent to you, the address below is appropriate for U.S. Postal Service and any package delivery service. Give this address to your family and friends.

Washington Academy
Dormitory Name and Your Name
66 Cutler Road
East Machias, ME 04630

When the packages arrive at Washington Academy, students will receive their packages at dinner that evening.

Student Finances

To manage personal funds, a student may open an account at Machias Savings Bank on school grounds during orientation. Using a local bank makes it easier for students to cash checks at area businesses. A representative from Machias Savings Bank will be on campus during orientation to assist students. Requesting funds from one's emergency fund for purposes other than emergencies is **not allowed**. WA will not function as a bank. Emergencies may include unplanned travel back home for emergencies, such as family medical, health, etc.; replacement of essential items, like a stolen winter coat or boots; tests or exams; etc.

Medicines and Prescription Drugs

Any type of foreign or domestic over the counter and prescription medications, or pills need to be made known to the Residence Life staff and the school nurse. The medicines will be locked and stored in an appropriate manner and dispensed according to the prescribed plan. No medicine of any kind is allowed to be kept in your dorm room.

Automobile Policy-Driving/Riding

Residential students are not allowed to own or operate any vehicles, including vehicles of day students or other members of the community. To travel in any vehicle other than those operated on behalf of Washington Academy, prior written permission from parents is required. A listing of parental permissions for automobile travel will be maintained in each residence. Students planning to travel in a non-Academy vehicle must sign-out as such with the staff member on duty.

It is important that each time a student is a passenger in an automobile the seatbelt is securely fastened. This is Maine State law!

Telephone/Cell Phone Use

Students may use personal cell phones in the dorm. Since the dorm phones may have people waiting, students should only use the dorm phones for 20 minutes when other students are waiting.

The use of telephones and/or cell phones is permitted only during a student's free time. Each residence hall has a phone for local calls. Long distance is not available unless you use a calling card. Phone use is prohibited during classes, active curriculum, evening study hall, and after room curfew. Student cell phone use that seems excessive or removes the student from the life of the community will meet with Residential Life staff and cell phone use may be further restricted. A student abusing telephone privileges will be called to meet with a member of the Residential Life staff to determine an appropriate consequence.

Signing Out and Signing In

Students do **not** need to sign in or out for classes, meals and Residential Life Afternoon Blocks.

Students **must** sign-out during their FREE TIME. Date, destination, phone number (if available) and time must be noted in the sign-out book. All other times a student leaves the dorm, including a 5-day residential student going home for the weekend, he/she **MUST** sign out.

For safety, all students and staff must walk on the sidewalks or side of the road, not in the middle of the road.

If a student intends to travel by car, they must have filled out the Automobile Permission Form. The name of the driver must be included on the sign-out sheet. Proper ID is required for the driver to present to the dorm parent before student is allowed to leave with that driver.

If students want to be out of their dorm, but on campus, for longer than 2 hours, they must have appropriate permission.

Students wishing to visit friends off campus MUST have prior permission from the Dorm Director.

Students MUST sign-in when returning to their dorm.

Visitation

Visitors to each of the dormitories must be a guest of a resident. When a guest signs-in to the dorm he or she must indicate who their host is and the host must also sign-in with the guest. The resident of the dorm may only bring **ONE** guest at a time and will be responsible for the behavior of that guest.

Residential students who wish to visit other on-campus residences must obey the sign out and sign in procedures. All non-residential visitors must check in with the staff member on duty for permission to visit. Visitors will be admitted at the discretion of the on duty Residential Life staff. Day students who visit a student must comply with the same rules as residential students. Any visitor not adhering to the rules of community living will be confronted and may be asked to leave.

Visitors of the opposite sex are not permitted in residential student rooms or hallways. Visitors of the opposite sex are allowed in the residence common rooms **according to posted schedules for each residence.**

Sleepovers

Visitors are not permitted to stay overnight in a student's room, unless special permission is granted by the Dorm Director.

In the event that a day student has an early morning co-curricular or extra-curricular obligation, permission may be requested and granted on a case by case basis. Permission will be given by Director of Residential Life.

Transportation

A local town bus will be scheduled on a regular basis.

Tobacco

The Student Handbook outlines the smoking and tobacco policies of Washington Academy. Mention of that policy here is to remind students of the significance of this rule. **Possession and/or use of any tobacco products will not be tolerated at all on the Washington Academy campus; nor will it be tolerated at any off-campus school event.**

Students who come to Washington Academy with an addiction to nicotine can arrange with the school nurse to participate in a tobacco use cessation program. In the event that a student is found using tobacco products on campus, at a school-sponsored event, on a school-sponsored trip, or in possession of such products, a referral to the school nurse for assessment and treatment for nicotine addiction may be made. A determination will be made if the student can remain at WA based on the student's course of action. Additional consequences may be imposed.

Drugs, Alcohols and Other Chemicals

The possession, use, storage and being under the influence of any illegal drugs, alcohol or other chemicals are strictly forbidden on campus or at any off-campus event. Students caught using drugs or alcohol may be referred to a counselor at their own expense. A determination will be made if the student can remain at WA based on the counselor's recommendations and the student's course of action. Additional consequences may be imposed.

WEEKEND/OVERNIGHT ABSENCE FROM THE DORMITORIES

A student intending to be away from the dormitory for a weekend or overnight must follow the steps outlined in Weekend/Overnight Policy/Process. It is important that parents are aware of this process to minimize last minute requests regarding their child. A weekend/night away from campus is a privilege. A teacher, advisor, coach and/or the Director of Residential Life may deny a weekend if a student is not fulfilling an obligation in some area of school life.

Leaving with parents or guardians:

While arrangements may be made well in advance, parents/ guardians must call the Director of Residential Life by noon on **Thursday** prior to the intended weekend away and verify that their child will be away from the dormitory for the weekend.

For visits to places other than own home:

Students may request permission to spend a weekend at a residence of a same-sex day student. To obtain permission for such an overnight, a resident must complete the following process:

Obtain a *Weekend Sign-Out Form* from the Residential Life Office or Residence Hall Director by no later than **Wednesday**.

Obtain permission from:

a) a parent/guardian through a FAX or email to Res Life Office. FAX 207-255-8303. E-Mail reslife@washingttonacademy.org. Information relayed for permission must indicate destination, dates, and return times, as indicated on weekend sign out form.

b) the adult host by FAX or email, who will assume responsibility for a student's safety and well-being. The host must contact the Office of Residential Life before noon on the **Thursday** of the intended weekend by Fax or email. Hosts should understand that the school expects adult presence throughout the stay of a resident student in their home.

Return the completed *Weekend Sign-Out Form* to the Director of Residential Life by the end of school on **Thursday**. **Upon approval**, the Director of Residential Life will notify Office Manager who will organize a weekend sign-out list to be emailed to all residential life staff by Friday morning each week. Student must check with office manager before leaving campus to retrieve dorm room door notice to be taped to outside of the student's door. It is the student's responsibility to complete this process correctly and within the prescribed timeframe, otherwise permissions will be denied.

Permission to be off campus on the weekends can be denied if weekend privileges have been revoked by dorm director for misconduct as late as the end of the school day on Friday.

Permission to leave campus overnight begins after the student's last school commitment of the week. Obligations on campus, such as an athletics or Saturday detention, must be fulfilled or excused before a student leaves for a weekend.

Weekend overnights begin at departure and **the student must return no later than 8:00 pm Sunday** in order to participate in Sunday evening Dorm Community Cleanup. Students will not be permitted to return to the dorms once they have signed out for the weekend except in the case of an emergency.

Residents are not allowed to stay in a hotel unless accompanied by one of their parents/guardians or another approved adult. The Director of Residential Life must approve exceptions to this rule in advance. **Fraudulent or dishonest use of the sign-out procedure will be deemed a major offense.**

A Day in the Life of a WA Residential Student

Monday-Friday

7:20 AM	Breakfast served in Cafeteria
7:50 AM	Bell for Classes to Begin
2:10 PM	Four Block School Day Ends
2:10-3:00 PM	Prep Time for Afternoon Blocks
3:00-5:00 PM	Afternoon Blocks M-TH (4 days)
5:00-5:30 PM	Advisor Time/Free Time
5:30-6:15 PM	Dinner

Monday-Thursday

6:15-8:15 PM	Free Time/ Quiet Hours in Dorm
8:15 PM	Dorm Curfew
8:30-10:00 PM	Study Hours in Dorm Rooms
10:00 PM	Quiet Hours/Prep for Lights Out
10:30 PM	Room Curfew/Room Check
11:00 PM	Lights Out/Room Check

Friday

6:15-11:00 PM	Free Time
11:00 PM	Dorm Curfew
11:45 PM	Room Curfew/Room Check
12 Midnight	Lights Out/Room Check

Saturday

11:00 AM-12:00 PM	Brunch
5:30-6:15 PM	Dinner
6:15-11:00 PM	Free Time
11:00 PM	Dorm Curfew
11:45 PM	Room Curfew/Room Check
12 Midnight	Lights Out/Room Check

Sunday

11:00 AM-12:00 PM	Brunch
5:30-6:15 PM	Dinner
6:15-8:00 PM	Free Time
8:00-9:00 PM	Curfew-Room/Common Area Clean-Up
9:00-10:00 PM	Quiet Hours/Prep for Lights Out
10:30 PM	Room Curfew/Room Check
11:00 PM	Lights Out/Room Check

WASHINGTON ACADEMY TOBACCO, DRUG AND ALCOHOL POLICY

A. Statement

We recognize that the use of tobacco, alcohol and illegal drugs poses a significant health problem for students and staff, resulting in negative effects on behaviors and learning. The use, misuse and abuse of these substances can create severe problems for individuals and schools, as well as leading to alcoholism/drug and nicotine dependency and/or other emotional problems.

We also believe that health problems are primarily the responsibility of the parents or guardians. However, the school and community share in the responsibility because abuse and health problems often affect learning and development.

We believe:

1. That we must deal with all three segments of our school population, i.e., users, nonusers, and affected students.
2. That a broad K-12 comprehensive program be established that covers all three student populations.
3. That sufficient resource is available to students and to school personnel for treatment.
4. That any use of tobacco/alcohol/drugs by students is abuse.
5. That there must be clear distinction in rules and procedures dealing with those who are seeking help and those who refuse to acknowledge their problem.
6. That alcoholism and/or drug/nicotine dependency is treatable.
7. That this chemical dependency is treatable.
8. That suitable programs and resources must be in place to make those affected become responsible and productive citizens.

Because of these beliefs we have the responsibility to have a comprehensive policy which assures fair and effective procedures to deal with those who violate tobacco/drug/alcohol policies, while addressing early intervention, referral, and follow-up services for students, families, and staff who have chemical use abuse and dependency problems.

B. POLICIES

1. Tobacco Use Policy

Smoking or other tobacco use is prohibited in school or on school grounds. Smoking or other tobacco use is also prohibited when students are participating in any school activities away from campus. "No student or school employee is allowed to use tobacco in the buildings or on school grounds of any elementary or secondary school".

Smoking or use or possession of tobacco products in or on school grounds or while being transported on the various buses is prohibited for all students. Violations of the smoking policy will result in a suspension from school.

1st Offense: will result in a suspension of up to 3 days.

2nd Offense: will result in a suspension of up to 5 days.

3rd Offense: will result in a suspension of up to 10 days and a meeting with the Head of School and possible dismissal from Washington Academy. Students under the age of 18 who are found to be in possession of tobacco products may also be turned over to legal authorities. Students who are 18 or older who provide tobacco products to minors will be turned over to legal authorities.

Students under the age of 18 who are found to be in possession of tobacco products may also be turned over to legal authorities. Students who are 18 or older who provide tobacco products to minors will be turned over to legal authorities.

2. Alcohol and Drug Policy

The use, possession, furnishing or selling of any scheduled drug, including marijuana, cocaine, alcohol, or other substances defined by law as a drug or a look-a-like drug by pupils poses a serious threat to the welfare of the school, and can result in the disruption of the peace and usefulness of school. (A doctor's prescription of the student's own use, which is cleared through the office, is not considered a violation of this policy).

Due to the intricacies of the use of drugs and intoxicating beverages and the related personal problems, each case of drug/alcohol abuse will be handled individually. The total welfare of the school must always be considered along with the physical and psychological needs and problems of the student(s) involved.

The use, possession, or furnishing and sale of drugs or drug paraphernalia (as defined by Maine Statute) and/or alcohol is prohibited in school and buildings, and on school property. School sponsored field trips or activities are considered to be on school property. All violations will result in suspension and may lead to dismissal.

Lockers are school property and will be searched and inspected periodically. If a search of the lockers results in the discovery of drugs or alcohol, there will be school disciplinary action and all material will be returned over to the law enforcement officers for use in prosecution.

APPENDIX B

The following is the Washington Academy Telecommunication Policy and Use Agreement. **If any parents or guardians object to their child using these school-wide Internet services, it is their responsibility to notify Washington Academy in writing:**

2010-2011 TELECOMMUNICATIONS POLICY AND USE AGREEMENT

Internet and E-mail access are available to students and teachers at Washington Academy. We are very pleased to offer this service at Washington Academy and believe the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication. With access to computers and people all over the world comes the availability of material that may not be considered appropriate in the context of the school setting. On a global network it is impossible to control all materials, and an industrious user may discover controversial materials. We at Washington Academy firmly believe that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may procure material not consistent with the educational goals of Washington Academy.

The Internet is an electronic highway connecting thousands of computers and millions of individual subscribers all over the world.

Terms and Conditions

- 1) Acceptable Use--The purpose of Washington Academy's use of the Internet is to support research and education around the world by providing access to unique resources and the opportunity for collaborative work. **The use of an account must be in support of education and research and consistent with the educational objectives of Washington Academy.** Due to the nature of the Internet, it is neither practical nor possible for the Academy to enforce compliance with user rules at all times. Accordingly, parents and students must recognize that students will necessarily be required to make independent decisions and use good judgment in their use of the Internet. Parents have an obligation to participate in the decision whether to allow their children access to the Internet and to communicate their own expectations regarding its use to their children. Use of another organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any FCC or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene materials, or material protected by trade secret. Use for commercial activities is not allowed. Use for product advertisement or political lobbying is also prohibited.
- 2) Privileges- **The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges.** The administration will deem what is inappropriate use and their decision is final. The administration, faculty, and staff may make a request to the administration or the system supervisors to deny, revoke, suspend, or close a user's account.
- 3) Network Etiquette- Users will abide by the generally accepted rules of network etiquette.
These include (but are not limited to) the following:
 - a) Be polite. Do not get abusive in messages to others.
 - b) Use appropriate language. Do not use profanity, obscenity, vulgarity or any other inappropriate language. Illegal activities are strictly forbidden.

- c) Do not reveal others' personal addresses, passwords, or phone numbers to anyone. It is wise not to reveal your own information as well.
 - d) Note that electronic mail (e-mail) is not guaranteed to be private.
 - e) Do not use the network in a way that would disrupt the use of the network for other users.
 - f) All communications and information accessible via the network should be assumed to be private property.
 - g) The person in whose name an account is issued is responsible at all times for its proper use. Users shall not share their passwords and are advised to change them frequently.
- 4) Warranties-Washington Academy makes no warranties of any kind, whether expressed or implied, for the service it is providing. Washington Academy will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. Washington Academy specifically denies any responsibility for the accuracy, quality or appropriateness of information obtained through its services.
- 5) Security-Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a system supervisor. Do not demonstrate the problem to other users. Do not use another individual's account without written permission from that individual. Attempts to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.
- 6) Vandalism-Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware or data of another user, the Internet, or any of the above listed agencies or other networks that are connected to the Washington Academy Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.
- 7) Users must abide by the following Acceptable Use Rules.

Acceptable Use Rules

The network is provided for students to conduct educational research and communicate with others for educational purposes. Access to network servers is given to students who agree to act in a considerate and responsible manner. Access is a privilege--not a right. Access entails responsibility. Individual users of the school computer networks are responsible for their behaviors and communications over these networks.

Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on school servers will always be private.

1. Users need to continually update and delete files no longer needed. This will keep the server hard drive free for others.
2. Users are not to acknowledge or forward chain letters.
3. Users will not be allowed to bring any disks to school to download, upload or save files without teacher approval and supervision. Users

are not to save files on the "C" hard drives of each machine without teacher approval.

4. Users will not be allowed to print material from the Internet or E-mail; exceptions to this rule will be information necessary for assigned research topics accompanied by a pass from the appropriate teacher requesting the research and supervised by the computer room supervisor, teacher or librarian on duty.

5. Users may not post or transmit any copyrighted material on the Internet.

6. Users may not post or transmit any derogatory, demeaning or defamatory communications.

7. Users may not plagiarize information accessed through the Internet. Any telecommunications information that is used must be documented.

8. Users may not utilize the Internet to access information that encourages or advocates illegal behavior or that is pornographic or obscene to minors.

9. Users may not utilize the Internet to incur financial obligations or to make purchases. Users may not utilize the Internet to incur profit or personal financial gain.

10. Users will not be allowed to use discussion groups (chat rooms) or instant messaging systems, including ICQ, IM, Yahoo Messenger, AOL Messenger, etc. on the Internet. Exceptions to this rule will be to gather information for an assigned research topic. User must be accompanied by a pass from the appropriate teacher requesting the research and must be supervised by the computer room supervisor, teacher, or librarian on duty.

11. Users may not download and/or install programs or software of any kind without permission from and the supervision of a teacher/administrator. This includes, but is not limited to, music players, multimedia applications, mail programs, paging and messaging software, and telephone software.

12. Design and publication of web pages will be limited to a class project under teacher/administrator supervision.

13. These terms and conditions are campus wide, but individual teachers may choose to restrict access to certain Internet services (not specifically mentioned here) in their classrooms if they deem that such services are disruptive or inappropriate.

APPENDIX C

COLLEGE COURSE POLICY

Washington Academy students that wish to take college courses must follow the following guidelines:

1. Students are not allowed to miss any class or part of a class in order to attend the college course. Absence from a class or part of a class will be subject to the guidelines of Washington Academy's attendance policy. Students are encouraged to take courses outside of the regular school day and during the summer months, and any exceptions must have the prior approval of the Headmaster and the Guidance Counselor.
2. Students cannot take a college course in place of a required Washington Academy course, and students will not be allowed to take a course already offered at Washington Academy.
3. All Washington Academy school policies will apply to students while participating in college courses.
4. Each course will be reviewed on an individual basis and must receive the prior approval of the Head of School and Guidance Counselor before enrollment.
5. Students must be in good standing at Washington Academy in order to be allowed to take a college course.
6. Students must present an attendance sheet from their college instructor to sign signifying the student's attendance at each class.
7. The cost of books, fees, and any other non-tuition expense is the responsibility of the student.
8. Students will not be allowed to take future college courses if they do not receive at least a grade of C.
9. Washington Academy will accept up to six (6) college courses.

AFFIRMATIVE ACTION STATEMENT

Washington Academy does not discriminate in the educational and employment policies, programs, and practices which it operates and will honor all appropriate laws relating to discrimination in regard to: race/color, sex, religion, ancestry, national origin, age, physical/mental handicap. The state and federal laws affecting this policy are: 5 M.R.S.A. #4451, and #65, Civil Rights Act of 1964, Title VI, Rehabilitation Act of 1973, Section 504; and Educational Amendments, 1972, Title IX.

ANNUAL NOTICE OF STUDENT EDUCATION RECORDS AND INFORMATION RIGHTS

The Family Education Rights and Privacy Act ("FERPA") provides certain rights to parents and eligible students (18 years of age or older) with respect to the student's education records.

AOS 96 is required by the Commissioner to collect and report student social security numbers as a way to provide school units with data about the long-term effectiveness of teaching and programs from early childhood through to college and the work force. AOS 96 will be asking parents to provide written consent to use their child's social security number for these purposes. Parents are not required to provide a social security number. If a parent does not provide a social security number for a student, the child will still be enrolled in the school. Every student has a right to a public education, regardless of whether or not a social security number is provided. No child's social security number may be used for longitudinal data purposes without prior written parental consent. When a student turns 18 years of age,

the written consent must be obtained from the student and the rights previously accorded to the parent are accorded to the student.

5. Inspection of Records

Parents/eligible students may inspect and review the student's education records within 45 days of making a request. Such requests must be submitted to the Superintendent or building administrator in writing and must identify the record(s) to be inspected. The Superintendent or building administrator will notify the parent/eligible students of the time and place where the records(s) may be inspected.

6. Amendment of Record

Parents/eligible students may ask the School Department to amend education records they believe are inaccurate, misleading or in violation of the student's right to privacy. Such requests must be submitted to the Superintendent or the building administrator in writing, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Superintendent or building administrator decides not to amend the record as requested, the parent/eligible will be notified of the decision, their right to request a hearing, and information about the hearing procedure.

7. Disclosure of Records

The School Department must obtain a parent/eligible student's written consent prior to disclosure of personally identifiable information in education records except in circumstances as permitted by law.

1. Directory Information

The School Department designates the following student information as directory information that may be made public at its discretion: name, participation and grade level of students in officially recognized activities and sports, height and weight of student athletes, dates of attendance in the school unit, and honors and awards received.

Parents/eligible students who do not want the School Department to disclose directory information must notify the Superintendent in writing by July 1st for the upcoming year or within thirty (30) days of enrollment, whichever is later.

2. Military Recruiters/Institutions of Higher Education

Military recruiters and institutions of higher education are entitled to receive the names, addresses and telephone numbers of secondary students and the School Department must comply with any such request, provided the parents have been notified of their right to request that this information not be released without their prior written consent.

Parents/eligible students who do not want the School Department to disclose this information must notify the Superintendent in writing by July 1st for the upcoming year or within thirty (30) days of enrollment, whichever is later.

3. School Officials with Legitimate Educational Interests

Education records may be disclosed to school officials with a "legitimate educational interest." A school official has a legitimate educational

interest if he/she needs to review an education record in order to fulfill his/her professional responsibility. School officials include persons employed by the School Department as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); members of the Board of Education; persons or companies with whom the School Department has contracted to provide specific services (such as attorneys, auditors, medical consultants, evaluators, or therapists); and parents, students and volunteers serving on an official committee (such as a disciplinary or grievance committee) or assisting a school official in performing his/her professional responsibilities.

4. Other School Units

As required by Maine law, the School Department sends student education records to a school unit to which a student applies for transfer, including disciplinary records, attendance records, special education records and health records (except for confidential health records for which consent for dissemination has not been obtained).

5. Other Entities/Individuals

Education records may be disclosed to other entities and individuals as specifically permitted by law. Parents/eligible students may obtain information about other exceptions to the written consent requirement by request to the Superintendent or building administrator.

8. Complaints Regarding School Department Compliance with FERPA

Parents/eligible students who believe that the School Department has not complied with the requirements of FERPA have the right to file a complaint with the U.S. Department of Education. The office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

ANNUAL NOTIFICATION OF ASBESTOS-CONTAINING BUILDING MATERIALS (ACBM'S) IN ALL WASHINGTON ACADEMY SCHOOL'S AND BUILDINGS

TO: All Washington Academy School employees, parents, and guardians.

All schools/buildings in the Washington Academy school department have been inspected for the presence of asbestos containing materials (ACBM's). A written plan for the management has been developed. This plan, noting the type and location of ACBM's, is available for inspection in the Head of School office. Copies may be made on request for a cost of 10 cents per page.

The management plan is an outline of operational procedures designed for the proper maintenance and safety of all people who work, study, or are otherwise present in any of these buildings to minimize the exposure to asbestos hazards.

The condition of all ACBM's will be semi-annually inspected.

The following inspections and maintenance activities occurred during the past year: Tiled floors in hallways and classrooms in the Old Academy building were sealed with luan then covered with rugs. F/Y 1991

Judson McBrine
Head of School

Dear Parent, Guardian, or Staff Member,

I am writing about three subjects that can affect children's health in school: pests, pesticides and your right to know.

Pest Control

Because pesticides pose risks, the school uses an alternative approach to merely applying pesticides. Control of insects, rodents, and weeds at our school focuses on making the school buildings and grounds an unfavorable place for pests to live and breed. Through maintenance and cleaning, we will reduce or eliminate available food and water sources and hiding places for the pests. We will also routinely monitor the school area to detect pest problems and prevent the pests from becoming established. Some techniques we will use include pest monitoring, sanitation, pest exclusion, proper food storage, pest removal and—as a last resort—pesticides. This holistic approach is often called Integrated Pest Management (IPM).

Pesticide Use

Sometimes pesticide use may be necessary to control a pest problem. When that happens, the school will use the lowest risk products available. If higher risk pesticides must be used, notices will be posted at application sites and parents, guardians and staff have a right to know.

Your Right to Know

Parents, legal guardians, and school staff will be notified of specific pesticide applications made at the school. **To receive notification, you must be placed on the notification registry by sending the attached 'Request to be Notified of Planned Pesticide Applications'.** Notification will be given at least five days before planned pesticide applications. Pesticide application notices will also be posted in school and on school grounds. Notification need not be

given for pesticide applications recognized by law to pose little or no risk of exposure to children or staff.

The school also keeps records of prior pesticide applications and information about the pesticides used. You may review these records, a copy of the School's Integrated Pest Management Policy and the Pesticides in Schools regulation (CMR 01-026 Chapter 27) by contacting our IPM coordinator, Douglas Holmes, at 255-9301.

If you have any questions, please contact Mr. Judson McBrine. For further information about pests, pesticides and your right to know, call the Board of Pesticides Control at 207-287-2731 or visit the Maine School IPM web site at www.thinkfirstspraylast.org/schoolipm.

Sincerely,

Mr. Judson McBrine
Head of School